

# Chapter 8

## Disbursing

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## 8.1 Background

a. Navy Cash is a joint undertaking between the Department of the Navy and the U.S. Department of the Treasury, Bureau of the Fiscal Service (Fiscal Service). This chapter addresses Navy Cash processes and procedures and the operation of the Navy Cash Disbursing Application.

b. Marine Corps. The Navy Disbursing Officer will be responsible for providing Navy/ Marine Cash and other disbursing support for Marines embarked on a ship without a Marine Disbursing Officer and will make every effort to collect on any negative account balances. On ships with a Marine Disbursing Officer, the Marine Cash Disbursing Application is a subset of the Navy Cash Disbursing Application, and Marine Disbursing personnel shall be guided by this SOP. Where Marine functionality is different from Navy functionality, split pay for example, the differences are discussed in the SOP. The basic policy for enrolling Marines in Marine Cash is discussed in paragraph 1.7.4.

c. The Disbursing Office will retain the flexibility to receive cash and checks under certain circumstances. When collecting or disbursing cash or checks, the existing cash-based disbursing processes and procedures remain in effect.

d. On most ships equipped with Navy Cash, the Disbursing Officer is appointed as the Navy Cash Accountable Officer (NCAO). In this SOP, the term Disbursing Officer refers to the Disbursing Officer and his properly authorized and appointed representatives, such as disbursing agents, Deputy Disbursing Officer, or Navy Cash Deputy, primarily in their roles as Navy Cash accountable officials responsible for the operation and maintenance of the Navy Cash system.

e. In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)). *Do not change the time or time zone on the Navy Cash server. Changing the clock may result in errors and delays in End-Of-Day (EOD) processing. These errors can only be resolved through manual intervention guided by technical support personnel ashore.*

## 8.2 General Navy Cash Information

### 8.2.1 Appointment as Navy Cash Accountable Officer

a. DD Form 577. Because Navy Cash is a financial system, and the handling of public and private funds is inherent, a Department of Defense (DD) Form 577, Appointment/ Termination Record—Authorized Signature, shall be signed by the Commanding Officer appointing the Disbursing Officer, or other responsible individual, as the Navy Cash Accountable Officer, delineating what his or her accountability and responsibilities include (see the Department of Defense Financial Management Regulation (DoD FMR), Volume 5, Chapters 2 and 10). Subsequent DD Form 577s from the Disbursing Officer to his or her deputy, agents, or cashiers shall also be maintained (see sample DD Form 577s at paragraphs 8.15.1 and 8.15.2).

b. Navy Cash Deputy. The Navy Cash Accountable Officer must appoint a Navy Cash Deputy. If the Navy Cash Accountable Officer is not available, e.g., attending training class or on leave or Temporary Additional Duty (TAD), the Navy Cash Deputy must be available to perform the duties of the Navy Cash Accountable Officer, primarily to operate and manage the Navy Cash program and system on the ship. A DD Form 577 shall be signed by the Navy Cash Accountable Officer to the responsible individual as the Navy Cash Deputy, delineating what his or her responsibilities include.

(1) The Disbursing Officer must ensure the Navy Cash Deputy is completely trained on Navy Cash operations and able to fully cover during any absences. The Navy Cash

Deputy should have the knowledge and ability to resolve any Navy Cash technical and/or financial issues that may arise. The Navy Cash Deputy can recruit the assistance of the ship's IT personnel for technical issues as needed.

(2) Navy Cash SOPs, troubleshooting guidance, functional/system training, supporting documentation, and "how-to" maintenance videos, etc. are available on the ship's server/Intranet as part of the current NIAPS release. Much of this material is also available on line at [navycash.gov](http://navycash.gov). Basic Navy Cash system training is available afloat on the Navy e-Learning (NeL) site (use catalog code CSS-NCASH-010-1.1 to find this interactive CBT). Engility Corporation (a Navy Cash contractor) provides three-day refresher training in Fleet concentration areas periodically. Contact the appropriate Navy Cash Fleet Support Group (FSG) at NAVSUP FLC Norfolk, San Diego, or Yokosuka for refresher training information and schedule.

(3) Additional training for the Navy Cash Deputy is also available on request from the FSGs.

c. If a Navy Cash Accountable Official is also appointed as a Disbursing Officer, Deputy Disbursing Officer, or Disbursing Agent, and the responsibilities of the Navy Cash program are covered by that appointment, then an additional DD Form 577 is not required (see DoD FMR, Volume 5, Chapters 2 and 10).

d. Accountable Official Enrollment Form. As accountable officials, the Navy Cash Accountable Officer and Navy Cash Deputy must also complete and sign the Fiscal Service (FS) Form 2888, Application Form for U.S. Department of the Treasury Accountable Official Stored Value Card (SVC), prior to being issued/using the Disbursing Office merchant Navy Cash card (see paragraph 8.5.5). A sample form is included at Appendix F, Navy Cash Enrollment Forms, and is also available on the U.S. Department of the Treasury, Bureau of the Fiscal Service, Navy Cash website ([navycash.gov](http://navycash.gov)).

e. Letter of Authority to Hold Cash at Personal Risk. The DoD FMR, Volume 5, addresses the issue of accountability for cash management of public funds within the Navy. Since the electronic movement of funds within the Navy Cash system, for example, from the cardholder's home bank or credit union account to the open-loop account, or from the open-loop account to the closed-loop account, or from the closed loop to the Post Office or soda vending machine, is not considered part of a Disbursing Officer's accountability, they would not have a pecuniary responsibility for those funds. However, certain Navy/Marine Cash transactions, for example, cash- and check-to-closed-loop) transactions, occur at the Disbursing Office, and the funds do become part of the Disbursing Officer's accountability. A sample letter of authority to hold cash at personal risk is included in paragraph 8.15.3. If a shortage (loss of funds/loss of accountability) or an overage occurs, it should be handled as prescribed in Chapter 6 of DoD FMR Volume 5. If it can be proved that the system, not the Disbursing Officer, made the mistake, the Disbursing Officer could not be held financially responsible for the loss.

### **8.2.2 Safeguard Personally Identifiable Information**

The Disbursing Officer must establish and monitor procedures for the proper handling and safeguarding of the Personally Identifiable Information (PII) associated with both Disbursing and Navy Cash operations to ensure the security and confidentiality of that information.

### **8.2.3 Navy Cash Cards**

a. Navy Cash Stored Value Cards (SVCs) provide the ability to operate in both the closed-loop, offline environment aboard ship and the open-loop, online environment ashore.



(1) Navy Cash. The stored value on a Navy Cash card used for purchases on a ship. Also known as the closed loop, Navy Cash can only be used on board ship, but it can be used on any ship equipped with the Navy Cash system.

(2) Mastercard Debit. The stored value on a Navy Cash card used for purchases off the ship. Also known as the open loop, Mastercard debit can only be used off the ship, but it provides access to funds in the Mastercard debit account to pay for purchases ashore everywhere Mastercard debit cards are accepted and to obtain local currency at any ATM ashore that carries the Mastercard®, Maestro®, or Cirrus® brand mark.

b. Instant Issue Navy Cash Cards. Instant issue cards combine the Navy Cash (closed-loop) and Mastercard debit (open-loop) capabilities and can be used both on and off the ship. Instant issue cards are embossed with NAVY CARDHOLDER and a Debit Mastercard® card number. Instant issue cards are issued on the ship to personnel newly enrolling in Navy Cash and as replacements for lost, stolen, damaged, or expiring cards. Issued on the spot, instant issue cards provide individuals immediate access to all Navy Cash capabilities. For example, cardholders can transfer funds at the Cashless ATM, also known as the Navy Cash Kiosk or Kiosk, on the ship to the closed-loop or open-loop account from bank or credit union accounts ashore and can access funds in the closed-loop account at ATMs ashore or to pay for purchases at retail locations ashore.

c. Visitor Navy Cash Cards. Visitor cards are closed-loop-only cards that can only be used on board ship. Visitor cards can be used to pay for purchases on any ship equipped with Navy Cash, and value can be added at Disbursing on any Navy Cash ship. Visitor cards are reusable and should be cashed out and turned in to Disbursing when the visitor is done with the card, so they can be reissued to another visitor.

d. Embossed Permanent Navy Cash Cards. Embossed permanent cards also combine the closed- and open-loop capabilities. Embossed permanent cards are embossed with the cardholder's name and a Debit Mastercard® card number. Produced individually at the card manufacturing facility, they must be delivered to the individual on the ship after they are produced. Generally, embossed permanent Navy Cash cards are only issued as a part of bulk enrollment when Navy Cash is initially implemented on a ship.

e. Questions or Disputes about Fraudulent or Erroneous Transactions. In case of a question or dispute about the Mastercard® debit (open-loop) account on their Navy Cash card, cardholders should contact Navy Cash Customer Service by phone at 1 (866) 362-8922 or email at [navycash@frb.org](mailto:navycash@frb.org) as soon as they notice an error or have a question. A cardholder has every right to dispute an ATM withdrawal or purchase ashore if they suspect fraudulent or erroneous activity on their Mastercard debit account. In the event of a fraudulent transaction, a cardholder should stop using their card and immediately notify Customer Service. To dispute a fraudulent or erroneous transaction, an individual must fill out, sign, and date a dispute form and then forward the form to the Navy Cash Treasury Agent (see Appendix I, Disputing Fraudulent or Erroneous Transactions, for copies of the dispute forms and more detailed procedures).

f. Card Expiration. When a Navy Cash card expires, the chip on the card stops functioning. The actual expiration date is the last day of the month indicated in the "Valid Thru" date embossed on the front of instant issue and embossed permanent cards and the date printed on the back of the visitor card. For embossed permanent and instant issue cards, any funds remaining in the closed-loop account are automatically transferred to the open-loop account associated with the card.

(1) Embossed Permanent or Instant Issue Cards. Cardholders whose embossed permanent or instant issue cards have expired or are expiring at the end of a month must report to

Disbursing where they will be issued instant issue Navy Cash cards as replacements. Instant issue cards have every capability that embossed permanent cards have, including the Debit Mastercard open-loop account, immediate access to any funds in the open-loop account associated with the expiring card, and the ability to access Split Pay. Once new instant issue cards are assigned, the cards will be usable on the ship immediately, and ashore after the next round trip is completed by the ship.

(2) Visitor Cards. Cardholders whose visitor cards have expired or are expiring must report to Disbursing. After a visitor card expires, the chip can no longer be read on the ship, so any value remaining in the closed-loop account on the card cannot be cashed out and returned directly. See paragraph 8.4.12.c for the procedures to retrieve funds from a visitor card that can no longer be read.

(3) Merchant Cards. Replacement cards for Navy Cash merchant cards that are expiring will continue to be created and sent to the ship automatically.

(4) Personal Identification Numbers (PINs). PIN mailers are not created and sent to the ships for instant issue or visitor cards. Instant issue and visitor cards are always handed out by the Disbursing Office, so the individuals receiving these cards can select a PIN when they pick up their cards. PIN mailers will continue to be sent to the ships with embossed permanent cards. Cardholders can change the PIN associated with their Navy Cash card at any time using the Navy Cash Kiosk by following the screen prompts on the Kiosk. The PIN number can also be changed at the Disbursing Office.

(5) Collect and Destroy Expired Cards. Any expired Navy Cash cards must be destroyed. When visitor cards are turned in to disbursing and cashed out, the Disbursing Officer should check the expiration dates on the cards. Cards can be destroyed by cutting them up or shredding them. Document destruction of the cards using the Navy Cash Card Issue Log (see paragraph 8.3.1.j).

g. Delivery of Cards. For security reasons and to prevent fraud, instant issue and embossed permanent Navy Cash cards arrive on the ship in a “pendactive” status and must be activated before they will work (see paragraphs 8.4.12.a and 8.4.15.e). If there are less than 10 cards being sent to a ship, the individual cards are sent via the U.S. Postal Service (USPS) directly to the individual cardholders. Shipments of 10 or more cards are FedEx’ed to the Disbursing Officer for further distribution to the individual cardholders. FedEx shipments can be tracked. Navy Cash cards shipped via FedEx should arrive at Naval Supply Systems Command (NAVSUP) Fleet Logistics Center (FLC) Logistics Support Centers (LSCs) about 10 business days after the Treasury Agent receives the enrollment data electronically. Contact the ship’s Logistics Support Representative (LSR) to check the status of any FedEx shipment of cards.

h. Unclaimed or Returned Navy/Marine Cash Cards. Any card received for an individual who has left the ship should be forwarded to his or her next command. The ship’s Post Office should not be “returning to the sender as undeliverable” Navy/Marine Cash cards sent via U.S. mail that are unclaimed or returned unopened.

(1) Unclaimed or Returned Navy Cash Cards. Cards mailed to Sailors who have left the ship but are still in the Navy should be forwarded using the forwarding address left with the ship’s Post Office during the check-out process. If the next command is not known or can’t be identified or the individual was discharged from the service, the Disbursing Officer should cancel and destroy the card (see paragraph 8.4.12, Change Card Status). The action taken should be annotated on either the Bulk Navy Cash Card Log or the Navy Cash Card Issue Log. PIN envelopes that are unclaimed or returned unopened should also be destroyed to avoid the expense

of forwarding them—individual cardholders can go to Disbursing when they receive the cards to have the PIN reset using the Disbursing Application.

(2) Unclaimed or Returned Marine Cash Cards. Cards mailed to embarked Marines who have left the ship should be turned over to Marine Disbursing on the ship. If there is no Marine Disbursing detachment, or if the Marines have disembarked, cards should be sent via FedEx or UPS to the appropriate Marine Expeditionary Force (MEF) Disbursing Office, I MEF for West Coast ships, II MEF for East Coast ships, and III MEF for ships in Japan.

I MEF Disbursing Office  
MARFORPAC  
15th St, Bldg 1164, Room 238  
Camp Pendleton, CA 92055  
(760) 725-5550

II MEF Disbursing Office  
MARFORLANT  
Bldg 10, McHugh Blvd  
Camp Lejeune, NC 28542  
(910) 451-7807

III MEF Disbursing Office  
MARFORPAC  
Bldg 5714, Unit 38405  
Camp Foster, Okinawa, Japan  
FPO AP 96604-8405  
011-81-611-745-7020

## **8.2.4 Navy Cash Card Limits**

### **a. Individual Cardholders**

(1) **Standard Closed-Loop Limit.** No more than \$1,000 can be loaded on or debited from the Navy Cash closed loop.

(6) **Standard ACH Transfer Limit.** A \$400 daily maximum limit has been pre-set on funds transfers from a bank or credit union account to the closed-loop and/or open-loop accounts.

### **b. Merchant Cardholders — Accountable Officials**

(1) **Standard Closed-Loop Limits.** No more than the following maximum amounts can be loaded on or debited from the closed loop.

(a) On CVNs, LHAs, and LHDs. \$50,000 for Disbursing Officers, MWR Officers, and Wardroom Mess Treasurers, and \$10,000 for all other accountable officials.

(b) On All Other Ships. \$10,000 for all accountable officials.

(2) **Standard Transfer Limits Between Closed and Open Loop.** The following maximum limits have been pre-set on transfers between the closed- and open-loop accounts.

(a) On CVNs, LHAs, and LHDs. \$50,000 for MWR Officers and Wardroom Mess Treasurers, and \$5,000 for all other accountable officials.

(b) On All Other Ships. \$10,000 for MWR Officers and Wardroom Mess Treasurers, and \$2,500 for all other accountable officials.

(3) **Standard ACH Transfer Limit.** For merchants who settle to bank or credit union accounts, a \$5,000 daily maximum limit has been pre-set on funds transfers from a bank or credit union account to the closed- and/or open-loop accounts.

(4) These pre-set limits may prevent accountable officials from making large purchases on the ship in a single payment. In a situation like this, the accountable official can elect to make more than one payment with the organization's Navy Cash merchant card or simply pay by check.

### **c. Modifying Navy Cash Card Limits**

#### **(1) Individual Cardholders**

(a) The Disbursing Officer can modify the closed-loop load and debit limit and the ACH transfer limit for individual cardholders who are “checked in” on that ship through the Disbursing Application (see paragraph 8.4.18, Account Information Update), but only up to the maximum closed-loop (\$1,000) and ACH transfer (\$400 per day) limits.

(b) For individual cardholders, reducing the maximum amount that can be transferred from a bank or credit union account ashore and/or reducing the maximum amount that can be loaded in the closed-loop account are options available to discipline a cardholder who continues to have problems with negative account balances or other personal financial responsibilities (see paragraph 8.8.1 and Appendix L).

(2) Accountable Official Merchant Cardholders. The Disbursing Officer can modify the closed-loop load and debit limit and the ACH transfer limit for merchant cardholders on board that ship through the Disbursing Application (see paragraph 8.4.18, Account Information Update), but only up to a maximum of \$1,000 in the closed-loop account and a maximum of \$400 per day for ACH transfers. For any amount above the maximum limits, the Disbursing Officer must contact the CSU (see paragraph 8.14) and request that a merchant cardholder limit be modified, but only up to the standard limits listed above and in paragraph 8.5.5, Navy Cash Accountable Official Cards. Again, the Disbursing Officer cannot change the closed-loop load and debit limit, ACH transfer limit, or the transfer limit between closed- and open-loop accounts using the Navy Cash Disbursing Website, [navycash.com](http://navycash.com), (see paragraph 8.14 and Appendix E).

(3) Any updates to card limits done through the Disbursing Application are effective immediately on board the ship and will regulate any subsequent funds transfer requests the individual or merchant cardholder attempts at the Navy Cash Kiosk. Updates done through the CSU do not go into effect on board the ship until the CSU receives the information, processes the request, and a round trip is completed between ship and shore.

### 8.2.5 Navy Cash Card Expiration

a. Navy Cash cards expire five years from the initial date of issue. The actual expiration date is the last day of the month indicated in the “Valid Thru” date embossed on the front of instant issue and embossed permanent Navy Cash cards and the date printed on the back of the Navy Cash visitor cards. When a card expires, the chip on the card no longer functions.



b. Instant Issue and Embossed Permanent Cards. When an instant issue or embossed permanent card expires, any funds remaining in the closed loop are transferred automatically to the open-loop account associated with the card.

(1) Instant Issue Card Issued as Replacement. When a card expires or will be expiring at the end of a month, a cardholder must report to disbursing where they will be issued an instant issue Navy Cash card as a replacement. Instant issue cards have every capability that

embossed permanent cards have, including the Debit Mastercard®, immediate access to any funds in the closed-loop account associated with the expiring card, and the ability to access Split Pay. Once a new instant issue card is assigned, the card will be useable on the ship immediately, and ashore after the next round trip is executed by the ship.

(2) Inactive Account. When a card expires, if there has been no activity on the card (open and closed loop) in the last 180 days, the account is considered inactive, and the card is canceled. As a part of the process, any remaining balance is transferred to the linked bank or credit union account automatically, if the linked account is still valid. In addition, the Navy Cash open-loop account is suspended and Navy Cash access to the bank or credit union account is blocked automatically.

(a) Residual Funds. If there is no linked bank or credit union account or the account information is not valid, the funds will remain in the open-loop account. If at all possible, the individual cardholder should be contacted and asked to provide a bank or credit union account number, ABA routing number, and his or her name as it appears on the account, so the positive balance can be pushed back to that account. The Disbursing Officer shall then request the Navy Cash CSU push any funds remaining in the open-loop account back to the designated bank or credit union account.

(b) As a last resort and after every effort to identify and locate the individual cardholder and return the residual funds has been exhausted, the Disbursing Officer must cash out any value remaining on the card and do a collection for the amount using a DD 1131 in accordance with DoD FMR, Volume 5, Chapter 8, Paragraph 0806, and Chapter 10, Paragraph 100505. These funds will be credited to one of two accounts at the Treasury, Account 20X6133, Payment of Unclaimed Moneys, for amounts of \$25 and greater, and Account 17R1060, Forfeitures of Unclaimed Money and Property, for amounts of less than \$25. Cardholders retain the right to submit a claim for a refund to the U.S. Department of the Treasury, Bureau of the Fiscal Service. Any claim must include enough facts to validate the accuracy of the claim and justify the refund.

c. Visitor Cards. When a visitor card expires, the chip can no longer be read on the ship, so any value remaining on the card cannot be returned directly to the cardholder.

(1) The Disbursing Officer must ensure the customer understands when a particular visitor card expires and that the card must be turned in before the expiration date to cash out any remaining value on the ship.

(2) If the expiration date displayed for a particular card indicates the card will expire before the individual will be leaving the ship, the Disbursing Officer should select a new visitor card to issue.

(3) Because a visitor card is anonymous and does not have an open-loop account associated with it, any funds in the closed-loop account cannot be moved automatically to an open-loop account after the card expires. Because the card has expired and the chip no longer functions, the Disbursing Officer must enter the visitor card sequence number, which is printed on the lower right of the back of the card, to pull up the appropriate card information and change the status of the “old” visitor card to “Cancelled”. The Disbursing Officer must contact the CSU to restore any remaining value. Refer to paragraph 8.4.12.c.(2) under paragraph 8.4.12, Change Card Status, for the procedures to retrieve funds from visitor cards that can no longer be read.

d. Collect and Destroy Expired Cards. Any expired Navy Cash cards must be destroyed. When visitor cards are turned in to disbursing and cashed out, the Disbursing Officer should check the expiration dates on the cards. Cards can be destroyed by cutting them up or shredding

them. Document destruction of the cards using the Navy Cash Card Issue Log (see paragraph 8.3.1.j)).

e. **Dormant Accounts.** A Navy Cash account with no activity (closed loop or open loop) for 180 days after the expiration date of the Navy Cash card is a dormant account.

(1) To keep the Navy Cash roster on the ships current and avoid dormant accounts on the ship's Navy Cash roster, the Disbursing Officer should keep the transfer date in each cardholder's member profile up to date (see paragraph 8.4.18.g, Transfer Type and Date, in the Account Information Update function of the Disbursing Application). The transfer date is used to pull accounts of cardholders who have left the ship off the ship's Navy Cash roster, transfer the accounts to the Navy Cash Shore Command, suspend the Navy Cash open-loop accounts, and block Navy Cash ACH access to bank and credit union accounts, all automatically on the date indicated.

(2) **Monthly Automated Transfer of Dormant Profiles from Ship to Shore.** To assist in maintaining a current Navy Cash roster on the ship, a monthly automated process detects and transfers member profiles that have not already been transferred to the Shore Command, if there has been no activity on cardholder Navy Cash accounts (closed-loop, split pay, or ACH transfer activity) in the past 180 days.

(a) After 365 days of no activity, any funds remaining in the open-loop account will be pushed to the linked bank/credit union account (if there is a valid account linked to the Navy Cash member profile), the Navy Cash open-loop account will be suspended, and Navy Cash ACH access to a bank/credit union account will be blocked automatically.

(b) If a cardholder attached to the ship hasn't used their Navy Cash card in the past year and is transferred to the Shore Command in error, they can simply do a "Ship Check In" at a Navy Cash Kiosk (Cashless ATM). Full access to Navy Cash capabilities will be restored as soon as the next round-trip processing is completed between ship and shore.

#### **8.2.6 Navy Cash Cardholder Deceased, Injured, or an Unauthorized Absentee**

a. If a Navy Cash card is found in the personal effects of a cardholder who is deceased, missing, injured, or an unauthorized absentee, a designated officer, or an inventory board appointed by the Commanding Officer, should present the card to the Disbursing Officer.

b. The Disbursing Officer shall cash out any value remaining in the closed-loop account; do a collection for the amount using a DD 1131, Cash Collection Voucher, in accordance with DoD FMR, Chapter 8, Paragraph 0806, and Chapter 10, Paragraph 100505; and prepare an ex-cash check in the cardholder's name or payable to the payee designated by the officer or inventory board having custody of the personal effects.

(1) State the object for which the Treasury check was drawn as "Exchange-for-cash; personal effects of (name, rank or rate, file or service number)."

(2) Record the closed-loop-to-cash transaction on the Daily Cash Transaction Ledger in accordance with paragraphs 8.4.5 and 8.4.10). Enter the date of the transaction in Block 1, the cash value on the closed loop in Block 3, and the ex-cash check number in Block 5.

c. The Disbursing Officer shall send a request to the Navy Cash CSU to push any funds remaining in the open-loop account back to the cardholder's home bank or credit union account. If there is no linked bank or credit union account or the account information is not valid, the funds will remain in the open-loop account.

d. The Disbursing Officer shall then request that the CSU debit the cardholder's open-loop account and credit the Disbursing Office merchant open-loop account.

(1) After the next round trip, take the Disbursing Office merchant card to the Kiosk and move the funds from the open to the closed loop.

(2) Then, cash out the closed loop, do a collection for the amount using a DD 1131, and prepare a Treasury check in the cardholder's name or payable to the payee designated by the officer or inventory board having custody of the personal effects.

(a) State the object for which the Treasury check was drawn as "Exchange-for-cash; personal effects of (name, rank or rate, file or service number)."

(b) Record the closed-loop-to-cash transaction on the Daily Cash Transaction Ledger in accordance with paragraphs 8.4.5 and 8.4.10. Enter the date of the transaction in Block 1, the cash value on the closed loop in Block 3, and the ex-cash check number in Block 5.

e. If, after good faith efforts to return the residual funds, the individual cannot be located, the Disbursing Officer must cash out any value remaining on the card and do a collection for the amount using a DD 1131.

(1) Credit the funds to one of two Treasury accounts, Payment of Unclaimed Moneys, 20X6133, when the amount is \$25 or more and Forfeitures of Unclaimed Money and Property, 17R1060, when the amount is less than \$25.

(a) Once any value that was remaining on a card has been credited to either of the Treasury accounts, 20X6133 or 17R1060, the Disbursing Officer cannot recover the funds.

(b) Cardholders, however, retain the right to submit a claim for a refund to the U. S Department of the Treasury, Bureau of the Fiscal Service. Any claim must include enough facts to validate the accuracy of the claim and justify the refund.

(2) Record the closed-loop-to-cash transaction on the Daily Cash Transaction Ledger in accordance with paragraphs 8.4.5 and 8.4.10. Enter the date of the transaction in Block 1, the cash value on the closed loop in Block 3, and the cash collection voucher number in Block 5.

(3) After the normal closed-loop-to-cash transaction is processed, the amount of the DD 1131 will be posted on the DD 2657 as an increase to line 6.9 (other) and line 4.1B (collections).

### **8.2.7 Internal Procedures and Controls**

a. To facilitate effective management and administration of Navy Cash operations, each ship should develop a ship's instruction that provides a framework for associated duties and responsibilities and lays out internal management controls and specific policies and procedures for Navy Cash. A sample instruction is included at Appendix K.

b. The Disbursing Officer must let each new Disbursing Application user know that, as a matter of policy, any Disbursing Application user who wants to perform any personal Navy Cash transactions in the Disbursing Office, e.g., to add or cash out value or change a PIN, should contact the Disbursing Officer or Navy Cash Deputy. For any funds transfers, the Disbursing Officer or Navy Cash Deputy must initial in the Cardholder Signature block on the Navy Cash Daily Cash Transaction Ledger to indicate the transaction was approved.

c. Each calendar quarter, the Cash Verification Team (CVT) shall verify that the account balances for the Disbursing Office merchant card and all generic private, staff, air wing, and squadron merchant cards not currently assigned to and in use by a Navy Cash merchant are zero (both closed loop and open loop). The CVT shall also review the disposition of deposits,

withdrawals, and transfers made with the Disbursing Office and generic merchant cards since the last quarterly cash verification (see paragraph 8.11).

d. Each calendar quarter, the CVT shall generate card reports for all Navy Cash Disbursing Application users (see paragraph 8.4.14, Card Report) to verify that no unauthorized deposits were made to their accounts since the last quarterly cash verification. Transactions should also be reviewed on the Navy Cash website.

e. Each user must log off the Disbursing Application when they are through working on the system. The next user can then log on the system by entering his or her own user ID and password. Each user must use his or her own user ID and password when operating the Navy Cash system.

f. To comply with Navy Cybersecurity (CS) and Information Assurance (IA) requirements for local administrator accounts, Navy Cash operating system administration passwords must be changed every 60 days. Navy Cash operating system administration passwords must also be changed immediately upon the relief, transfer, separation, or discharge of the Navy Cash Accountable Officer or whenever Navy Cash or other technical support personnel have been provided access to the passwords during on-site visits or remote-access sessions to troubleshoot, identify, and correct any problems with the Navy Cash system. The Disbursing Officer or Navy Cash Deputy change the passwords using the password rotation tool on Node 1.

g. The ship's internal procedures and controls for Navy Cash must include provisions for the proper handling and safeguarding of Personally Identifiable Information (PII) to ensure the security and confidentiality of that information.

### **8.2.8 Navy Cash Equipment Maintenance and Material Management**

a. Equipment Ownership. The Navy Cash system is initially installed as a Ship Alteration (SHIPALT) in accordance with SHIPALT Installation Drawings (SIDs), which were developed by the planning yard assigned responsibility for each ship class and approved by NAVSEA. Similarly, Navy Cash technical refresh hardware upgrades are generally installed in accordance with Ship Change Documents (SCDs) approved by NAVSEA. These Navy Cash installations and upgrades are carried out by a contractor Alteration Installation Team (AIT) and are typically accomplished during availabilities. At the completion of the Navy Cash alteration or ship change, the AIT team and ship's force participate in System Operational Verification Testing (SOVT), conduct a physical inspection of the installation, and complete an Alteration Completion Report (ACR). The ship then sends a "joint" Naval Message Completion Report reporting completion of the effort and accepting the Navy Cash installation as operational. The Navy Cash alteration or ship change becomes part of the ship's configuration and is documented and validated in the Configuration Data Managers Database–Open Architecture (CDMD-OA). For example, any network switches or drops (ISNS, CANES, etc.) installed to enable Navy Cash servers, workstations, laptops, and devices to connect to the Navy Cash VLAN on the ship's network become part of the ship's network configuration, which is owned, operated, and maintained by the ship's ITs. Navy Cash servers, workstations, laptops, and devices are owned, operated, and maintained by the Navy Cash Accountable Officer (Disbursing Officer) and the Navy Cash Deputy. The primary responsibilities of the ship's ITs in supporting Navy Cash operations are network and communications issues. For example, Navy Cash technical support personnel can assist the ship in working round-trip issues, but they need connectivity, and that is where the ITs can help.

b. Equipment/Technical Training. Troubleshooting guidance, "how-to" maintenance videos, functional and system training materials, and other supporting documentation are



available on the ship's server/Intranet as part of NIAPS release 2.4.2.0. Much of this same material is also available on line at *navycash.gov*. Basic Navy Cash system training is available afloat on the Navy e-Learning (NeL) site (use catalog code CSS-NCASH-010-1.1 to find this interactive CBT). In addition, Engility Corporation (a Navy Cash contractor) provides a three-day refresher series of training courses in Fleet concentration areas on a regular basis, and Navy Cash training specifically for ITs is included in the series. Contact the appropriate Navy Cash Fleet Support Group (FSG) at NAVSUP FLC Norfolk, San Diego, or Yokosuka for refresher training information and schedule.

c. Configuration Changes. If a ship decides to change the basic Navy Cash system configuration, for example, by adding a new vending machine or a new network drop, the ship is responsible for installing the new equipment and pulling the cabling from the nearest Navy Cash router or network switch to the new equipment. The Navy Cash depot and field support contractor can advise the ship on the nearest available router or switch. Any costs associated with this effort, including travel, will be borne by the ship. The ship can contract directly with the Navy Cash depot and field support contractor to pull cable, hook up the equipment, or come on board after the installation is complete to set up the new machine in the Navy Cash system configuration.

d. Planned Maintenance System. Preventive maintenance for the Navy Cash Financial System is covered through the Planned Maintenance System (PMS). PMS information for Navy Cash is available from the ship's Maintenance and Material Management (3-M) Coordinator. Maintenance Index Page (MIP) number 6541/081-52 applies to Navy Cash. In particular, proper cleaning of the card readers can significantly reduce the incidence of card readers failing to read the Navy Cash card.

e. Corrective Maintenance

#### (1) ORGANIZATIONAL LEVEL MAINTENANCE

When Navy Cash experiences a hardware, software, or communications issue, the ship itself is responsible for the initial efforts to troubleshoot, isolate, and correct the problem. This may require a coordinated effort from the Disbursing Officer, PSs, SHs, ITs, ETs, etc. SPAWAR Systems Center Atlantic sent a NAVCYBERFOR, NAVSUP, PEO C4I, and SSC ATLANTIC coordinated message reiterating the responsibility of the ship's ITs for supporting Navy Cash (SPAWARSYSCEN ATLANTIC CHARLESTON SC 231102Z Feb 16). Selected spares are available on board the ship to replace failed equipment. In general, if a device fails, the ship is responsible for installing a spare in its place. If unable to isolate the problem or effect the necessary repair, the ship is responsible for initiating a trouble call to the Navy Cash Central Support Unit (CSU) for technical assistance (see paragraph 8.14).

To contact the CSU: 1 (866) 6NAVYCASH  
1 (866) 662-8922

Website: [www.navycash.com](http://www.navycash.com)

Email: [navycashcenter@frb.org](mailto:navycashcenter@frb.org)

Ships are responsible for initiating a trouble call to the CSU if additional support is required. The CSU will assign a case number and forward the call to technical support. All trouble calls, whether by phone or email, must be directed to the CSU. Email trouble calls can include the appropriate Navy Cash technical support personnel as additional addressees; however, support personnel cannot take action until a case number has been assigned.

The Navy Cash depot maintains replacement spares. The normal requirement for shipment of spare parts is the business day following receipt of the requirement; however, the depot is also required to provide a capability for emergency shipment of items in an expedited manner the same business day.

## (2) DISTANCE SUPPORT

The Navy Cash maintenance concept specifies Distance Support for initial technical support efforts. Technical personnel ashore will provide troubleshooting guidance by phone or email.

(a) Tier 1 Support. The CSU provides Tier 1 support 24/7, answering calls and taking basic information about any technical problems. The CSU assigns case numbers and provides problem tracking. Trouble calls are handed off to the Treasury Agent Navy Cash Technical Support team (NCTS).

(b) Tier 2 Support. NCTS provides Tier 2 support with skill sets that cover every aspect of the Navy Cash system. Tier 2 support provides troubleshooting guidance to the Fleet via phone or email as soon as contact with the ship can be made. The CSU forwards trouble calls to the NCTS during normal working hours. During evening and weekend hours, critical issues are forwarded immediately to an NCTS representative. Critical issues include, but are not limited to:

- One server node is down and cannot transfer control to second node
- Cluster administrator -NCP and NCService resources are offline
- All Navy Cash Kiosks are offline
- All devices, i.e., POSs, Kiosks, and CADs, are offline
- Communications/round-trip if a ship has not had a roundtrip in five or more days and a case has not already been opened
- End of Month (EOM) if a ship has not had a roundtrip in five or more days and case has not already been opened
- Split Pay affecting multiple members if a case has not already been opened
- Any issue involving a Commanding Officer (CO), Executive Officer (XO), or Admiral

The NCTS team is assisted by technicians from the Navy Cash depot. The Navy Cash depot is available Monday through Friday from 8:00 a.m. Eastern to 4:00 p.m. Hawaii, except holidays. Calls received after hours are sent to voice mail, which is checked each business morning. In addition, 24/7 pager support for emergencies is available.

## (3) ON-SITE TECHNICAL ASSISTANCE

On-site technical assistance is available to resolve Navy Cash-specific problems that cannot be resolved over the phone or email, but generally only after all other Distance Support troubleshooting efforts have been exhausted.

(a) Tier 3 Support. Tier 3 support is provided by NCTS and Navy Cash depot technical personnel for hardware, software, or communications issues beyond the repair or troubleshooting capability of the ship. Tier 3 support is available from the Navy Cash depot Monday through Friday from 8:00 a.m. Eastern to 4:00 p.m. Hawaii, except holidays. After hours, weekends, and holidays, support is available to support emergency requirements 24/7 via emergency pager.

((1)) Norfolk and San Diego. In Norfolk and San Diego, the Navy Cash depot provides on-site technical assistance to the Fleet the next business day or as soon as possible given the extent of the impact of any failure on Navy Cash operations.

((2)) Other Homeports and Ships Deployed Overseas. In other homeports and for ships deployed overseas, because of the diverse skill sets required to support the hardware, software, network, and communications aspects of the Navy Cash system, the particular technician that will be sent to a ship is generally not determined until the nature and extent of the problem is understood. Upon direction from the NAVSUP program office, the Treasury Agent will coordinate Tier 3 on-site technical assistance with the ship, the program office, and technical support personnel to determine the best support solution in the shortest time possible, with input from the appropriate Type Commander as necessary.

((3)) Funding Responsibility. As with other afloat systems, any costs associated with on-site technical assistance, including travel, will be borne by the ship or the Type Commander. For ships in homeports other than Norfolk and San Diego, the NAVSUP program office will bear the cost of an on-site tech assist when it can be combined with other Navy Cash visit requirements, such as pre- and post-deployment service calls (grooms).

((4)) Ships Deployed Overseas. For ships deployed overseas, on-site technical assistance is available only after all other Distance Support troubleshooting efforts have been exhausted and only for systems that are at or near complete mission failure.

#### (4) REMOTE ACCESS VIA GOTOASSIST

GoToAssist is a browser-based service that enables the Treasury Agent's NCTS members to access and control the Navy Cash system remotely to troubleshoot and resolve issues that previously required an on-site technical assistance visit and to provide other technical support. Use of remote access is generally limited to the critical issues listed in paragraph (2) (b) above, system backup failures, security audits, and preparations for security inspections.

(a) To set up a GoToAssist remote session, an NCTS representative must first log in to a GoToAssist website and create a support session.

(b) The NCTS representative then sends a secure email to the Disbursing Officer's email account on the ship with a unique remote support session key code and instructions for entering and authorizing the remote session.

((1)) The email will be digitally signed by a Common Access Card (CAC). In addition, the email will only be sent to the verified email address stored in the ships' contact list maintained by the Treasury Agent in the Navy Cash backend ashore. If necessary, the Disbursing Officer can update her/his email address by using the "Contacts" tab on the "Ship Profiles" screen on Navy Cash Disbursing Website (see Appendix E, Disbursing Website, Ship Profiles Screen).

((2)) Remember, you must never click on links, download files, or open attachments in emails from unknown senders. It is best to open attachments only when you are expecting them and know what they contain, even if you know the sender. Be cautious if you receive a remote session request via email and are not engaged with an NCTS representative working to resolve an open case.

(c) The Disbursing Officer must first log in to Node 1 or 2 of the Navy Cash server as nc-admin using the appropriate password.

(d) The Disbursing Officer then uses Internet Explorer on the Navy Cash server to access the GoToAssist website included in the instructions in the email received from the NCTS representative, typing in the address, and logging in using the unique support session key code provided by NCTS.

(e) Once logged in to the GoToAssist website, the Disbursing Officer is prompted to allow the remote session to proceed and enable the NCTS representative to control the desktop of the ship's Navy Cash server. The remote support session cannot be initiated unless the Disbursing Officer authorizes the session to proceed.

(f) Once granted control of the ship's Navy Cash server desktop, the NCTS representative must then log in to the ship's database. Without a valid ID and password, the database will not be accessible.

(g) All remote support sessions are recorded, and the videos can be replayed and reviewed by properly authorized personnel ashore at a later time.

(h) Once a remote support session is completed and the session is terminated, NCTS can no longer access the ship's Navy Cash server, unless a new GoToAssist remote session is initiated by both the NCTS representative and the Disbursing Officer on the ship. The NCTS representative and Disbursing Officer on the ship can terminate a GoToAssist remote session at any time.

## **(5) CASUALTY REPORTING**

The ship should provide a Casualty Report (CASREP) message for urgent maintenance problems beyond shipboard capabilities and include NAVSUPSYSCOM MECHANICSBURG PA/N3/N4// for action or information, as appropriate, on the CASREP message. Any replacement parts necessary to enable correction of the CASREP will be shipped within 24 hours after acknowledgment of receipt of the CASREP. All failed system units, LRU (lowest replaceable unit), will be turned in as directed by the CSU or Navy Cash depot.

### **8.2.9 ATM Locations Worldwide**

The Mastercard® website — [www.mastercard.com](http://www.mastercard.com) — includes an “ATM Locator” at the top of the screen for locating ATMs in the United States, Asia, Australia, Europe, Middle East/Africa, North America, and Latin America/Caribbean (Antarctica is also listed!). By clicking on this icon and entering any city and state, the user will see the institution name and address, including maps, of each Mastercard®/Maestro®/Cirrus® ATM in that city.

## **8.3 Navy Cash Custodial Responsibilities**

### **8.3.1 Custody of Navy Cash Cards**

a. The Disbursing Officer is responsible for maintaining a stock of Navy Cash cards. Navy Cash cards shall be safeguarded in accordance with the procedures for blank Treasury checks prescribed in DoD FMR, Volume 5, Chapter 7.

b. The Disbursing Officer may delegate the responsibility for custody of Navy Cash cards to a designated representative.

c. Bulk Navy Cash Card Log shall be maintained, which contains the Navy Cash card numbers, date, and signature of the person to whom a working stock of Navy Cash Cards is issued. A sample log is included in paragraph 8.15.11. Unused working stock shall be returned to the Disbursing Officer or designated representative at least once each week for audit and inventory. Record return of unused working stock and results of audit/inventory on Bulk Card Log. All Navy Cash cards shall be individually counted and sequential serial numbers verified.

d. An initial inventory shall be completed and recorded using the Bulk Navy Cash Card Log upon receipt of all instant issue, embossed permanent, and visitor Navy Cash cards, even single cards. For bulk shipments, any open container shall be inventoried by individual count and

by sequential serial numbers of the cards. All damaged containers, or those bearing evidence of having been tampered with, shall be opened.

e. All Navy Cash cards shall be inventoried at least once each calendar month, and an entry shall be made in the Bulk Navy Cash Card Log to document the inventory. A detailed record of the inventory, to include total cards on hand and sequential serial numbers, by card type, shall be retained in the Disbursing Office, and a copy shall be given to the Cash Verification Team as an attachment to their quarterly cash verification report. At least once during each calendar quarter, the Cash Verification Team shall conduct a surprise verification of Navy Cash cards to include cards received, issued, returned, and on hand.

f. Navy Cash Card Issue Log. A separate Card Issue Log shall be maintained for all Navy Cash cards issued from the Disbursing Office. The log contains the last four digits of the card number for instant issue and embossed permanent cards and the entire card sequence number for visitor cards, name and last four digits of the SSN of the cardholder, issue date, signature of the recipient, date returned for visitor, instant issue, and embossed permanent Navy Cash cards, and the name and signature of the issuer. The Card Issue Log also contains columns to document destruction of a card when a card is returned or canceled (see paragraphs 8.4.12, Change Card Status, and 8.4.15, Assign Replacement Card, and paragraph j below). The Disbursing Officer should ensure a cardholder signs the card issue log to document the destruction of a card. A sample log is included in paragraph 8.15.12. The Navy Cash Card Issue Log shall be handled in accordance with the requirements for sensitive personal data.

g. Navy Cash Merchant Cards. Merchant cards must be kept in a safe or secure container when not in use. All merchant cards not currently assigned to a Navy Cash merchant must be in the custody of the Disbursing Officer.

(1) Disbursing Office Merchant Cards. The Personal Identification Numbers (PINs) for the Disbursing Office merchant cards, i.e., Navy Disbursing and Marine Disbursing, must be changed by the relieving Disbursing Officer at turnover (see paragraph 8.4.11).

(2) Cash Out Merchant Cards. The account balance (both closed loop and open loop) for all merchant cards in the custody of the Disbursing Officer and not currently in use must be zero. When a merchant card is turned in, the Disbursing Officer must verify that any value left in the closed-loop account has been cashed out and returned to the merchant prior to accepting custody of the card.

h. Cash Out Visitor Cards. Visitor cards are reusable. When a cardholder no longer needs a visitor card, the card should be turned in to the Disbursing Office, and any value remaining in the closed loop must be cashed out and returned to the cardholder immediately (see paragraph 8.4.5.c). The return date shall be entered on the Card Issue Log, and the card can then be returned to the stock of visitor cards for reissue. Even if a visitor card is turned in after hours or “under the door” or after the visitor has left the ship, the card must still be cashed out, and the Disbursing Officer must make every reasonable effort to return any remaining value to the cardholder. Refer to the Card Issue Log to identify to whom the card was issued.

i. Navy Cardholder Issued Card Report. A report can be generated for instant issue cards issued through the Disbursing Application at any time by selecting the “View Reports” link in the Disbursing Application, clicking on “Navy Cardholder Issued Card Report” in the “Operations Reports” window, filling in the start and end dates for the inclusive period, and clicking on the “Generate” button. The Navy Cardholder Issued Card Report lists by operator ID the last four digits of the card numbers, name and last four digits of the SSN of the cardholders, and issue dates for any cards issued during the period.

j. Document Destruction of Navy Cash Cards. The Navy Cash Card Issue Log also contains columns to document destruction of a card in the presence of the cardholder when a card is returned or canceled (see paragraphs 8.4.12, Change Card Status, and 8.4.15, Assign Replacement Card). Cards can be destroyed by cutting them up or shredding them. At the time of destruction, record the last four digits of the card number for instant issue and embossed permanent cards, name and last four digits of the Social Security Number (SSN) of the cardholder, destruction date and signature of the cardholder witnessing destruction, and the name and signature of the person destroying the card.

k. Cards for newly enrolled personnel shall be issued as described in paragraph 8.4.17, Account Enrollment.

l. Replacement cards shall be issued as described in paragraph 8.4.15, Assign Replacement Card.

m. Any card received for an individual who has left the ship should be forwarded to his or her next command. If the next command is not known or cannot be identified or the individual was discharged from the service, the card should be canceled and destroyed (see paragraph 8.4.12, Change Card Status). The action taken should be annotated on either the Bulk Navy Cash Card Log or the Navy Cash Card Issue Log.

### 8.3.2 Replenishing Navy Cash Card Stocks

a. Spare Navy Cash Card Stock. The standard recommendations for spare Navy Cash instant issue and visitor cards are detailed by ship types in the table below. These standard recommendations are intended to reflect the differences in the various phase of a ship's operational readiness status. With these standard recommendations, a stock of spare cards should last the ship about six to eight months.

b. Reorder Point. The Disbursing Officer must place an order for replenishment card stock when the inventory of spare cards drops down to the reorder-point numbers indicated in italics in the two tables below, or when a ship is about to change status, e.g., from homeport/ local operations to pre-deployment/pre-surge operations. Cards will normally be shipped within one to two weeks after the order has been approved.

<b>INSTANT ISSUE CARDS</b> <i>NAVY CARDHOLDER cards</i>	DDG/CG	LPD/LSD/ AS/LCC	LHA/LHD	CVN
Pre-Deployment/Pre-Surge	150	200	1,000	2,000
Deployed/Surge	100 (50)	100 (50)	500 (200)	1,000 (500)
Homeport/Local Ops	75 (25)	100 (50)	500 (200)	1,000 (200)

<b>VISITOR CARDS</b> <i>Reusable, closed-loop-only cards</i>	DDG/CG	LPD/LSD/ AS/LCC	LHA/LHD	CVN
Pre-Deployment/Pre-Surge	50	100	200	500
Deployed/Surge	50 (25)	100 (50)	200 (100)	500 (200)
Homeport/Local Ops	50 (25)	100 (50)	200 (100)	500 (100)

c. To Order Replenishment Stock. To order replacement cards, the Disbursing Officer should send an email request to the CSU at [navycashcenter@frb.org](mailto:navycashcenter@frb.org) to obtain a case number. The email request should include the following information:

- How many cards are needed?
- How many cards are currently in stock?
- What is the ship's operational readiness status, e.g., Homeport, Pre-Deployment, Deployed?
- Will additional personnel, e.g., detachments, squadrons, or MEUs, be embarking during deployment? If so, how many? Coordinate with the Admin Department to determine how many people will need replacement Navy Cash cards and to see if a bulk enrollment of new enrollees has been or can be accomplished prior to reporting aboard? If ordering more than the standard recommendation, use this information to provide justification for the larger order.

d. Card Expiration and Inventory Control. Periodically, the Disbursing Officer must check the expiration date on all the Navy cards in stock to ensure they are not expired or soon to expire (see paragraph 8.2.5 above). Order replacement cards if necessary.

(1) Expiration Dates. A card's expiration date is the last day of the month indicated in the "Valid Thru" date embossed on the front of instant issue and embossed permanent cards and the date printed on the back of visitor cards.

(2) Rotate Card Stocks. Rotate the stock of cards, so that the older cards are always used first.

(3) Collect and Destroy Expired Cards. Any expired Navy Cash cards must be destroyed. When visitor cards are turned in to disbursing and cashed out, the Disbursing Officer should check the expiration dates on the cards. Cards can be destroyed by cutting them up or shredding them. Document destruction of the cards using the Navy Cash Card Issue Log (see paragraph 8.3.1.j).

e. When a ship expects a high volume of visitors or transient personnel, contact the Navy Cash CSU. Specific requirements will be handled on a case-by-case basis so that the ship's inventory of Navy Cash cards is not depleted. Visitors should turn their visitor cards back in to disbursing before they leave the ship.

### **8.3.3 Custody of Spare POSs and CADs**

a. The Disbursing Officer is responsible for control of all spare POSs held in ready reserve for periodic functions such as MWR sales, Husbanding Agent sale of currency, and concessionaire sales. These units should be accounted for as Operating Space Items (OSIs) in the ship's allowance for stock. POSs checked out for these periodic functions should be signed out on a locally generated and maintained custody log. When a POS has been used in the offline mode and transactions have been recorded (stored) but have not yet been downloaded to the Navy Cash server, it should be kept in a safe, for example, the Disbursing Officer's or Sales Officer's safe. POS OSIs that do not have transactions stored on them should be kept in a safe or in a secure storeroom or space on the ship that is locked when not occupied and has limited access, for example, the Disbursing Office. Spare POSs not being held in reserve for periodic functions (and without transactions store on them) should be maintained as stock items in a secure storeroom.

b. The Sales Officer is responsible for all spare Card Access Devices (*also known as Card Accepting Devices*) (CADs) held in ready reserve as OSIs. When a CAD has been removed from a vending machine, but, for some reason, for example, maintenance, still has transactions recorded (stored) on it that have not yet been downloaded to the Navy Cash server, it should be kept in a safe, for example, the Disbursing Officer's safe (see paragraph 2.3.4.c for procedures

for recovering transactions from the SD card backup in a CAD). CADs held as OSIs that do not have transactions stored on them should be kept in a safe or in a secure storeroom or space on the ship that is locked when not occupied and has limited access, for example, the Sales Office. In general, CADs should be maintained as stock items in a secure storeroom.

c. Regardless of the physical storage location for Navy Cash spares, for example, POSs or CADs held in reserve as OSIs and stored in the Disbursing Office or Sales Office, the spares provided during the Navy Cash installation will be accounted for in the same manner as other repair parts provided during an installation and added to the ship's allowance for stock under the control of the LSs. Failure to maintain inventory control over Navy Cash items can result in missing items, especially during turnover of key personnel. Maintaining inventory control over Navy Cash spares will also help to ensure the correct inventory level is maintained as demand data is accumulated. Inventory of Navy Cash spares must be completed twice annually.

d. Failed Equipment. Whenever a POS or a CAD fails, the failure must be reported to the CSU (see paragraph 8.14). To assist in reporting hardware, software, communications, or operational problems, the Navy Cash Trouble Call Worksheet (see paragraph 8.15.26) lays out the information the Disbursing Officer, or designated representative, should have available before contacting the CSU. The CSU will assign a case number, which should be recorded on the Trouble Call Worksheet. The CSU will handle the trouble call directly if at all possible or forward the call to the proper person. When directed to return failed equipment to the Navy Cash depot, record the traceable tracking number and date shipped on the Trouble Call Worksheet. The case number assigned by the CSU and the equipment serial number should be included with all Navy Cash equipment returns.

### **8.3.4 Transfer of Responsibility Upon Relief**

a. The actions required of the relieved and relieving Disbursing Officers for transferring Disbursing duties are specified in the DoD FMR Volume 5, Chapter 2, paragraph 020406, and COMNAVSURFOR Instruction 4400.1, Surface Force Supply Procedures (SURFSUP), paragraph 13500. The actions required for transferring Navy Cash duties are specified in paragraph 13700 of the SURFSUP and paragraphs 8.3.3, 8.3.4, 8.15.13, and 8.15.14 of this SOP. The Navy Cash Turnover and Desktop Guide provides basic guidance for Disbursing Officers in transferring Navy Cash responsibilities and custody of Navy Cash equipment and in getting set up to manage Navy Cash operations.

b. Disbursing and Navy Cash Relieving Letters. Currently, transferring Disbursing and Navy Cash responsibilities requires separate relieving letters. A sample joint relieving letter to document the transfer of Navy Cash responsibilities and custody of Navy Cash equipment is included at paragraph 8.15.14. The relieving Disbursing Officer should retain a signed copy of the Navy Cash relieving letter on file for inspection. Prior to actually transferring Navy Cash responsibilities and custody of Navy Cash equipment, the relieved and relieving Disbursing Officers should complete the Navy Cash Pre-Audit/Turnover Checklist. The Navy Cash Pre-Audit/Turnover Checklist included at paragraph 8.15.13 provides a tool for the relieved and relieving Disbursing Officers to review overall administration of Navy/Marine Cash operations in preparing to transfer Navy/Marine Cash responsibilities. The relieving Disbursing Officer must retain a signed copy of the checklist on file for inspection.

c. Navy Cash Disbursing Website Access. To access the Navy Cash Disbursing Website, the incoming Disbursing Officer must contact the CSU at [navycashcenter@frb.org](mailto:navycashcenter@frb.org) or 1-866-6Navy Cash (662-8922) to receive an initial user name and password to log in to the website. When logging in to the website for the first time, the Disbursing Officer will be asked to



select and answer two different security questions and to change his or her password. General guidelines for using the Disbursing Website are included at Appendix E.

d. Disbursing Office Merchant Card. The relieved and relieving Disbursing Officers must confirm that the account balance (both closed and open loop) for the Disbursing Office merchant card is zero. The Personal Identification Number (PIN) for the NAVY DISBURSING merchant card must be changed by the relieving Disbursing Officer at turnover.

e. Closing Out Navy Cash at Disbursing Officer Turnover

(1) At Turnover. The Disbursing Officer cannot close out Navy Cash until all vending and ship's store merchants have been properly closed out. The Sales Officer, or designated representative, closes out the vending machines and ship's stores following the end of month procedures in paragraph 8.4.25.b and Appendix A. First, all the vending machines for a particular vending merchant must be closed out, and, second, all the merchants must be closed out, to include both vending merchants and ship's store merchants. Since the Sales Officer is not turning over, they can ignore these midmonth numbers at the true end of month. The outgoing Disbursing Officer can then perform the third step in the close-out sequence at the next end of day by following the indicate end of day procedures in paragraph 8.4.20 and checking the "Indicate End of Month" block (see paragraph 8.4.20.d.(8)). The Disbursing Officer prepares their final DD 2657, Daily Statement of Accountability, and final SF 1219, Statement of Accountability, following the procedures in paragraphs 8.4.20 and 8.9, and, for Navy Cash, entering only the figures for funds transfers from cash to closed loop and closed-loop to cash and cash to open loop and preparing only SF 215s, Deposit Tickets, or SF 5515s, Debit Vouchers, as appropriate.

(2) At True End of Month (EOM). The Sales Officer, or designated representative, closes out the vending machines and ship's stores following the end of month procedures in paragraph 8.4.25.b and Appendix A. These numbers will start from the previous month end, not the midmonth closeout, and include the full month's receipts. The new Disbursing Officer can then perform an EOM following the procedures in paragraphs 8.4.20 and 8.9. The reports will include numbers for the entire month, but the new Disbursing Officer will only be responsible for the latter part of the month.

## **8.4 Navy Cash Disbursing Application**

In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)). *Do not change the time or time zone on the Navy Cash server. Changing the clock may result in errors and delays in End-Of-Day (EOD) processing. These errors can only be resolved through manual intervention guided by technical support personnel ashore.*

### **8.4.1 Starting the Navy Cash Disbursing Application**

a. First, Start the Navy Cash Service

(1) From the Windows desktop screen, click on the "Services" icon, the 4th or 5th icon in the box at the bottom of the screen to immediate right of Start button. A window will open with the title "Services" in upper left hand corner.

(2) Locate the "Navy Cash Messaging Service" line and click on it once. Line will be highlighted.

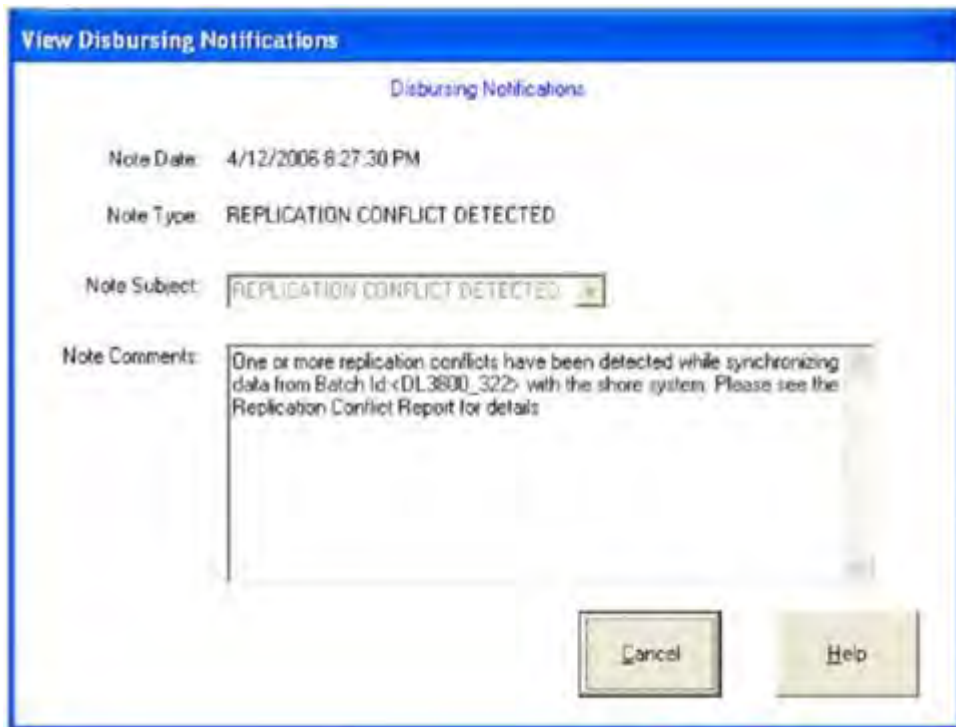
(3) Click on "Play" button at top of window (looks like play button on a tape recorder). Status will change to "Started".

b. Second, Start the Proxy Application

- (1) From the desktop screen display, click Start.
- (2) Point to Programs.
- (3) Point to Navy Cash Disbursing Interface.
- (4) Click on Navy Cash Proxy application. The card reader proxy icon, a green and blue cable connector, appears in the status bar next to the clock when the application starts.

c. Third, Start the Navy Cash Disbursing Application

- (1) From the windows desktop screen display, click Start.
- (2) Point to Programs.
- (3) Point and click on Navy Cash Disbursing Interface application.
- (4) Disbursing Application menu screen shown on the page 8-20 is presented. The Disbursing Application has different levels of access. Menu items are grayed out if the current user does not have access to that particular function.



d. Disbursing Notifications Alerts. “Disbursing Notifications” notes appear as alerts at startup of the Disbursing Application if there are new alerts since the last time an operator logged on or when a new operator logs on. These notes are sent by the Navy Cash shore side primarily to notify the ship of any replication conflicts between ship and shore. See paragraph 8.4.19.d.(4) for the actions that should be taken when one of these alerts appears. An operator will see all the Disbursing Notifications notes that have been received by the ship since the last time they logged on to the Disbursing Application. A brand new operator will see only the last 30 days of accumulated notifications notes. Click the “Cancel” button to close the note(s).

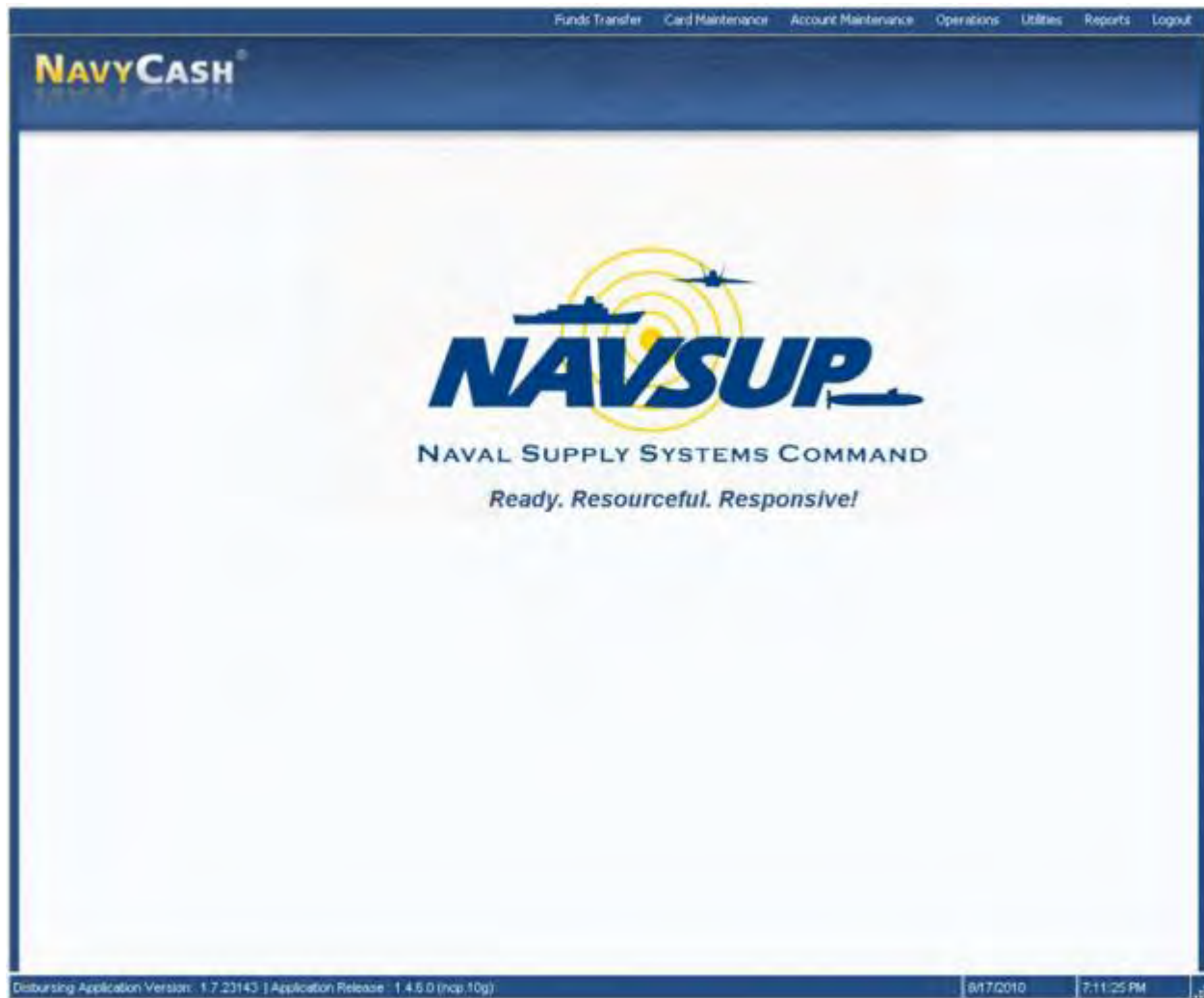
## **8.4.2 Closing the Navy Cash Disbursing Application**

a. First, Close the Navy Cash Application

- (1) Click on “Logout” in the upper left of the menu screen.

- (2) Then click on “OK”.
- b. Second, Close the Proxy Application
  - (1) Right click or double click the Card Reader Proxy icon in the status bar. A window will open titled “Navy Cash S-D-I Proxy”.
  - (2) Click the quit button.
- c. Third, Close the Navy Cash Service
  - (1) Click on Services icon at bottom of screen.
  - (2) Click on “Navy Cash Messaging Service” line. Line will be highlighted.
  - (3) Click on “Stop” button at top of window (looks like stop button on a tape recorder). Status box will be displayed showing shutdown in progress.

# NAVY CASH DISBURSING APPLICATION



## Cross-Reference for Navy Cash Disbursing Application Pull-Down Menus

<u>Funds Transfer</u>			<u>Card Maintenance</u>			<u>Account Maintenance</u>		
	Section	Page		Section	Page		Section	Page
Funds Transfer to Chip	8.4.4	8-30	PIN Reset or Change	8.4.11	8-48	Assign Replacement Card	8.4.15	8-56
Funds Transfer from Chip	8.4.5	8-32	Change Card Status	8.4.12	8-49	Account Enrollment	8.4.17	8-64
Individual Refunds	8.4.6	8-36	Unblock Card	8.4.13	8-54	Account Information Update	8.4.18	8-76
Bulk Refunds	8.4.7	8-39	Card Report	8.4.14	8-55	Note Maintenance	8.4.19	8-83
Deposit Cash to Strip	8.4.8	8-42						
<u>Operations</u>			<u>Utilities</u>					
	Section	Page		Section	Page			
Indicate End of Day	8.4.20	8-88	View Log	8.4.27	8-121			
Safe Bank Transaction	8.4.23	8-100	View Disk Usage	8.4.28	8-122			
Operator ID Maintenance	8.4.24	8-101	NOC Selection	8.4.29	8-123			
Vending and Ship's Store	8.4.25	8-110	Process (Marine) Split Pay File	8.4.30	8-124			
Event Maintenance	8.4.26	8-119	Provisional Split Pay	8.4.31	8-130			
			Provisional Split Pay Amount Editing	8.4.31	8-131			
			Provisional Post Split Pay	8.4.31	8-133			
			Access Editor	8.4.32	8-134			
			Assigned Access Rights Editor	8.4.32	8-136			
			User Account Operations	8.4.32	8-137			
			<u>Reports</u>					
<u>Disbursing Office Reports</u>			<u>Sales Reports</u>			<u>Operations Reports</u>		
	Section	Page		Section	Page		Section	Page
Safe Bank Transaction Report	8.4.23	8-100	Merchant Sales Summary Report	8.4.22	8-98	Operator Status Report	8.4.20	8-88
SPO Payroll Report	8.4.30	8-124	Merchant Transactions Report	8.4.22	8-98	EOD Report	8.4.20	8-94
Disbursing Accountability Detail Report	8.4.20	8-95				Unmatched Chip-to-Chip Report	8.4.9	8-43
Disbursing Transactions Detail Report	8.4.20	8-95				Fraud Detection Report	8.8.1	8-176
Disbursing Accountability Summary Report	8.4.20	8-95				Navy Cardholder Issued Card Report	8.3.1	8-21
Disbursing Transactions Summary Report	8.4.20	8-95						
Replication Conflict Report	8.4.19	8-87						
Navy Cash Ship Roster Report	8.4.18	8-79						

### 8.4.3 Funds Transfer

Using the Disbursing Application, funds can be transferred to and from the closed-loop account on the card and directly to the open-loop account on the card. To access the funds transfer functions, the Disbursing Officer clicks on the “Funds Transfer” pull-down menu in the Disbursing Application. The pull-down menu displays the funds transfer options, each of which will be discussed in turn.

#### 8.4.4 Funds Transfer to Chip

A cardholder can plus up the electronic value on his or her Navy Cash card at the Disbursing Office with a check or cash or from an existing Navy/Marine Cash account.

- a. To access the closed-loop account on the cardholder’s card and add value, the Disbursing Officer selects “Funds Transfer to Chip” in the “Funds Transfer” pull-down menu.
- b. The cardholder inserts the card into the POS, and the Disbursing Officer clicks “Get Chip Info”.
- c. The Disbursing Application displays the card ID number and balance received from the POS and then displays the account number and account name associated with the card.

NAVY CASH®  
Funds Transfer to Chip

Have user insert card. Then click the 'Get Chip Info' button.

Get Chip Info Reset

Account Name:  Account #:

Card Number:  Account Status:

Card ID:  Card Status:

Account Balance:  Chip Balance / Limit:  /

Social Security Number:  (Last 4 Digits)

Please select a funding source.

☒ Cash

☐ SSN

**Procedure**

1. Have user insert card.
2. Click the 'Get Chip Info' button.
3. Verify cardholder's identity (except for Visitor card).
4. Select a funding source.
5. Specify a transfer amount.
6. Click the 'Submit' button.

Transfer Amount:  Submit

Disbursing Application Version: 1.7.23143 | Application Release: 1.4.6.0 (ncq.10g) 8/16/2010 7:12:32 PM

- d. The Disbursing Officer verifies ownership of the Navy Cash Card.
- e. The Disbursing Officer chooses the correct funding source, and specifies the transfer amount requested by the cardholder.
  - (1) The Disbursing Application displays two funding sources, “Cash” and “SSN”.
  - (2) Check or Cash. When a cardholder is exchanging either a check or cash to plus up his or her Navy Cash card, “Cash” is selected as the funding source. All transactions will be recorded automatically on the Navy Cash server and added to the daily reports. In addition, all transactions will be recorded manually in accordance with paragraph 8.4.10 on the Daily Cash Transaction Ledger, which shall be kept in the safe.
  - (3) Checks that are exchanged for electronic credit on the Navy Cash Card will be treated the same as cash within the Navy Cash system. These checks should be handled, deposited, and reported in accordance with the DoD FMR Volume 5.
  - (4) SSN. A cardholder can request that the Disbursing Officer transfer funds from his or her closed-loop account to another card’s closed-loop account using the cardholder’s Social Security Number (SSN) to designate the account. This capability could be used to transfer funds from an open-loop account, e.g., split pay funds, to the closed loop on a visitor card for a cardholder who, for one reason or another, has a Visitor Navy Cash card rather than an instant issue or embossed permanent Navy/Marine Cash card and therefore can’t use the Navy Cash

Kiosk to effect the transfer. An account must be in an “open” status to enable a transfer. “SSN” is selected as the funding source. Enter the cardholder’s SSN without dashes or spaces.

- f. The Disbursing Officer clicks “Submit” to initiate the funds transfers.
- g. The POS will require the cardholder to enter his PIN and click OK.
- h. The POS will then display the amount for credit and ask the cardholder if the amount is correct. The cardholder will select either “OK” or “CLR”. If the cardholder chooses “OK”, the transaction is complete, and the card can be removed. If the cardholder chooses “CLR”, the transaction will be rejected and cancelled, and the process will need to be repeated for the correct amount.
- i. All authorized military personnel who request Navy Cash privileges and enroll in Navy Cash consent in writing, using the Navy Cash enrollment form, to immediate collection against their pay for the face value of or resulting negative Navy Cash balance due the U.S. Treasury funds pool from all dishonored transactions. With this procedure, dishonored transactions will not become a delinquent debt; therefore, there is no authority to assess a service charge (Reference DoD FMR, Volume 5, Chapter 4).

#### **8.4.5 Funds Transfer from Chip**

a. To convert electronic value in the closed-loop account to cash or to transfer value to a retail merchant account, the Disbursing Officer selects “Funds Transfer from Chip” in the “Funds Transfer” pull-down menu.

b. Availability of Cash in Port. Cardholders can obtain the cash they need in homeport and during port visits in a number of ways.

(1) Local ATMs Ashore. Cardholders can obtain cash (local currency) from ATMs that are available in the local area by using their Navy Cash cards or their bank or credit union ATM debit cards. Navy Cash cardholders can access funds in their open-loop accounts at over 1,000,000 ATMs in over 120 countries worldwide using their Navy Cash cards. Overseas, these local ATM transactions generally provide the best exchange rate for foreign currency. Cardholders who use their Navy Cash cards ashore will pay any local ATM surcharge fees but will not have to pay the ATM fee normally charged by their bank or credit union.

(2) Navy Cash Card Open-Loop Debit Feature. Cardholders can purchase gifts and souvenirs and pay for meals in restaurants using the Navy Cash card. This open-loop debit feature is available at more than 23 million locations worldwide and at any retail locations that allow point-of-sale signature- or PIN-based purchases. Cardholders must remember to transfer funds to their open-loop accounts 24 to 48 hours prior to attempting to use their Navy Cash cards ashore.

(3) Currency Exchange on Board Ship. During port visits in foreign ports, currency exchange can be provided on board ship through the local husbanding agent, and this service can be requested as a part of the LOGREQ sent prior to a port visit. Navy Cash Point of Sale devices (POSS) will be available to the husbanding agent so that Navy Cash cardholders can use the closed-loop account on their Navy Cash cards to “purchase” currency (see paragraph 8.5.2, Currency Exchange by Vendors in a Foreign Port).

(4) Cash Out Navy Cash Card. Cardholders can also cash out the value in the closed-loop account on their Navy Cash cards at the Disbursing Office. However, because cardholders can transfer value from the closed loop to the open loop on the card themselves using the Navy Cash kiosk on the ship and obtain cash (local currency) from ATMs that are available in the local area using their Navy Cash cards, cashing out the Navy Cash card should



be the exception rather than the rule. There is little or no need to cash out Navy Cash cards in homeport. There may be more of a need prior to and during port visits, but cashing out Navy Cash cards should still be the exception. Local ATM transactions generally provide the best exchange rate for foreign currency.

(5) Cash Personal Checks. The Disbursing Officer will continue to cash personal checks as necessary, particularly for guests and other visitors on the ship. However, like cashing out the Navy Cash card, because cardholders can obtain cash from ATMs that are available in the local area by using their Navy Cash cards or their bank or credit union ATM debit cards, cashing personal checks should also be the exception rather than the rule. There is little or no need to cash personal checks in homeport. There may be more of a need prior to and during port visits, but cashing personal checks should still be the exception. Again, local ATM transactions generally provide the best exchange rate for foreign currency.

c. Closed-Loop-to-Cash Transactions

(1) After the Disbursing Officer verifies ownership of the Navy Cash card, the cardholder inserts the card into the POS.

(2) The Disbursing Officer clicks “Get Chip Info”, and the Disbursing Application displays the card ID number and the closed-loop balance received from the POS and then displays the account number and account name associated with the card.

(3) The Disbursing Officer chooses the funding destination, “Cash,” specifies the transfer amount requested by the cardholder, and then clicks the “Submit” button to initiate the funds transfer.

(4) The POS prompts the cardholder for a PIN. The cardholder enters the PIN and presses OK.

(5) The POS will display the amount for credit and ask the cardholder if the amount is correct. The cardholder will select either “OK” or “CLR”. If the cardholder chooses “OK”, the transaction is complete and the card can be removed. If the cardholder chooses “CLR”, the transaction will be rejected and cancelled. The transaction will need to be repeated for the correct amount.

(6) All transactions will be recorded on the Navy Cash server and added to the daily reports. In addition, all transactions will be manually recorded in accordance with paragraph 8.4.10 on the Daily Cash Transaction Ledger, which shall be kept in the safe.

d. Closed Loop to Merchant Account (Individual and Bulk Retail Sales) The Disbursing Application is designed to handle electronic value transfers from the closed-loop account on the card to the various Navy Cash accounts held by retail merchants on the ship for retail sales, for example, Wardroom, Chiefs Mess, ship's store. Because these transactions represent electronic merchant retail sales, they are handled completely within the Disbursing Application and do not affect the Disbursing Officer's accountability or other responsibilities for funds.

(1) After the Disbursing Officer verifies ownership of the Navy Cash card, the cardholder inserts card into POS.

(2) The Disbursing Officer clicks the "Get Chip Info" button, and the Disbursing Application displays the card ID number and balance received from the POS and then displays the account number and account name associated with the card.

(3) The Disbursing Officer chooses the funding destination, "Merchant", and the appropriate retail merchant account, specifies the sales amount requested by the cardholder, and then clicks the "Submit" button to initiate the retail sales transaction.

(4) The POS will prompt the cardholder for his or her PIN. After the PIN is entered, the cardholder presses OK.

(5) The POS will prompt the cardholder to verify the sales transaction amount. If the cardholder clicks OK, the transaction is completed. If the cardholder clicks CLR, the transaction is cancelled and the entire process needs to be repeated with the correct amount.

(6) The Navy Cash server records the retail transaction, and it is included in the appropriate daily merchant transactions reports.

(7) Disbursing Officer Merchant Not a Retail Sales Merchant. The Disbursing Office merchant should never be used as a retail sales merchant in the “Chip to Merchant Account” function. When using the “Chip to Merchant Account” function, ensure the correct merchant is selected for the retail sale, e.g., Wardroom Mess–Food when an officer is paying a monthly Wardroom food bill or General Mess–Food when the Wardroom Mess Treasurer is paying the Food Service Officer for the Wardroom’s monthly food bill. Using the Disbursing Office merchant will cause a variance at the end of the month that the Disbursing Office will have to research and correct. When collecting on negative balances from individual cardholders (see paragraph 8.8.1.e.(6), Collection Options), the Disbursing Officer can transfer value directly to the cardholder’s open-loop account (see paragraph 8.4.8, Deposit Cash to Strip).

e. Cash Out Visitor Cards. Navy Cash visitor cards are reusable. When a cardholder no longer needs a visitor card, the card should be turned in to the Disbursing Office, and any value remaining in the closed-loop account must be cashed out and returned to the cardholder immediately in accordance with paragraph 8.4.5.c above. The return date shall be entered on the Card Issue Log, and the card can then be returned to the stock of visitor cards for reissue.

(1) Residual Funds on Visitor Cards. After a visitor has left the ship, even if the visitor card is turned in after hours or “under the door,” the card must still be cashed out, and the Disbursing Officer must make every reasonable effort to return any remaining value to the cardholder in accordance with the DoD FMR, Chapter 10, Paragraph 100505. Refer to the Navy Cash Card Issue Log (see paragraph 8.3.1) to identify the person the card was issued to. For each visitor card issued, the card sequence number, which is printed on the back of the visitor card, should be listed on the log.

(2) If the Cardholder Can Be Identified

(a) The Disbursing Officer shall cash out any value remaining on the card and either cut an ex-cash check for the amount and mail it to the cardholder or do a collection for the amount using a Cash Collection Voucher (DD 1131) to the MPN appropriation (C203/C903) so the cardholder’s pay can be credited.

(b) Record the closed-loop-to-cash transaction on the Daily Cash Transaction Ledger in accordance with paragraphs 8.4.5 and 8.4.10. Enter the date of the transaction in Block 1, the cash value in the closed loop in Block 3, and the ex-cash check number or cash collection voucher number in Block 5.

(c) After the normal closed-loop-to-cash transaction is processed, the amount of the ex-cash check or DD 1131 shall be reflected as follows.

((1)) The ex-cash check will be posted on the DD 2657 as an increase to line 2.1B (checks issued) and line 6.9 (other). Update the check issue log and any other applicable documents required by DoD FMR Volume 5.

((2)) The cash collection voucher ( DD 1131) will be posted on the DD 2657 as an increase to line 6.9 (other) and line 4.1B (collections). Forward a copy of the DD 1131 to the PSD Afloat so the amount can be properly credited to the cardholder's pay account.

(d) The card can then be returned to the stock of visitor cards for re-issue.

(3) If the Cardholder Cannot Be Identified

(a) After good faith efforts to identify and locate the individual cardholder and return the residual funds have been exhausted, the Disbursing Officer must cash out any value remaining on the card and do a collection for the amount using a DD 1131.

(b) Credit the funds to one of two Treasury accounts, Payment of Unclaimed Moneys, 20X6133, when the amount is \$25 or more, or Forfeitures of Unclaimed Money and Property, 17R1060, when the amount is less than \$25.

((1)) Once any value that was remaining on a card has been credited to either of the Treasury accounts, 20X6133 or 17R1060, the Disbursing Officer cannot recover the funds.

((2)) Cardholders, however, retain the right to submit a claim for a refund to the U.S. Department of the Treasury, Bureau of the Fiscal Service. Any claim must include enough facts to validate the accuracy of the claim and justify the refund.

(c) Record the closed-loop-to-cash transaction on the Daily Cash Transaction Ledger in accordance with paragraphs 8.4.5 and 8.4.10. Enter date of the transaction in Block 1, the cash value in the closed-loop in Block 3, and the cash collection voucher number in Block 5.

(d) After the normal closed-loop-to-cash transaction is processed, the amount of the DD 1131 will be posted on the DD 2657 as an increase to line 6.9 (other) and line 4.1B (collections).

(e) The card can then be returned to the stock of visitor cards for re-issue.

(4) Collect and Destroy Expired Visitor Cards. When visitor cards are turned in to Disbursing and cashed out, the Disbursing Officer should check the expiration dates on the cards. Any expired Navy Cash cards must be collected and destroyed. Cards can be destroyed by cutting them up or shredding them. Document destruction of the cards using the Navy Cash Card Issue Log (see paragraph 8.3.1.j).

#### **8.4.6 Individual Refund**

a. When a cardholder desires a refund from a merchant on the ship (for example, ship's store, MWR, General Mess), they must first obtain authorization (for example, from the Sales Officer, MWR Officer, Food Service Officer, or a designated representative) on a standard, serialized, Navy Cash Refund Chit. In addition, the approving merchant must record the refund on the Navy Cash Merchant Refund Log. A sample refund log and refund chit are included in paragraphs 8.15.15 and 8.15.16.

b. The cardholder will then take the refund chit to the Disbursing Office and present it to the Disbursing Officer or Deputy. On ships with a separate Sales Officer, refunds for Ship's Store and vending will be taken care of at the Sales Office by the Sales Officer or Deputy.

(1) To access the closed-loop account on cardholder's card and add value of the refund, the Disbursing Officer (Sales Officer) selects "Individual Refunds" in the "Funds Transfer" pull-down menu.

(2) After the Disbursing Officer (Sales Officer) verifies ownership of the Navy Cash card, the cardholder inserts the card into the POS.

(3) The Disbursing Officer (Sales Officer) clicks the "Get Chip Info" button, and the Disbursing Application displays the card ID number and balance received from the POS and then displays the account number and account name associated with the card.

(4) The Disbursing Officer (Sales Officer) then selects either "Chip Purchase Refund" or "Miscellaneous Refund" as the funding source.



Have user insert card. Then click the 'Get Chip Info' button.

Get Chip Info Reset

Account Name: [ ] Account #: [ ]

Card Number: [ ] Account Status: [ ]

Card ID: [ ] Card Status: [ ]

Account Balance: [ ] Chip Balance / Limit: [ ] / [ ]

Social Security Number: [ ] (Last 4 Digits)

☐ Chip Purchase Refund ☒ Miscellaneous Refund Submit

Refund

Transfer Amount: [ ] 800000008450 - NAVY MWR

Procedure

1. Have user insert card.	Miscellaneous Refund.
2. Click the 'Get Chip Info' button.	1. Enter dollar amount.
3. Verify cardholder's identity.	2. Choose a Merchant.
4. Choose refund by either a purchase or by dollar amount.	3. Click 'Submit' to Refund amount.

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(6) Miscellaneous Refund. This function allows the Disbursing Officer (Sales Officer) to specify a transfer amount for the refund and select a Navy Cash merchant (for example, vending soda, vending snack, or ship's store) from which the refund should originate.

(a) The Disbursing Officer (Sales Officer) clicks the "Submit" button to initiate the funds transfers.

(b) The POS will require the cardholder to enter his PIN and click OK.

(c) The POS will display the amount for credit and ask if the amount is correct. The cardholder selects either "OK" or "CLR". If the cardholder chooses "OK", the transaction is complete, and the card can be removed. If the cardholder chooses "CLR", the transaction will be rejected and cancelled. The transaction will need to be repeated for the correct amount.

(d) This will return the amount of the refund to the card and deduct that amount from the originating merchant's (e.g., ship's store, MWR) collections for that day. Individual refunds are credited on the ship to a cardholder's closed-loop account immediately.

(e) The Navy Cash server records the transaction, and it is included in the appropriate daily merchant transactions reports for the day.

(f) The Disbursing Officer and other responsible individuals, for example, Sales Officer or MWR Officer, should verify that the amounts reported by the Navy Cash server are correct and match the approved chits. They should also verify that the amounts refunded plus

the amounts deposited (for example, in ship's store accounts, MWR bank account, or Navy Cash open-loop account) match the total collections (for example, ship's store or MWR) for that day.

(g) For all refunds processed in the Disbursing Office, the Disbursing Officer shall retain one copy of the approved chit, an updated Refund Log, and the end of month reports summarizing all refunds. The original chit will be returned to the approving merchant for verification against the serialized logs. Similarly, for all refunds processed in the Sales Office, the Sales Officer shall retain one copy of the approved chit, an updated Refund Log, and the end of month reports summarizing all refunds.

#### **8.4.7 Bulk Refunds**

a. Refunds for single cardholders and single transactions can be handled readily using the "Individual Refund" function (see paragraph 8.4.6). When a large number of cardholders needs a refund, handling them individually would be time consuming. For example, MWR may sell a significant number of tickets to a concert or sporting event that must be cancelled at the last minute because of operational requirements or a change in the ship's schedule. The bulk refund function allows the Disbursing Officer to initiate a refund to everyone who purchased a ticket in a few simple steps. Bulk refunds are credited to each cardholder's open-loop account on the ship. This credit will be reflected ashore as soon as the ship completes its end-of-day processing between ship and shore. Purchases made with visitor cards, which do not have an open-loop account associated with them, must be refunded individually at the Disbursing Application (see paragraph 8.4.6 and the "Chip Purchase Refund" selecting a specific event).

b. Bulk Refunds consists of four basic parts, each of which will be discussed in turn.

- Event Processing
- Programming the Point-Of-Sale Device (POS)
- Bulk Refunds
- Reporting

c. Event Processing. Although developed primarily for MWR, event processing allows any merchant on the ship to specify events for collections and reporting (see paragraph 8.4.26).

(1) To set up event processing, the merchant must coordinate with the Disbursing Officer, who will use the Event Maintenance function in the Disbursing Application to enter an event name and event description and create an event code.

(2) Event Codes. Event codes provide the ability to track events that are purchased using Navy/Marine Cash so that sales transaction data can be reported by event and a bulk refund can be performed at a later time if necessary. Once an event code is created, a merchant can use it during sales by selecting the appropriate function key on a POS that has been configured with event codes, although selecting an event is not required to complete a sale.

(3) Event Codes Are Not Reusable. Each event code must be unique within the Disbursing Application on each ship. Do not reuse event codes; event codes can only be used one time. This becomes especially important if an event is canceled and the Disbursing Officer performs a bulk refund. To ensure the correct amount for a particular event is refunded to the correct cardholders who participated in that event, event codes must be unique. For a repeating function, each instance must be renamed as a new event with a new event code.

d. Programming the POS Device. Following the instructions in Chapter 2 (see paragraphs 2.2.2j and 2.2.6.b), the POS can be programmed with up to ten event codes for each of ten merchants. When transactions are collected on a POS that has been properly configured, the sales clerk will be able to indicate which event the cardholder is purchasing by selecting the



appropriate event. This event code information is then held in the database for reporting purposes and for a bulk refund if one should become necessary. When programming the POS for multiple MWR events, the event code must correspond with the descriptions set within the Event Maintenance function of the Disbursing Application.

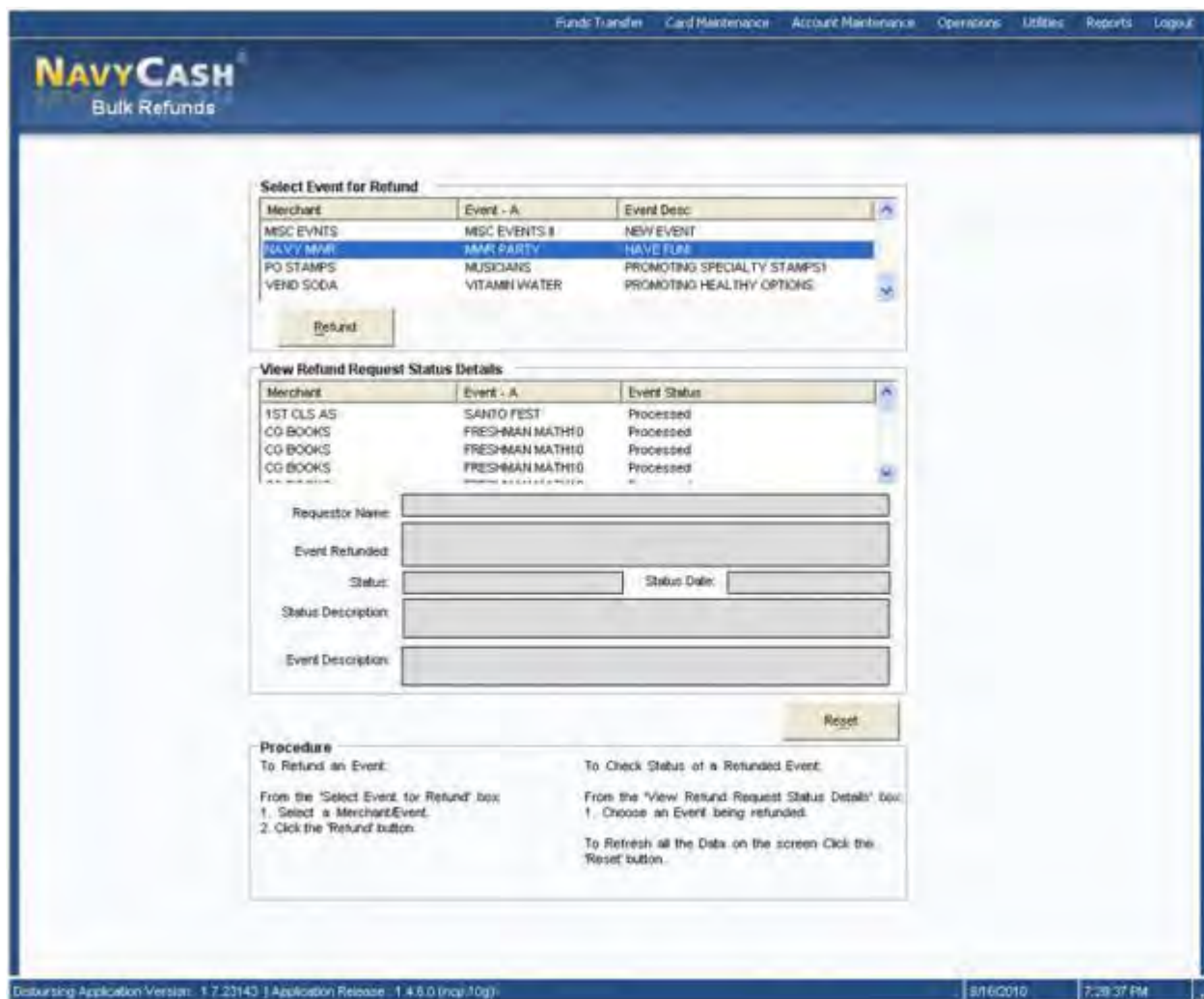
e. Bulk Refunds. When requested by an appropriate merchant, the Disbursing Officer can initiate a bulk refund on the ship using the Disbursing Application. For each event refunded, the full purchase amount will be credited to each cardholder's open-loop account on the ship. This credit will be reflected ashore after the next end-of-day round trip is completed. A bulk refund can only be initiated one time for any one event.

(1) To enter the "Bulk Refunds" function, the Disbursing Officer selects "Bulk Refunds" in the "Funds Transfer" pull-down menu.

(2) Select Event. To refund an event, select the appropriate event in the "Select Event for Refund" box and click the "Refund" button.

(3) Check Status. To check the status of a refunded event, look at the appropriate event in the "View Refund Request Status Details" box.

(a) Review Bulk Refund Exceptions Report. Although the status of a refund request may indicate "Processed Successfully", the Disbursing Officer and MWR Officer must review the Bulk Refund Exceptions Report to ensure that all transactions were refunded.



**NAVYCASH Bulk Refunds**

Funds Transfer | Card Maintenance | Account Maintenance | Operations | Utilities | Reports | Logout

**Select Event for Refund**

Merchant	Event - A	Event Desc
MISC EVENTS	MISC EVENTS II	NEW EVENT
NAVY MWR	MMR PARTY	HAVE FUN
PO STAMPS	MUSICIANS	PROMOTING SPECIALTY STAMPS
VEND SODA	VITAMIN WATER	PROMOTING HEALTHY OPTIONS

Refund

**View Refund Request Status Details**

Merchant	Event - A	Event Status
1ST CLS AS	SANTO FEST	Processed
CO BOOKS	FRESHMAN MATH10	Processed
CO BOOKS	FRESHMAN MATH10	Processed
CO BOOKS	FRESHMAN MATH10	Processed

Requestor Name:

Event Refunded:

Status:  Status Date:

Status Description:

Event Description:

Reset

**Procedure**

To Refund an Event:

From the "Select Event for Refund" box:

1. Select a Merchant/Event.
2. Click the Refund button.

To Check Status of a Refunded Event:

From the "View Refund Request Status Details" box:

1. Choose an Event being refunded.

To Refresh all the Data on the screen Click the "Reset" button.

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(b) Visitor Cards. Purchases made with visitor cards, which do not have an open-loop account associated with them, will always be listed on the Bulk Refund Exceptions Report and must be refunded individually at the Disbursing Application (see paragraph 8.4.6 and the “Chip Purchase Refund” selecting a specific event).

f. Bulk Refund Reports

(1) Bulk Refund Exceptions Report. The bulk refund procedure will generate a Bulk Refund Exceptions Report for transactions that it cannot refund, for example, purchases made with visitor cards or transactions that have already been refunded individually. This report will be placed automatically in the reports directory “Q:\files\navydata\report\ship\bulkrefund”. On the Disbursing Application workstation or laptop, the report can be found in the S:\files\navydata\report directory, which maps to the Q:\files\navydata\report directory on the Navy Cash server. The “Shore Reports” folder (icon) on the Disbursing Application desktop provides a short cut to the shore report directory.

(2) Merchant Reports. Merchant daily and monthly reports will group sales transaction data by event codes if one or more have been created (and used) for any “events” within a merchant’s sales, for example, a concert, golf tournament, cruise book, flower sales. If no event codes were indicated during sales, all sales transactions will be reported together.

The screenshot displays the NavyCash Disbursing Application interface. At the top, a navigation bar includes links for Funds Transfer, Card Maintenance, Account Maintenance, Operations, Utilities, Reports, and Logout. The main header features the NavyCash logo and the text 'Deposit Cash to Strip'.

The 'Card not Present' section contains a search form with the following fields and options:

- Enter criteria to search:
- Social Security Number: [text box] OR
- MasterCard Number: [text box] OR
- Last Name / First Name: [text box] AND [text box]
- Buttons: Account Search, Reset

Below this, the 'Card Present' section has an 'Insert card:' label and a 'Get Card Info' button.

A table displays search results for the 'Card Present' section:

Card Number	Cardholder Name	Card Type	Card Status
751074	STEPHEN MARK U	8000000012437	8000000437048
602254	STICKNEY (PETER)	8000000012437	800000140170

The 'Member Profile' section for the selected cardholder (PETER STICKNEY) includes the following information:

- First Name: PETER
- Middle Initial: [text box]
- Last Name: STICKNEY
- Social Security Number: 050107002
- Account Balance: 2,386.98
- Deposit Amount: 50

A 'Process Deposit' button is located at the bottom of the member profile section.

The footer of the application displays the following information:

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- 8/19/2010
- 7:33:14 PM

#### **8.4.8 Deposit Cash to Strip**

a. A cardholder can plus up or deposit value directly to his or her open-loop account at the Disbursing Office with a check or cash.

(1) Clear a Negative Open-Loop Account Balance. For a cardholder with a negative balance, a funds transfer directly to his or her open-loop account provides an additional option to clear the negative balance (see paragraph 8.8.1, Negative Navy Cash Balance). The cardholder can provide cash to the Disbursing Officer in an amount sufficient to return the open-loop account balance to zero or a positive amount.

(2) Automatic Representment. With automatic representment, if a cardholder's ACH transfer request at the Navy Cash Kiosk is returned for NSF, the ACH transaction will automatically be presented up to two more times on successive pay days.

(a) Because Navy Cash access to a bank or credit union account is blocked automatically when a transfer request is returned for NSF and an open-loop account goes negative, a cardholder may opt to go to Disbursing to clear a negative balance and unblock access. Just prior to initiating automatic representment, the Navy Cash system ashore checks the open-loop account balance. If the account is no longer negative, i.e., the account balance is "zero" or positive, the transaction returned for Non-Sufficient Funds (NSF) will not be represented. It is important to note that the cardholder must clear the negative balance in sufficient time for a round trip to be completed between ship and shore. Although a zero or positive balance will be reflected on the ship immediately, the new open-loop account balance must be posted ashore before the Navy Cash system checks the account balance. If the account balance ashore is still negative, the returned ACH transaction will be represented. Cardholders should be sure there are sufficient funds available in their bank or credit union account to cover any representment.

(b) With automatic representment, the majority of returned ACH transactions and resulting negative balances will be handled automatically. However, the Disbursing Officer must continue to review the Negative Balance and Returned Items Detail Reports on a daily basis (see paragraphs 8.15.5 and 8.15.6) and collect on any negative balances not covered by automatic representment (see paragraph 8.8.1, Negative Navy Cash Balance). If a cardholder's open-loop account balance has gone negative for a reason other than NSF, if the transaction returned for NSF is under \$5, or if there have been two representments since the account went negative, the Disbursing Officer is responsible for collecting on that debt.

(3) The Disbursing Officer should ensure the cardholder's Navy Cash access to his or her bank or credit union account ashore remains blocked until the negative balance is cleared.

b. To access the cardholder's open-loop account and add value, the Disbursing Officer selects "Deposit Cash to Strip" in the "Funds Transfer" pull-down menu.

c. To search for the appropriate open-loop account:

(1) If the cardholder's Navy Cash card is not available, the Disbursing Officer enters the cardholder's SSN or Mastercard card number or the cardholder's last name or the initial letter or letters of the last name in the "Card not Present" box and then clicks the "Account Search" button.

(2) If the cardholder's Navy Cash card is available, the Disbursing Officer inserts the card into the POS and clicks the "Get Card Info" button in the "Card Present" box.

(3) The Disbursing Application brings up the cardholder names associated with the search criteria.

d. After verifying the cardholder's identity, the Disbursing Officer highlights the correct name, and the cardholder's name and SSN are displayed in the "Member Profile" window.

e. The Disbursing Officer chooses the correct funding source, and specifies the deposit amount requested by the cardholder.

(1) Check or Cash. The Disbursing Application displays one funding source, "Cash". When a cardholder is exchanging either a check or cash to plus up his or her open-loop account, "Cash" is selected as the funding source.

(2) Checks that are exchanged for electronic credit on the Navy Cash Card will be treated the same as cash within the Navy Cash system. These checks should be handled, deposited, and reported in accordance with the DoD FMR Volume 5.

(3) All transactions will be recorded automatically on the Navy Cash server and added to the daily reports. In addition, all transactions will be recorded manually in accordance with paragraph 8.4.10 on the Daily Cash Transaction Ledger, which shall be kept in the safe.

f. The Disbursing Officer clicks the "Process Deposit" button to initiate the deposit to the cardholder's open-loop account.

g. The Disbursing Application asks to verify the deposit amount and the cardholder's name. The Disbursing Officer clicks the "Yes" button to complete the deposit.

#### **8.4.9 Correcting Unmatched Chip-to-Chip Transactions**

a. Two cardholders can transfer electronic value from the closed loop account on one cardholder's Navy Cash card to the closed loop account on the other cardholder's card. Cardholders conduct these transactions at the Navy Cash Kiosks following the instructions presented on the Kiosk screen.

b. The transfer is completed in two parts. First, the sending card initiates the transfer, the funds are removed from the card and placed into an escrow account, and the card is removed from the Kiosk. Second, the receiving card is put into the Kiosk, authenticated with PIN entry, and the funds are moved from the escrow account to the receiving card. The receiving card must be placed into the Kiosk and authenticated within 60 seconds (more time can be requested if needed).

c. If the process is interrupted for any reason before it is completed, e.g., a power failure at the Kiosk or time expires before the process is completed, the result of the transaction is stored in the escrow account on the Navy Cash server as an unmatched transaction.

d. Automatic Chip-to-Chip Correction. Navy Cash corrects unmatched closed-loop to closed-loop transactions automatically by returning the value to the sending card.

(1) Once every 24 hours, the Navy Cash server on the ship will scan the escrow account for unmatched closed-loop to closed-loop transactions.

(2) For each unmatched transaction detected, the automatic correction process will first determine if the sending card was an instant issue or embossed permanent card or a visitor card. If the sending card was an instant issue or embossed permanent card, the electronic value will be returned to the cardholder's open-loop account automatically. Because a visitor card does not have an open-loop account associated with it, the electronic value will be transferred to the Navy Disbursing Office merchant card open-loop account.

(3) Automated Chip-to-Chip Corrections Report. When the automatic correction process is completed each day, an Automated Chip-to-Chip Corrections Report will be generated by the Navy Cash server on the ship and placed in the reports directory

(Q:\files\navydata\report\ship\pspo). On the Disbursing Application workstation or laptop, the report can be found in the S:\files\navydata\report directory, which maps to the Q:\files\navydata\report directory on the Navy Cash server. The “Shore Reports” folder (icon) on the Disbursing Application desktop provides a short cut to the reports directory. The report lists the closed-loop to closed-loop corrections that were successfully completed that day (see paragraph 8.15.21 for a sample report). The Disbursing Officer should review these reports daily. For every closed-loop to closed-loop correction completed for a visitor card, the Disbursing Officer must take action to restore the value to the appropriate visitor card cardholder.

(4) Restoring Value to a Visitor Card. The Disbursing Officer should take the Disbursing Office merchant card to the Navy Cash Kiosk, and move the appropriate funds from the open loop to the closed loop. Then, the Disbursing Officer can either cash out the closed loop and use the cash to fund the cardholder’s visitor card in the amount of the unmatched closed-loop to closed-loop correction; or cash out the appropriate amount from the closed-loop account and give the cardholder the cash; or go to the Kiosk and do a chip-to-chip transfer from the Disbursing Office merchant card closed-loop account to the closed-loop account on the cardholder’s visitor card.

(a) If a visitor card cardholder is no longer on aboard the ship, the individual cardholder should be contacted, if at all possible, and asked to provide a mailing address.

(b) The Disbursing Officer should then cut an ex cash remittance check in the amount of the unmatched closed-loop to closed-loop correction and mail the check to the visitor cardholder.

(c) If for some reason, an unmatched chip-to-chip transaction could not be reimbursed to the cardholder, the overage must be collected to the Treasury Department Receipt Account, Forfeiture of Unclaimed Money and Property, in accordance with DoD FMR, Volume 5, Chapter 6, Paragraph 0608. For example, a visitor card may have been turned in after hours or “under the door” or after a visitor has left the ship and cannot be attributed to a specific individual, *If not cashed out, any value remaining on a card after it has been turned in will be handed over to Treasury and cannot be recovered.*

#### **8.4.10 Daily Cash Transaction Ledger**

*Note: A cardholder's signature is required only for a closed-loop-to-cash transaction. This form can be maintained electronically, provided all required signatures are obtained.*

- a. If a cardholder uses cash (or check) to put monies into his or her closed-loop account:
  - (1) In Block 1, enter the date of the transaction.
  - (2) In Block 2, enter the amount of the cash value added to the closed loop.
- b. If a cardholder converts electronic value into his or her closed loop account to cash:
  - (1) In Block 1, enter the date of the transaction.
  - (2) In Block 3, enter the amount of the cash value removed from the closed loop.
  - (3) In Blocks 5 and 6, have the cardholder print and sign his or her name for the amount of cash received.
- c. If a cardholder uses cash (or check) to put monies into his or her open loop account:
  - (1) In Block 1, enter the date of the transaction.
  - (2) In Block 4, enter the amount of the cash value added to the open loop.
- d. Close out the Daily Cash Transaction Ledger as follows:
  - (1) Total Column 2, and enter the amount in Block 7, Total Cash to Closed Loop.
  - (2) Total Column 3, and enter the amount in Block 8, Total Closed Loop to Cash.
  - (3) Total Column 4, and enter the amount in Block 9, Total Cash to Open Loop
  - (4) In Block 10, Net Sum for Cash Transactions, enter the difference between the sum of Blocks 7 and 9 and Block 8.
  - (5) This value should be the value recorded as an increase to line 6.2A and a decrease to line 6.9 of the DD 2657.
- e. Each individual operator, e.g., Disbursing Officer, Deputy Disbursing Officer, agent cashier, must use a separate Daily Cash Transaction Ledger. The completed Daily Cash Transaction Ledger(s), along with the supporting Disbursing Transactions Detail Report sorted by operator, shall be retained with the balanced DD 2657.
- f. A blank copy of the Daily Cash Transaction Ledger is included in paragraph 8.15.10.

# NAVY CASH® DAILY CASH TRANSACTION LEDGER

DATE ①	CLOSED LOOP		OPEN LOOP	PRINT CARDHOLDER NAME ⑤	CARDHOLDER SIGNATURE ⑥
	CASH TO CLOSED ②	CLOSED TO CASH ③	CASH TO OPEN ④		
11/01/02	100.00				
11/01/02	60.00				
11/01/02	50.00				
11/01/02	50.00				
11/01/02		50.00			
11/01/02			40.00		
11/01/02			100.00		
11/01/02		40.00			
11/01/02			20.00		
<b>Total</b>	260.00	90.00	160.00		
⑦ <b>TOTAL CASH TO CLOSED LOOP</b> \$260.00		⑧ <b>TOTAL CLOSED LOOP TO-CASH</b> \$90.00		⑨ <b>TOTAL CASH TO OPEN LOOP</b> \$160.00	
				⑩ <b>NET SUM FOR CASH TRANSACTIONS</b> \$330.00	

Funds Transfer

**Card Maintenance**

Account Maintenance

Operations

Utilities

Reports

Logout

NAVY CASH

Card Maintenance

Get Chip Info

Reset

Have user insert card. Then click the 'Get Chip Info' button.

Account Name

Account #

Card Number

Account Status

Card ID

Card Status

Account Balance

Chip Balance / Limit

Social Security Number

(Last 4 Digits)

Card Maintenance Options:

1. PIN Reset or Change

Used to change or reset the PIN associated with a Navy Cash card.

2. Change Card Status

Used to report a customer's Navy Cash card as lost, stolen, damaged or canceled. A new card may be issued using the 'Assign Replacement Card' option.

3. Unblock Card

Used to unblock a customer's Navy Cash card when the PIN has been incorrectly entered more than three times.

4. Card Report

Used to examine the transactions associated with a card over a specified date range.

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Have user insert card. Then click the 'Get Chip Info' button.

Get Chip Info Reset

Account Name:  Account #:

Card Number:  Account Status:

Card ID:  Card Status:

Account Balance:  Chip Balance / Limit:  /

Social Security Number:  (Last 4 Digits)

**Procedure**

To CHANGE or RESET card PIN:

1. Insert card into reader.
2. Click the 'Get Chip Info' button.
3. Verify users identity.
4. Click the 'Submit' button.
5. User will be prompted for new PIN.

Initiate PIN Change or Reset:

Submit

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#### 8.4.11 Resetting or Changing the PIN

Cardholders who elect to reset or change the PIN associated with their Navy Cash cards would normally use the Navy Cash Kiosk and follow the screen prompts. To change a PIN at Disbursing:

- The Disbursing Officer selects "PIN Reset or Change" in the "Card Maintenance" pull-down menu.
- The Disbursing Officer instructs the cardholder to insert the card into the POS and clicks on the "Get Chip Info" button. The Disbursing Officer must then verify the information displayed and the cardholder's identity and ownership of the card.
- The Disbursing Officer then clicks the "Submit" button to initiate the PIN change.
- The cardholder then follows instructions on POS and enters and reenters a new PIN.
- A pop-up window on the Disbursing Application screen will indicate PIN change was successful.
- If a card is blocked, it must be unblocked before the PIN can be changed (see paragraph 8.4.13, Unblock Card).



**NAVY CASH**  
Change Card Status

Funds Transfer | Card Maintenance | Account Maintenance | Operations | Utilities | Reports | Logout

**Card Not Present**  
Enter criteria to search:

Social Security Number:  OR  
 MasterCard Number:  OR  
 Card ID:

**OR**

**Card Present**  
Insert card:

Customer Name:

Account Balance:

Card:

Report card status:

**Procedure**

<p><b>If card present:</b></p> <ol style="list-style-type: none"> <li>1. Insert card.</li> <li>2. Click 'Get Card Info' button.</li> <li>3. Select the new status.</li> <li>4. Click the 'Update Card Status' button.</li> </ol>	<p><b>If card not present or chip is damaged:</b></p> <ol style="list-style-type: none"> <li>1. Enter customer's Social Security Number, MasterCard number, Or enter Card ID for Visitor card.</li> <li>2. Click 'Card Search' button.</li> <li>3. Select card from list.</li> <li>4. Select the new status.</li> <li>5. Click the 'Update Card Status' button.</li> </ol>
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### 8.4.12 Change Card Status

The “Change Card Status” screen can be used to “activate” a new embossed permanent Navy Cash card that has been delivered to the ship and to report a card that has been lost, stolen, or damaged, or needs to be canceled.

a. Card Activation for Embossed Permanent Cards. For security reasons and to prevent fraud, all embossed permanent Navy Cash cards are delivered to the ship in a “pendactive” status and must be activated before they will work. Occasionally, a cardholder will come to Disbursing to report a card that no longer works, when, in fact, the card has never been activated. For example, the cardholder may have been given a new embossed permanent card just as they were leaving a previous ship, and the card was not activated at the time. Because the card does not work, the cardholder will not be able to do a ship check-in until the card has been activated.

#### (1) Cardholder Activates Card at Navy Cash Kiosk

(a) A cardholder can activate a new, “pendactive” embossed permanent Navy Cash card at the Kiosk, as long as there is no other active instant issue or embossed permanent card associated with the account. If there is another active card, e.g., a card that is about to expire, they must go to Disbursing to have the card canceled before the new embossed permanent card can be activated (see paragraph (2) below).

(b) The cardholder inserts the card into the Kiosk and enters the PIN when requested. As soon as the card's PIN has been entered correctly and validated by the ship's Navy Cash server, the card's status is changed from "pendactive" to "active".

(c) The new embossed permanent Navy Cash card is now active and immediately usable on the ship. Since the active status of the card will not be reported to the Navy Cash backend ashore until the next round-trip processing is initiated, the card will not be usable ashore until the end-of-day processing is completed between ship and shore.

(d) If the PIN is entered incorrectly three times or more, the card is blocked, and the cardholder must report to Disbursing to unblock the card.

(e) Once the card has been activated, the cardholder can change the PIN at the Kiosk. If the PIN is changed, the new PIN will be effective on ship immediately and on shore after the next end-of-day processing is completed between ship and shore. In the interim, the old PIN can be used ashore if necessary.

## (2) Disbursing Activates Card at Disbursing Application

(a) To activate a card, the Disbursing Officer selects "Change Card Status" in the "Card Maintenance" pull-down menu.

(b) If the cardholder has an instant issue or embossed permanent card that is about to expire, Disbursing must first insert the card into the POS and click on the "Get Card Info" button so that card can be canceled before activating the new card.

(c) To provide quicker access to any funds remaining in the closed-loop account on the instant issue or embossed permanent card, the cardholder can move the funds in the closed loop to the open loop using the Kiosk before coming to Disbursing. Otherwise, the system will automatically do a closed-loop to open-loop transfer to restore the value in the closed loop when the Disbursing Officer clicks the "Update Card Status" button in the step below, and the funds won't be available in the open-loop account until the next end-of-day processing is completed between the ship and the shore.

(d) The Disbursing Application brings up the card ID number(s) associated with the search criteria. After verifying the cardholder's identity and ownership of the card, the Disbursing Officer selects the correct card in the "Cards Found" window, selects the "Canceled" status in the "Report Card Status" window, and clicks "Update Card Status" to initiate the change in card status.

(e) The Disbursing Officer must immediately destroy a canceled card in the presence of the cardholder. Cards can be destroyed by cutting them up or shredding them. The cardholder should sign the card issue log to document the destruction of the card.

(f) The Disbursing Officer then inserts the new embossed permanent Navy Cash card into the POS and clicks on the "Get Card Info" button.

(g) The Disbursing Officer selects the correct card in the "Cards Found" window, selects the "active" status in the "Report Card Status" window, and clicks "Update Card Status" to initiate the change in card status.

(h) The new embossed permanent Navy Cash card is now active and immediately usable on the ship. Since the active status of the card will not be reported to the Navy Cash backend ashore until the next end-of-day processing is initiated, the card will not be usable ashore until the end-of-day processing between the ship and the shore is completed.

b. Reporting Embossed Permanent and Instant Issue Cards That Are Lost, Stolen, Damaged, or Need To Be Canceled

(1) Lost, Stolen, or Damaged Cards. If a cardholder's Navy Cash card is lost, stolen, or damaged, they must report to the Disbursing Office immediately so that the status of the old card can be reported appropriately as "Lost", "Stolen", or "Damaged" and a new card can be issued.

(2) Canceled Cards. If a cardholder is being discharged from the Navy or Marine Corps (see paragraph 8.4.16) or no longer desires to have a Navy/Marine Cash account or is simply turning in an expiring card in order to be issued a new instant card, they must report to the Disbursing Office to turn in and cancel his/her card.

(a) Prior to reporting to the Disbursing Office, cardholders being discharged from the service or otherwise closing their Navy/Marine Cash accounts should move all the funds on their Navy/Marine Cash cards from the closed-loop and the open-loop accounts back to their home bank or credit union accounts using the Kiosk. Alternatively, they may move all the funds in the open loop to the closed loop and "cash out" the closed loop at the Disbursing Office in accordance with paragraph 8.4.5.

(b) For cardholders being discharged or closing their accounts, the Disbursing Officer must first verify that their Navy/Marine Cash card is empty before changing the card status to "Canceled". For cardholders turning in an expiring card in order to be issued a new instant issue card, the system will automatically start a closed-loop-to-Navy Cash transfer on the ship to restore the value on the closed loop (see below and paragraph 8.4.12.a.(2) above).

(3) The Disbursing Officer clicks on the "Change Card Status" link in the Disbursing Application.

(4) If the card is present

(a) The Disbursing Officer inserts the card into the POS and clicks on the "Get Card Info" button.

(b) The Disbursing Application brings up the card ID number(s) and associated information. The cardholder's name is displayed but cannot be modified. After verifying the cardholder's identity and ownership of the card, the Disbursing Officer selects the correct card in the "Cards Found" window, selects the correct card status in the "Report Card Status" window, and clicks "Update Card Status" to initiate the change in card status.

(c) If the card's status is being changed to "Cancelled", the system will automatically start a closed-loop to open-loop transfer. This allows the system to move the exact amount in the closed-loop account to the individual's open-loop account on the ship. The updated open-loop account balance will not be reflected on the shore until the next end-of-day processing is completed between the ship and the shore.

*Note: If the cardholder has not checked in to the particular ship, his or her open-loop account balance cannot be displayed because the account balance information is not available on the shipboard server. The open-loop account balance can only be displayed after the individual cardholder has done a "Ship Check In" at the Kiosk and a subsequent round trip has been completed between ship and shore.*

(d) The POS will require the cardholder to enter his PIN and click OK.

(e) The POS will display the amount for credit and ask cardholder if amount is correct. The cardholder will select either "OK" or "CLR". If the cardholder chooses "OK", the closed-loop to open-loop transfer is completed and the card can be removed. If the cardholder

chooses “CLR”, the transaction will be rejected and cancelled, and the process will need to be repeated for the correct amount.

(f) Document Destruction of Navy Cash Cards. The Disbursing Officer must immediately destroy a canceled card, whether it is embossed permanent or instant issue, in the presence of the cardholder and notify the CSU via phone or email if an account is being closed. Cards can be destroyed by cutting them up or shredding them. The cardholder should sign the card issue log to document the destruction of the card (see paragraph 8.3.1, Custody of Navy Cash Cards).

(5) If the card is not present (or the chip is damaged)

(a) The Disbursing Officer enters either the individual’s SSN, the Mastercard number, or, for visitor cards, the card ID number (with just one criterion needed) and clicks the “Card Search” button. The Mastercard number can be used to search when an instant issue card is brought to the Disbursing Office and no one has signed the card, the chip is damaged and not readable, or there is no way to determine to whom the card belongs.

(b) The Disbursing Application brings up the card ID number(s) associated with the search criteria.

((1)) After verifying the cardholder’s identity and ownership of the card, the Disbursing Officer selects the correct card in the “Cards Found” window, selects the correct card status in the “Report Card Status” window, and clicks “Update Card Status” to initiate the change in card status.

((2)) When multiple card ID numbers match the search criteria, the Disbursing Officer must carefully verify that the card selected is the correct card.

(c) If the card’s status is being changed to “Lost”, “Stolen”, “Damaged”, or “Cancelled”, the system will automatically notify the shore-side when the next Navy Cash data transmission occurs to do a closed-loop to open-loop transfer to restore the value in the closed-loop account. The balance that was in the closed-loop account at the close of the business day the card was reported lost, stolen, or damaged is transferred automatically by the shore-side to the cardholder’s open-loop account. This action will not be completed until the next end-of-day processing is initiated from the ship, and the updated Navy/Marine Cash account balance will not be reflected on the ship until the end-of-day processing is completed between the ship and the shore.

(6) The system then changes the card’s status, and the card is now “hotlisted” on the ship. All the card readers on the ship, for example, the POSs in the ship’s store and post office and the CADs in the vending machines, will be updated with this hotlist information within five minutes, and, if the card is inserted into a POS or CAD, the device will lock the card from further use and actually render the chip permanently unusable.

(7) Since the hotlisted status of the card is not “reported” to the Navy Cash backend ashore until the next round-trip processing is initiated from the ship, the Disbursing Officer must also notify the CSU that the card has been hotlisted. A telephone call is the preferred way to notify the CSU, but email notification is also acceptable.

(8) To issue a replacement card, the Disbursing Officer then clicks on the “Assign Replacement Card” link in the Disbursing Application, which is described in paragraph 8.4.15.

c. Visitor Cards

(1) Reporting Lost, Stolen, Damaged, or Expired Visitor Cards

(a) If a cardholder's Navy Cash visitor card is lost, stolen, damaged, or expired they must report to the Disbursing Office immediately so that the status of the old card can be reported appropriately as "Lost", "Stolen", "Damaged", or "Cancelled", any unused value remaining on the card can be restored, and a new card can be issued if needed.



(b) If the card is not available or if the card is damaged or has expired and the chip no longer functions, the Disbursing Officer can no longer insert the card and use the "Get Card Info" function to pull up the appropriate card information and change the status of the "old" visitor card. The Disbursing Officer must enter the visitor card sequence number, which is printed on the lower right of the back of the card, and click the "Card Search" button in order for the system

to bring up the correct card in the "Cards Found" window. If the card is lost or stolen, and the cardholder has not recorded the card number, the Disbursing Officer can refer to the Navy Cash Card Issue Log (see paragraph 8.3.1). The log contains the last four digits of the card number for instant issue and embossed permanent cards and the entire card sequence number for visitor cards.

(c) After verifying the cardholder's identity and ownership of the card (refer to the Navy Cash Card Issue Log), the Disbursing Officer selects the correct card in the "Cards Found" window, selects the correct card status in the "Report Card Status" window, and clicks "Update Card Status" to initiate the change in card status.

(d) Visitor cards are not normally canceled (unless they have expired) but should be turned in and cashed out at disbursing when the visitor departs, so that they can be reissued to another visitor (see paragraph 8.4.5.e).

## (2) Restoring Value on Lost, Stolen, or Damaged Visitor Cards

(a) Because a Navy Cash Visitor Card is anonymous and does not have a pre-paid debit open-loop account associated with it, the funds that were in the closed-loop account cannot be moved automatically from the closed- to the open-loop account.

(b) To retrieve funds from a visitor card, the Disbursing Officer must first change the card status of the "old" visitor card to "Lost", "Stolen", "Damaged" or "Cancelled" as appropriate (see above).

(c) Contact CSU to Move Funds to Disbursing Office Merchant Open-Loop Account. The Disbursing Officer must provide CSU the visitor card sequence number (from the lower right corner of the back of the card or from the Navy Cash Card Issue Log). CSU can then debit the closed-loop account and credit the Disbursing Office merchant open-loop account. After the next round trip, the Disbursing Officer can take the Disbursing Office merchant card to the Kiosk, move the funds from the open-loop to the closed-loop account. Then, they can either cash out the closed loop and use the cash to fund a new visitor card; or cash out the closed loop and give the cardholder the cash; or go to the Kiosk and do a closed-loop-to-closed-loop transfer from the Disbursing Office merchant card to the cardholder's new visitor card.

(3) Collect and Destroy Expired Visitor Cards. When visitor cards are turned in to disbursing and cashed out, the Disbursing Officer should check the expiration dates on the cards. Any visitor cards that have expired or will soon expire must be collected and destroyed. Cards can be destroyed by cutting them up or shredding them. Document destruction of the cards using the Navy Cash Card Issue Log (see paragraph 8.3.1.j).

The screenshot shows the NAVY CASH Unblock Card web application. At the top, there is a navigation bar with links: Funds Transfer, Card Maintenance, Account Maintenance, Operations, Utilities, Reports, and Logout. The main header displays the NAVY CASH logo and the title 'Unblock Card'.

The main content area is titled 'Enter criteria to search:' and contains three input fields for search criteria: 'Social Security Number', 'MasterCard Number', and 'Card ID'. Each field is followed by an 'OR' label. Below these fields are two buttons: 'Card Search' and 'Reset'.

Below the search fields, there are two more input fields: 'Customer Name' and 'Account Balance'. Below these, a section titled 'Cards found (please select the one to unblock:)' contains a large empty text area.

At the bottom, there is a 'Procedure' box with a list of five steps:
 

1. Enter the available search criteria.
2. Click the 'Card Search' button.
3. Verify users identity.
4. Have user insert card.
5. Click the 'Submit' button.

To the right of the procedure box, there is a button labeled 'Initiate Unblock' and a 'Submit' button.

The footer of the application displays the following information: 'Disbursing Application Version: 1.7.23143 | Application Release: 1.4.6.0 (http:10g)', the date '8/16/2010', and the time '7:35:32 PM'.

### 8.4.13 Unblock Card

- If a cardholder's Navy Cash card becomes blocked because they entered their PIN incorrectly more than three times, they must report to the Disbursing Officer so that the card can be unblocked.
- The Disbursing Officer selects "Unblock Card" in the "Card Maintenance" pull-down menu and enters either the individual's SSN, the Mastercard number, or, for visitor cards, the card ID number (with just one criterion needed). The Disbursing Officer then clicks the "Card Search" button.
- The Mastercard number can be used to search when an instant issue card is brought to the Disbursing Office and no one has signed the card, the chip is damaged and not readable, or there is no way to determine to whom the card belongs.
- The Disbursing Application brings up the card ID number(s) associated with the search criteria.
- After verifying ownership of the Navy Cash card, the Disbursing Officer selects the correct card, instructs the cardholder to insert the card into the POS, and clicks the "Submit" button to initiate unblocking the card.
- The cardholder then follows instructions presented on the POS.

g. Successful unblocking of the card will be indicated on the Disbursing Application screen. When a blocked card is inserted, the POS may display the error codes “Card BlockedR09” or “Card BlockedR09A”. R09 is displayed the first time a blocked card is inserted into a POS, and R09A is displayed each subsequent time the card is inserted. Experience has shown that, when the error codes R09 or R09A are encountered, several unblock attempts may be required to successfully unblock the card. Disbursing personnel should attempt to unblock a card several times before deciding to replace the card.

h. If a cardholder entered his or her PIN incorrectly ten or more times prior to bringing it to the Disbursing Office to be unblocked, the card becomes permanently blocked and must be replaced as discussed in paragraph 8.4.15. If the POS displays the error code “Unusable CardR7”, the card is permanently blocked, cannot be unblocked, and must be replaced.

#### 8.4.14 Card Report

a. To view information on all closed-loop transactions for a specific account, a Card Report can be generated which displays a breakdown of all transactions that have occurred on a closed-loop account.

b. To generate the Card Report, the Disbursing Officer selects “Card Report” in the “Card Maintenance” pull-down menu.



c. The Disbursing Officer then has the cardholder insert his or her card into the POS and clicks the “Get Chip Info” button. If the card is not available to be inserted, a search can be created based on the prescribed search criteria. The Disbursing Officer must then identify the appropriate account from the search results listing.

d. Once the account has been identified, the DISBO will select start and end dates for the report and click on the generate button. This will produce the report on screen. If a hardcopy printout is required, simply click on the Print button and a paper report will be generated.

The screenshot shows the NAVY CASH web application interface for assigning a replacement card. The top navigation bar includes links for Funds Transfer, Card Maintenance, Account Maintenance, Operations, Utilities, Reports, and Logout. A dropdown menu under Account Maintenance lists options: Assign Replacement Card, Account Enrollment, Account Information Update, Note Maintenance, and About Account Maintenance. The main content area is titled "Assign Replacement Card" and contains a search form. The form has two input fields: "Social Security Number" and "Merchant ID", separated by an "OR" label. Below these are "Card Search" and "Reset" buttons. A "Customer Name" field is also present. A section titled "Cards found: (please select the card you wish to replace)" contains a table with columns for Card ID, Card Type, and Card Status. Below this is a "Procedure" section with a list of steps: 1. Enter the available search criteria. 2. Click the 'Card Search' button. 3. Select the card you wish to replace. 4. Place instant issue card into reader. 5. Click the 'Get Chip Info' button. 6. Click the 'Assign Card to Account' button. A note states: "Note: the card ID will be displayed if and only if the card is unassigned. Otherwise the current assignment status will be displayed." Below the procedure are buttons for "Get Chip Info" and "Assign Card to Account". At the bottom, there are fields for "Account Name" (Navy Cashcard) and "Card ID". A "Generate Report" button is also visible. The footer shows the Disbursing Application Version (1.7.25784), Application Release (1.4.6.0), and the date/time (12/20/2010 1:31:54 PM).

#### 8.4.15 Assign Replacement Card

a. If a cardholder’s Navy Cash card is lost, stolen, or damaged, they must report to the Disbursing Officer so the status of the old card can be reported appropriately. Prior to assigning a replacement card, normally by issuing an instant issue Navy Cash card or, on rare occasions, by requesting an embossed permanent Navy Cash card, the Disbursing Officer must update the status of the lost, stolen, or damaged card in accordance with paragraph 8.4.12, Change Card Status. *(Note: Disbursing Officers shall only give out one card, either by issuing an instant issue card or by requesting an embossed permanent card; they shall not do both.)* As a rule, an instant issue Navy Cash card will be issued on the spot as a replacement card. When there is a bona fide need to request an embossed permanent Navy Cash card as a replacement card, a visitor Navy Cash card can be issued to the cardholder to use until the embossed permanent card is delivered to the ship.



(1) Visitor Navy Cash Cards. When deployed away from homeport for an extended period, delivery of embossed permanent cards can take several weeks. Visitor cards can be used for a short period without significant inconvenience until embossed permanent cards are delivered to the ship. However, visitor cards are closed-loop-only cards. They can only be used to make purchases on board ship. They cannot be used to access a bank or credit union account ashore from the Kiosk on the ship and transfer money to the closed-loop account. They do not have an open-loop account. They cannot be used to pay for purchases ashore or to access commercial ATMs off the ship. Visitor cards cannot be used to access Split Pay credited to a cardholder's open-loop account from the Kiosk. If necessary, for an individual already enrolled in Navy Cash and waiting on delivery of an embossed permanent card, split pay can be transferred to the closed-loop account on the visitor card using the Disbursing Application (see paragraph 8.4.4.e.(4)).

(2) Instant Issue Navy Cash Cards. Instant issue cards, on the other hand, provide individuals immediate access to all Navy Cash capabilities. A cardholder can, for example, transfer funds at the Kiosk on the ship to the closed-loop or open-loop account from a bank or credit union account ashore. As soon as the account information ashore has been updated with the new card number, which occurs when the next "round-trip" processing is completed between ship and shore, a cardholder can access funds in the open-loop account at ATMs ashore or to pay for purchases at retail locations ashore.

b. Issuing a Replacement Card. To issue a replacement card, the Disbursing Officer selects "Assign Replacement Card" in the "Account Maintenance" pull-down menu. To search for the appropriate card ID number for the lost, stolen, or damaged card, the Disbursing Officer enters an individual's SSN or selects an appropriate merchant from the drop down menu and then clicks the "Card Search" button.

c. The Disbursing Application brings up the card ID numbers associated with the search criteria. The cardholder's name is displayed but cannot be modified. The Disbursing Officer must verify the information displayed and the cardholder's identity and ownership of the card. The Disbursing Officer then selects the card that is to be replaced in the "Cards Found" window.

d. Issue Instant Issue Navy Cash Card As Replacement Card

(1) After selecting an instant issue Navy Cash card from the stock of spare cards, the Disbursing Officer shall document issuing the card in the Navy Cash Card Issue Log, recording the last four digits of the card number, name and last four digits of the SSN of the card owner, issue date, signature of the recipient, and the name and signature of the issuer (see paragraph 8.3.1, Custody of Navy Cash Cards).

(2) The Disbursing Officer inserts the instant issue (generic) card into the POS and clicks the "Get Card Info" button.

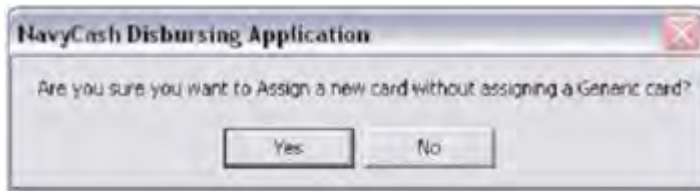
(3) The Disbursing Application receives the card ID number from the POS, which it then displays. The Disbursing Officer then clicks the "Request New Card" button, which assigns the instant issue card to the account and activates the card.

(a) Once the instant issue card has been assigned to the account (activated), it can be used on the ship immediately. Any funds available in the open-loop account can be transferred to the closed-loop account for use on the ship, and any funds remaining in the closed-loop account of the lost, stolen, or damaged card will be transferred to the open-loop account automatically when the next end-of-day processing is completed between the ship and the shore (see paragraph 8.4.12.b).

(b) The new instant issue Navy Cash card cannot be used ashore until the account information ashore has been updated with the new card number, which occurs when the next “round-trip” processing is completed between the ship and the shore.

e. Request Embossed Permanent Card as Replacement Card

(1) To request an embossed permanent card as a replacement card, rather than inserting a new instant issue Navy Cash card into the POS and clicking the “Get Card Info” button, the Disbursing Officer simply clicks the “Request New Card” button.



(2) The Disbursing Application will ask the Disbursing Officer to verify they want to assign (request) a new (replacement) card without assigning a generic (instant issue) card. The Disbursing Officer then clicks the “Yes” button to create a request for a new embossed permanent card without issuing an instant issue card.

(a) For security reasons and to prevent fraud, the new embossed permanent Navy Cash card arrives on the ship in a “pendactive” status and must be activated before it will work (see paragraph 8.4.12.a, Card Activation).

(b) A cardholder can activate a new embossed permanent Navy Cash card at the Kiosk, as long as there is no other active card associated with the account. The Disbursing Officer can activate the card at the Disbursing Application.

(3) If a visitor card is issued to the cardholder to use until the embossed permanent card is delivered, the Disbursing Officer shall document issuing the visitor card in the Card Issue Log, recording the last four digits of the card number, name and last four digits of the SSN of the card owner, issue date, signature of the recipient, and the name and signature of the issuer.

(a) Visitor cards are closed-loop-only cards. They are issued by the Disbursing Office and are intended only to make purchases on the ship. They do not have an open-loop account associated with them. They cannot be used for purchases ashore or to access commercial ATMs off the ship.

(b) Visitor cards are reusable. The visitor card should be cashed out and turned in when the embossed permanent Navy Cash card arrives so it can be reissued.

f. Navy Cardholder Issued Card Report. A report can be generated for instant issue cards issued through the Disbursing Application at any time by selecting “Operations Reports” and “Navy Cardholder Issued Card Report” in the “Reports” pull-down menu, filling in the start and end dates for the period, and clicking on the “Generate” button. The Navy Cardholder Issued Card Report lists by operator ID the last four digits of the card numbers, name and last four digits of the SSN of the cardholders, and issue dates for any cards issued during the period.

g. Delivery of Cards. For security reasons and to prevent fraud, instant issue and embossed permanent Navy Cash cards arrive on the ship in a “pendactive” status and must be activated before they will work (see paragraphs 8.4.15.e and 8.4.12.a). If there are less than 10 cards being sent to a ship, they are sent via the U.S. Postal Service (USPS) directly to the individual cardholder. Shipments of 10 or more cards are FedEx’ed to the Disbursing Officer for further distribution to the individual cardholders. FedEx shipments can be tracked. Navy/Marine Cash cards shipped via FedEx should arrive at NAVSUP FLC LSCs about 10 business days after

the Navy Cash backend ashore receives the enrollment data electronically. Contact the ship's LSR to check the status of any card FedEx shipments.

h. Unclaimed or Returned Navy/Marine Cash Cards. Any card received for an individual who has left the ship should be forwarded to his or her next command. The ship's Post Office should not be "returning to the sender as undeliverable" Navy/Marine Cash cards sent via U.S. mail that are unclaimed or returned unopened.

(1) Unclaimed or Returned Navy Cash Cards. Cards mailed to Sailors who have left the ship but are still in the Navy should be forwarded using the forwarding address left with the ship's Post Office during the check-out process. If the next command is not known or can't be identified or the individual was discharged from the service, the Disbursing Officer should cancel and destroy the card (see paragraph 8.4.12, Change Card Status). The action taken should be annotated on either the Bulk Navy Cash Card Log or the Navy Cash Card Issue Log. PIN envelopes that are unclaimed or returned unopened should also be destroyed to avoid the expense of forwarding them—individual cardholders can go to Disbursing when they receive the cards to have the PIN reset using the Disbursing Application.

(2) Unclaimed or Returned Marine Cash Cards. Cards mailed to embarked Marines who have left the ship should be turned over to Marine Disbursing on the ship. If there is no Marine Disbursing detachment, or if the Marines have disembarked, cards should be sent via FedEx or UPS to the appropriate MEF Disbursing Office, I MEF for West Coast ships, II MEF for East Coast ships, and III MEF for ships in Japan.

I MEF Disbursing Office  
MARFORPAC  
15th St, Bldg 1164, Room  
238  
Camp Pendleton, CA 92055  
(760) 725-5550

II MEF Disbursing Office  
MARFORLANT  
Bldg 10, McHugh Blvd  
Camp Lejeune, NC 28542  
(910) 451-7807

III MEF Disbursing Office  
MARFORPAC  
Bldg 5714, Unit 38405  
Camp Foster, Okinawa, Japan  
FPO AP 96604-8405  
011-81-611-745-7020

#### **8.4.16 Before Cardholders Leave the Ship for a Pending Transfer or Discharge**

a. Before Navy Cash cardholders leave the ship, the Disbursing Officer must ensure:

(1) Any negative account balances have been cleared.

(2) Any remaining funds in Navy Cash closed-loop and Mastercard debit open-loop accounts) have been zeroed out.

(3) Any Split Pay Option (SPO) has been stopped at least 30 days prior.

b. Cardholders depart the ship on a regular basis, some detaching for Permanent Change of Station (PCS) transfers or to be discharged from the Service, and others returning to their home units at the end of a deployment. There have been periodic problems when cardholders leave the ship and have not cleared negative balances or have not "zeroed out" funds remaining on Navy Cash instant issue and embossed permanent cards (Navy Cash closed-loop and Mastercard debit open-loop accounts) and visitor cards (Navy Cash closed-loop account only). These problems can be magnified when deployed squadrons, air detachments, or Marine elements disembark and a large number of cardholders leave the ship at about the same time.

c. Monitor Cardholder Transfer Dates. To track cardholders who will be leaving the ship, the Disbursing Officer must work closely with the personnel office, e.g., refer to the report of Prospective Gains and Losses and the Transfer Information Sheet, to monitor individuals who are scheduled to transfer within the next 30, 60, and 90 days.

(1) Transfer Type and Date. To assist in monitoring transfer dates for cardholders who are enrolled in Navy Cash, the Disbursing Officer must ensure that the projected "Transfer Date" in each cardholder's member profile is current (see paragraph 8.4.18.g., Transfer Type and Date).

(a) Monthly Member Transfer Report. Based on the transfer dates in member profiles, a shore report will be generated each month listing cardholders whose transfer dates are within a 30-day window. The Monthly Member Transfer Report will contain closed- and open-loop account balances (Chip Balance and Strip Balance) and will serve as an additional notice to clear any negative balances (indicated by angle brackets) and zero out any remaining balances in the Navy Cash closed-loop and Mastercard debit open-loop accounts before these cardholders leave the ship (see paragraph 8.15.32 for sample report).

(b) Transfer to Shore Command. The transfer dates in member profiles will also be used to pull accounts of cardholders off the ship's Navy Cash roster and transfer these accounts to a "shore command" roster.

((1)) Once these accounts are transferred to the shore command roster, a standard set of reports will be generated, so that any account activity can continue to be monitored ashore and any negative account balances that have not been cleared can continue to be pursued by the Navy Cash debt collection process ashore. Cardholders transferred to the shore command will continue to appear on the ship's daily reports for a transition period of two weeks.

((2)) ACH Access Blocked/Mastercard Debit (Open-Loop) Account Suspended Automatically. When transferred to the shore command, a Mastercard debit open-loop account is suspended and Navy Cash ACH access to a bank or credit union account is blocked automatically. *Blocking ACH access* only prevents Navy Cash access to bank and credit union accounts from the ship. *Suspending an account* only prevents online ATM withdrawals and online PIN-based and signature-based purchases ashore. The cardholder can still use the card for signature-based purchases ashore, even when the open-loop account balance is negative, at merchants who process transactions in an offline mode.

(c) Navy Cash Ship Roster Report. To assist the Disbursing Officer in monitoring transfer dates for cardholders who are enrolled in Navy Cash, the Navy Cash Ship Roster Report lists the cardholder name and SSN (last four digits), Navy Cash cardholder account number, and date of the last closed-loop transaction on the ship for all cardholders who are "checked in" or assigned to the ship within the Navy Cash system. The Disbursing Officer can generate the Navy Cash Ship Roster Report on the ship on demand (see paragraph 8.4.22) and compare it with the actual ship roster to identify individual cardholders who are no longer on the ship and should be transferred to the Navy Cash "Shore Command".

(d) Monthly Automated Transfer of Dormant Accounts from Ship to Shore. To assist in maintaining a current Navy Cash roster on the ship, a monthly automated process detects and transfers member profiles that have not already been transferred to the Shore Command, if there has been no activity on cardholder Navy Cash accounts (closed-loop, split pay, or ACH transfer activity) in the past 180 days. After 365 days of no activity, if there is a valid bank or credit union account linked to the Navy Cash member profile, any funds remaining in the Mastercard debit open-loop account will be pushed to the linked account automatically. If a cardholder attached to the ship has not used their Navy Cash card in the past 180 days and is transferred to the Shore Command in error, they can simply do a "Ship Check In" at a Navy Cash Kiosk. Full access to Navy Cash capabilities will be restored as soon as the next round-trip processing is completed between ship and shore.

(2) Marine Bulk Transfer. The Marine Disbursing Officer can transfer a group of Marines assigned to a ship or ships as part of a Marine Expeditionary Unit (MEU) off the ship(s) and to the appropriate Marine Logistics Group (MLG) in bulk using the Disbursing Website (see Appendix E). Transferring member profiles from a MEU and/or ship automatically suspends Marine Cash accounts and blocks Marine Cash ACH access.

d. Collect on Negative Balances. The amount of any negative balance in a Navy Cash open-loop account represents a debt to the U.S. Treasury funds pool. Even though the amount of that debt is not part of his/her accountability, the Disbursing Officer is responsible for collecting on that debt. After a cardholder has left the ship, it can be much more difficult for the Navy Cash debt collection process ashore to collect on a negative balance. Ultimately, if a cardholder does not respond or cannot be located, 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 cardholder's debt.

(1) Review Negative Balance Report. As a part of reviewing the Negative Balance Report on a daily basis (see paragraphs 8.4.21 and 8.8.1.e), the Disbursing Officer must ensure cardholders within 30 days of transfer or discharge are not listed on the report. For cardholders who are listed on the report, the Disbursing Officer must ensure that the cardholder's Navy Cash access to their home bank or credit union account remains blocked until any negative balance is cleared (see paragraph 8.8.2). Don't unblock access until the Navy/Marine Cash account balance is zero or positive.

(2) Options and detailed procedures for collecting on negative balances are included at paragraph 8.8.1. If the name of a cardholder who has transferred off the ship shows up on the Daily Negative Balance Report, the Disbursing Officer should still take action to produce a DD 139, Pay Adjustment Authorization, with a copy of the Negative Balance Report attached, and present it to the Personnel Officer on board, who will post a "DS01" indebtedness to the cardholder's military pay account. A DS01 debt collection against pay will be processed as long as the person is still in the Navy.

(3) Prevent Unrecoverable Debt. Within 30 days of a pending transfer or discharge, the Disbursing Officer should make a judgment whether or not a negative balance condition is likely on a cardholder's open-loop account, for example, from an NSF or other returned transaction, taking into account pending transactions that have not yet been processed by the Navy Cash system. To help prevent an unrecoverable debt from being posted to Navy Cash, the Disbursing Officer may decide to suspend a cardholder's Mastercard debit open-loop account and block ACH access manually.

(a) Block ACH Access/Suspend Mastercard Debit Open-Loop Account Manually. To suspend the cardholder's open-loop account "manually", the Disbursing Officer must contact the CSU via phone or email and request that the cardholder's Mastercard debit open-loop account be suspended, which will prevent online ATM withdrawals and online PIN-based and signature-based purchases ashore. To block the cardholder's Navy Cash access to their bank or credit union manually, the Disbursing Officer can use either the Disbursing Application or the Navy Cash Disbursing Website or send a request to the CSU by phone or email. Any updates to Navy Cash card access done through the Disbursing Application are effective immediately on board the ship and will regulate any subsequent funds transfer requests the cardholder attempts at the Kiosk. Updates done through the Disbursing Website do not go into effect on board the ship until a round trip is completed between ship and shore. Updates done through the CSU do not go into effect on board the ship until the CSU receives the information, processes the request, and a round trip is completed between ship and shore.

(b) If necessary, the Disbursing Officer can issue a “closed-loop-only” visitor card for use on the ship until the cardholder leaves the ship.

e. Zero Out Any Funds Remaining on Card. When a cardholder is transferring to an activity that does not have Navy Cash or is being discharged from the Navy, they should move all the funds on the Navy Cash card from the closed-and open-loop accounts back to their home bank or credit union account using the Navy Cash Kiosk. Alternatively, they can move all the funds in the open-loop to the closed-loop and “cash out” the closed-loop at the Disbursing Office (see paragraph 8.4.5). When a cardholder reports to the Disbursing Office as a part of the checkout process, the Disbursing Officer must verify that the cardholder’s Navy Cash card is empty (zero balance in the closed- and open-loop accounts). Similarly, the Disbursing Officer must make every effort to cash out and recover visitor cards from anyone leaving the ship, so they can be reissued to another visitor.

f. Recovering Funds Left on Card. After a cardholder has left the ship, it can be much more difficult to access any funds in the closed- and open-loop accounts, particularly the closed-loop.

(1) Funds in Open Loop. If there are funds in the open-loop account, the money can be spent at any merchant or withdrawn from any ATM that accepts debit Mastercard® cards. If the cardholder's linked bank or credit union account is still the same as the account that was linked to the open-loop account, the cardholder can call and authorize the Navy Cash Customer Service Center (CSC) (the number is on the back of the Navy Cash card; see also paragraph 8.14.1) to transfer the money from the open-loop account to the linked bank or credit union account. The customer service representative will ask a series of questions to verify a cardholder’s identity before they transfer funds, e.g., mother’s maiden name (or other password provided at time of enrollment in Navy Cash), last four digits of SSN.

(2) Funds in Closed Loop of Expiring Card. When a Navy Cash card expires, the chip on the card no longer functions. The actual expiration date is the last day of the month indicated in the “Valid Thru” date embossed on the front of instant issue and embossed permanent cards. If there has been no activity on a card (closed- or open-loop account) in the previous six months, the account is considered inactive, and the card is canceled automatically. As a part of the process, any funds remaining in the closed-loop account are transferred automatically to the open-loop account associated with the card, and the open-loop account balance is transferred to the linked bank or credit union account automatically, if the linked account is still valid.

(3) Funds in Closed Loop of Active Card. If there are funds in the closed-loop account and the cardholder's Navy Cash instant issue or embossed permanent card is not going to expire in the near term, the CSC will have to cancel the card, since the chip on the card is still active. After asking a series of questions to verify the cardholder’s identity, the customer service representative will cancel the card. As a part of the process, any funds remaining in the closed loop are transferred automatically to the open-loop account associated with the card. If the cardholder's linked bank or credit union account is still the same as the account that was linked to the open-loop account, the customer service representative can now transfer any remaining balance in the open-loop account (which now includes the closed-loop account balance) to the linked bank or credit union account.

(4) If the Linked Account Information Is Not Valid. In the three scenarios above, if there is no linked bank or credit union account or the account information is not valid, the CSC will direct the cardholder to contact the Navy Cash Fleet Support Group (FSG) representatives at the NAVSUP Fleet Logistics Center (FLC) in Norfolk or San Diego.

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  
(619) 556-6493 DSN: 526-6493

The FSG representatives will ask the cardholder for the information they need to verify his/her identity. The cardholder can then provide a bank or credit union account number, ABA routing number, and his/her name as it appears on the account, and the FSG representative will contact the Navy Cash Central Support Unit (CSU) to authorize the CSU to transfer any remaining balance to that account.

(5) Funds in Closed Loop of Visitor Card. If a cardholder contacts the CSC to recover funds left in the closed-loop account of a visitor card, the CSC has no way to verify a cardholder's identity or ownership of a card, because a visitor card is anonymous and does not have an open-loop account or cardholder member profile associated with it. The cardholder must provide the CSC the card sequence number, which is printed on the lower right of the back of the card, so the CSC can identify the correct card in the Navy Cash system. In order to verify the cardholder's identity, the CSC will direct the cardholder to contact the Navy Cash FSG representatives at the NAVSUP Fleet Logistics Centers (FLC) in Norfolk or San Diego (contact information in paragraph above). The FSG representatives will ask the cardholder for the information they need to verify his/her identity. The cardholder can then provide a bank or credit union account number, ABA routing number, and his/her name as it appears on the account, and the FSG representative will contact the CSU to authorize the CSU to transfer any remaining balance to that account.

g. PCS Transfer. Cardholders transferring PCS should keep their Navy Cash cards and accounts when they leave the ship. A Navy Cash Debit Mastercard® does not expire until five years from the date of issue, so it will remain valid after an individual leaves the ship. If a cardholder's next ship is Navy Cash equipped and their card is still valid, they can quickly get access to all Navy Cash capabilities by completing a "Ship Check In" at a Navy Cash Kiosk.

(1) Once the ship has completed the next round-trip between ship and shore, the cardholder's Navy Cash open-loop account will be restored (unsuspended), which will allow online ATM withdrawals and online PIN-based and signature-based purchases ashore, and the cardholder's Navy Cash ACH access to the home bank or credit union will be unblocked, which reinstates Navy Cash ACH access to the account from the ship. Once round-trip processing is completed, the cardholder's member profile and full access to Navy Cash capabilities should be available on the ship the same day.

(2) Navy Cash access to a bank and credit union account ashore will be unblocked automatically only if the ACH Decline Count in the cardholder's customer profile is 0, 1, or 2 (set to 90, 91, or 92 after being transferred to the Shore Command from the previous Navy Cash ship) (see paragraph 8.8.2).

(3) Transfer Cardholder's Member Profile to Ship Using Disbursing Website. If necessary (e.g., if a cardholder reports to the ship, their Navy Cash card has expired, and they cannot complete a "Ship Check In" at a Navy Cash Kiosk), the Disbursing Officer can transfer a cardholder's member profile from the shore command to the ship using the "Location" tab on the "Cardholders" screen on the Navy Cash disbursing website (see Appendix E). Once the ship has completed a roundtrip between ship and shore, the cardholder's member profile will be transferred to the ship. Transferring a cardholder's member profile from the shore command to the ship using the Disbursing Website unblocks the cardholder's Navy Cash ACH access to a home bank or credit union (see paragraph f.(2) directly above) and restores (unsuspends) the account automatically.

h. Discharge from Service. Cardholders being discharged from the Navy are required to report to the Disbursing Office to close their Navy Cash accounts and turn in their Navy Cash cards before they leave the ship. Before reporting to disbursing, they must transfer any remaining funds from both the closed- and open-loop accounts back to their home bank or credit union account using the Navy Cash Kiosk. Alternatively, they can move all the funds in the open loop to the closed loop and “cash out” the closed loop at the Disbursing Office (see paragraph 8.4.5).

(1) When a cardholder reports to disbursing as a part of the checkout process, the Disbursing Officer must verify that the cardholder’s Navy Cash card is empty (zero balance in the closed- and open-loop accounts).

(2) Prior to a cardholder’s discharge, the Disbursing Officer must ensure that all negative balance conditions are cleared and that minimal possibilities exist for a future negative balance condition.

(3) If a cardholder is within the final 30 days of being discharged from the Navy and has a negative balance, the Disbursing Officer’s only option is to have a “DS01” indebtedness, Company Code D411179, posted to the cardholder’s military pay account prior to the cardholder’s separation date by submitting a DD 139 to the Personnel Office on board the ship (see paragraph 8.8.1).

i. Close Navy Cash Account

(1) To close his or her Navy Cash account, a cardholder must first transfer any remaining funds from both the closed- and open-loop accounts back to his or her home bank or credit union account using the Navy Cash Kiosk before reporting to the Disbursing Office.

(2) As a part of the checkout process, the cardholder must report to the Disbursing Office to close his or her Navy Cash account and to turn in his or her card.

(3) After verifying that the cardholder’s Navy Cash card is empty (zero balance), the Disbursing Officer must change the card status to “Canceled” (see paragraph 8.4.12, Change Card Status). The Disbursing Officer must also notify the CSU via phone or email to close the account.

(4) Destroy Navy Cash Card. The Disbursing Officer must then destroy, e.g., cut up or shred, the Navy Cash card in the presence of the cardholder and ensure the cardholder signs the card issue log to document the destruction of the card (see paragraph 8.3.1, Custody of Navy Cash Cards).

j. Disposition of Navy Cash Visitor Cards. The Disbursing Officer must make every effort to recover and cash out visitor cards from anyone leaving the ship, so they can be reissued to another visitor. When visitor cards are turned in to disbursing and cashed out, the Disbursing Officer should check the expiration dates on the cards. Any visitor cards that have expired or will soon expire must be collected and destroyed. Cards can be destroyed by cutting them up or shredding them. Document destruction of the cards using the Navy Cash Card Issue Log (see paragraph 8.3.1.j).

#### **8.4.17 Account Enrollment**

a. To open a Navy Cash account, a person must be enrolled in the Navy Cash program. To enroll in the Navy Cash program, a person must fill out and sign an enrollment form (FS Form 2887), Application Form for U.S. Department of the Treasury Stored Value Card (SVC) Program). A copy of the FS Form 2887 cardholder enrollment form is included at Appendix F, Navy Cash Enrollment Forms, and is available on the Treasury Fiscal Service Navy Cash website ([navycash.gov](http://navycash.gov)).



(1) Instant Issue Navy Cash Card. Normally, instant issue cards are issued to personnel newly enrolling in Navy Cash. Once the instant issue card has been assigned to the account (activated), funds can be loaded in the closed-loop account at Disbursing and used on the ship right away. The new enrollment itself will not be reflected on the ship until the new account is established ashore and the new account information is updated on the ship, which occurs when the next round-trip process is completed between ship and shore. Once the round trip is completed and the account is established ashore and on the ship, the instant issue card provides access to all Navy Cash capabilities. A cardholder can, for example, transfer funds at the Kiosk on the ship to the closed- or open-loop account from a bank or credit union account ashore and access funds in the open-loop account at ATMs ashore or to pay for purchases at retail locations ashore.

(2) Embossed Permanent Navy Cash Card. Again, in almost every case, the Disbursing Officer will issue an instant issue card on the spot to new personnel enrolling in Navy Cash. If there is a bona fide need to request an embossed permanent Navy Cash card as a part of the enrollment process, a visitor Navy Cash card can be issued to the new cardholder to use until the embossed permanent card is delivered to the ship. When deployed away from homeport for an extended period, delivery of embossed permanent Navy Cash cards can take several weeks. Visitor cards can be used for a short period without significant inconvenience until embossed permanent cards are delivered to the ship. However, visitor cards are closed-loop-only cards. They can only be used to make purchases on board ship. They cannot be used to access a bank or credit union account ashore from the Kiosk on the ship and transfer money to the closed loop. They do not have an open-loop account. They cannot be used to pay for purchases ashore or to access commercial ATMs off the ship. Visitor cards cannot be used to access Split Pay credited to a cardholder's open-loop account from the Kiosk. If necessary, for an individual already enrolled in Navy Cash and waiting on delivery of an embossed permanent card, split pay can be transferred to the closed-loop account on the visitor card using the Disbursing Application (see paragraph 8.4.4.e.(4)).

(3) Split Pay Option (SPO). Individuals who elect SPO can have a portion of their pay sent directly to their Navy Cash open-loop account each payday.

(a) Enrolling in Navy Cash and signing up for SPO are two separate actions. Signing up for SPO (see paragraph 8.4.30) does not automatically enroll an individual in Navy Cash; conversely, enrolling in Navy Cash does not automatically sign an individual up for SPO.

(b) To prevent SPO payroll payments from being rejected, the Disbursing Officer must ensure that individuals are enrolled in Navy Cash and their Navy Cash open-loop accounts are open before they sign up for SPO and that the name on the SPO enrollment form matches the name on the Navy Cash enrollment form.

(c) Should the Navy Cash backend be forced to reject SPO payroll payments, e.g., for individuals who do not have Navy Cash open-loop accounts or whose names do not match, the funds must be returned to DFAS Cleveland to be credited to the individuals' Master Military Pay Accounts (MMPAs), which creates additional workload for the Disbursing Officer (see paragraph 8.4.30) and significantly delays receipt of SPO payroll amounts by these individuals.

b. Enrolling in the Navy Cash Program. To enroll in Navy Cash, an individual must report to the Disbursing Office to fill out and sign an enrollment form (2887) electronically.

(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) Consent to Immediate Collection from Pay. All authorized military personnel who request Navy Cash privileges and enroll in Navy Cash consent in writing, using the Navy Cash enrollment form, to immediate collection against their pay for the face value of or resulting negative Navy Cash account balance due the U.S. Treasury funds pool from all dishonored transactions returned for Non-Sufficient Funds (NSF), closed accounts, inaccurate account information, or any other return reason. With this procedure, dishonored transactions will not become a delinquent debt; therefore, there is no authority to assess a service charge (Reference DoD FMR, Volume 5, Chapter 4).

c. Cardholder Agreement

(1) The Navy Cash, Marine Cash, and Navy Cash Visitor Card Cardholder Agreement is a key part of the Navy Cash program's overall efforts to comply with the Federal consumer financial laws and regulations that govern many consumer financial products and services. The Cardholder Agreement lays out the terms and conditions for use of the Navy Cash card and provides information about cardholder rights, responsibilities, and liabilities. The Cardholder Agreement also lets the cardholder know how to use the card, how to obtain account information, and how to deal with specific card-related issues.

(2) Since both new and replacement Navy Cash cards and Navy Cash visitor cards are issued at the Disbursing Office, the Disbursing Officer must ensure each cardholder is aware of and receives a copy of the Cardholder Agreement to ensure compliance with Federal laws and regulations. For instant issue cards, each card issued comes with a Cardholder Agreement in the envelope. For visitor cards, because they are reusable, the Disbursing Officer must have copies of the Cardholder Agreement available to hand to the cardholder. The Cardholder Agreement should be posted on the bulletin board outside the Disbursing Office.

d. A copy of the Cardholder Agreement is included at Appendix U and is available on the Treasury Fiscal Service Navy Cash website ([navycash.gov](http://navycash.gov)).

e. Safeguard Personally Identifiable Information. Enrollment forms contain sensitive personal information, and the Disbursing Officer must establish and monitor procedures for the proper handling and safeguarding of the Personally Identifiable Information (PII) associated with both Disbursing and Navy Cash operations to ensure the security and confidentiality of that information.

f. New Account Enrollment. To enroll a person in the Navy Cash program, the Disbursing Officer selects "Account Enrollment" in the "Account Maintenance" pull-down menu. The "New Account Enrollment" screen is displayed. Enter the enrollment information into the on-screen enrollment form. The Date Of Birth (DOB) fields are mandatory fields. It is critical that the month, day, and year information in the DOB (mmddyyyy) drop-down menus be updated with the person's correct DOB. Otherwise, the Disbursing Application will use the default values (01/01/1940), and this will create problems down the line. The Treasury Agent bank uses the new enrollees' DOB, and other information like their SSN, to verify their identity before enrolling them in Navy Cash and establishing their Navy Cash account. The Customer Service Center uses the DOB to verify a cardholders' identity when they call in with questions about their Navy Cash account. Incorrect DOB information will delay customer support to our

Sailors and Marines. Guidance for completing the enrollment fields is provided in the following subparagraphs and in Appendix F, Navy Cash Enrollment Forms.

**NAVY CASH**  
New Account Enrollment

**Applicant Information:**

\*SSN:  Title:   
 \*First Name:  \*Middle Initial:   
 \*Last Name:  \*DOB (mmddyyyy): 01 01 1952  
 \*Mother's Maiden Name:  \*Home Phone:   
 Email Address:  \*Military Branch: NAVY  
 \*Pay Grade: E-1

**Address:**

\*Address:   
  
  
 \*City:  \*State: AA  
 \*Zip Code:  Country: USA

**Bank Account Information:**

ABA:  Account Type: Checking  
 Account No.:  Account Name:

**Procedure**

1. Enter the required information.  
 2. Place Instant Issue card into card reader.  
 3. Click the 'Get Card Info' button.  
 Note: the card ID will be displayed if the card is unassigned. Otherwise the current assignment status will be displayed and another Instant Issue card must be used.

4. Click the 'submit' button.  
 5. Place allocated Instant issue card in a separate location. Enrollee may retrieve card when the application has been processed and returned from shore.

\*Instant Issue Card #:

Disbursing Application Version: 4.7.6032.26754 | Navy Cash Release Version: 1.4.7.2 (DV1472) 3:15:42 PM

(1) General Guidance. Use only letters and numbers in all fields of the “New Account Enrollment” screen. Do not use any commas, dashes, parentheses, periods, and special characters in any of the enrollment fields.

(2) Middle Initial. This is a one character field. It should then be left blank when the person being enrolled does not have a middle initial.

(3) Definition of Terms:

Title = rank, rate, or title, for example, OS2, LT, Mr., Ms.

Phone = home phone number

Pay Grade = E1–E9, O1–O10

Address = Residence/Permanent Address. The Military Duty Address is the ship’s official mailing address, which is the address actually used by the Navy Cash system. It is entered into the individual’s member profile automatically, based on the ship on which the individual is enrolling. The Military Duty Address is the address entered into the Mastercard data base for Navy Cash cards. If you use a Navy Cash card to pay for something over the phone or at a website, it can

be mailed to almost any address, but, if the merchant asks for the billing address, use the ship's mailing address.

Generic Card # = card number on Navy Cash Card taken from the stock of cards held by the Disbursing Officer (see paragraph 8.3.1, Custody of Navy Cash Cards).

*The following information can be found on a check or deposit slip associated with a cardholder's bank or credit union account. The Disbursing Officer must verify the ABA or routing number and the account number, either by referring to the Direct Deposit account in the Master Military Pay Account (MMPA) or to the micro line (MICR) at the bottom of a personal check or deposit slip.*

ABA = transit routing number or bank routing indicator—the first nine numbers in the micro line (MICR) at the bottom of a check or deposit slip.

Account No = as listed on check in the remaining numbers of micro line (MICR) or deposit slip, not the name of the bank (depository name).

Account Name = name of individual as it appears on check or deposit slip, not the name of the bank (depository name).

The diagram shows a check form with the following fields and labels:

- Account Name:** Labeled with a circle pointing to "DK1 Curt Maple" and "Anne Maple".
- Depository Name:** Labeled with a circle pointing to "ANYPLACE BANK".
- ABA Routing Number:** Labeled with a circle pointing to "250250025".
- Account Number:** Labeled with a circle pointing to "2020200703".
- MICR Line:** Labeled with a circle pointing to "1234".
- Amount:** Labeled with a circle pointing to "1500.0000".
- Check Number:** Labeled with a circle pointing to "1234".
- Do not include the check number:** A note in a circle pointing to the check number field.

The check form includes a "SAMPLE" watermark and a "Do not include the check number" note.

(4) If either a bank account name, ABA routing number, or account number is entered, they must all be entered. If any one of them is missing, an error message will appear. If the Navy Federal Credit Union ABA routing number is entered, the system will check to see if the account number is a Share Savings account, that is, the eighth and ninth positions of the account number are zero, in which case an error message will be displayed.

(5) Account Type. For "Account Type", use the selections in the drop down box to indicate whether the account the cardholder is associating with his or her Navy Cash account is a "Checking" or "Savings" account.

(a) Personal Checks. For contingency planning purposes, all crew members should be encouraged to associate an account that supports writing of personal checks if at all possible. Prior to an extended or overseas deployment, notify all crewmembers via POD notes or emails to have a minimum number of personal checks available on board ship to use in the event Navy Cash is at or near complete mission failure for an extended period of time.

(b) ATM, Debit, or Check Cards. Again, for contingency planning purposes, all crew members should be encouraged to have the ATM, debit, or check card issued by their bank

or credit union available on board ship. Many ports Navy ships visit have an extensive ATM infrastructure available where the crew can obtain the local currency they need on liberty in the event Navy Cash is at or near complete mission failure

g. Enroll and Issue Instant Issue Navy Cash Card

(1) After selecting an instant issue Navy Cash card from the stock of spare cards, the Disbursing Officer shall document issuing the card in the Navy Cash Card Issue Log, recording the last four digits of the card number, name and last four digits of the SSN of the card owner, issue date, signature of the recipient, and the name and signature of the issuer (see paragraph 8.3.1, Custody of Navy Cash Cards).

(2) The Disbursing Officer inserts the new instant issue card into the POS and clicks the “Get Card Info” button.

(3) The card ID number of the newly issued card will be displayed in the “Generic Card #” window if the card is unassigned. Otherwise, the current assignment status will be displayed, and another instant issue card must be used from stock.

(4) The Disbursing Officer then clicks the “Next” button to continue the process to enroll a new account holder in Navy Cash, assign the instant issue Navy Cash card to the account, and activate the card.

(5) Again, once the instant issue card has been assigned to the account (activated), funds can be loaded in the closed-loop account at the Disbursing Office and used on board the ship immediately. Once the next round trip is completed and the new account is established ashore and on the ship, the instant issue card provides access to all Navy Cash capabilities, both on the ship and ashore.

h. Enroll and Request Embossed Permanent Navy Cash Card

(1) To request an embossed permanent card when enrolling an individual, rather than inserting a new instant issue card into the POS and clicking the “Get Card Info” button, the Disbursing Officer simply clicks the “Submit” button to initiate enrollment of a new account holder in Navy Cash.



(2) The Disbursing Application will ask the Disbursing Officer to verify they want to enroll an individual without assigning a generic (instant issue) card. The Disbursing Officer then clicks the “Yes” button to create a request for a new embossed permanent card without issuing an instant issue card. If an embossed permanent card is requested as a part of the enrollment process, the new enrollee will have to wait to receive the new card in the mail. A visitor Navy Cash card can be issued to the new enrollee to use until the embossed permanent card is delivered to the ship.

(a) For security reasons and to prevent fraud, the new embossed permanent Navy Cash card arrives on the ship in a “pendactive” status and must be activated before it will work (see paragraph 8.4.12.a, Card Activation).

(3) If a visitor card is issued to use until the embossed permanent card is delivered, the Disbursing Officer shall document issuing the visitor card in the Navy Cash Card Issue Log, recording the last four digits of the card number, name and last four digits of the SSN of the card owner, issue date, signature of the recipient, and the name and signature of the issuer.

(b) Visitor cards are reusable. The visitor card should be cashed out and turned in when the embossed permanent Navy Cash card arrive so it can be reissued.

NAVY CASH				Funds Transfer Card Maintenance Account Maintenance Operations Utilities Reports Logout			
NAVY CASH ENROLLMENT AND AUTHORIZATION AGREEMENT							
<b>APPLICATION FOR DEPARTMENT OF DEFENSE (DoD) STORED VALUE CARD (SVC) PROGRAMS</b>						OMB No. 0730-0018 OMB approved August 08/31/2011	
<p><b>PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ADDRESS IN THE PARAGRAPHS BELOW. SUBMIT COMPLETED FORMS AS SHOWN IN "DIRECTIONS".</b> The point reporting burden for this collection of information is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to the Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302 (703002018). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to a penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.</p>							
<p align="center"><b>PRIVACY ACT STATEMENT</b></p> <p><b>AUTHORITY:</b> P.L. 104-134, Debt Collection and Improvement Act 1996, as amended; Department of Defense Financial Management Regulation (DoDFMR) 7000.14-R, Vol. 5, Chapter 17; 5 U.S.C. 551A, 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><b>PRINCIPAL PURPOSE(S):</b> To enroll individuals in DoD Stored Value Card (SVC) programs; to obtain authorization to initiate debit and credit entries to individual's accounts; and to facilitate collection of any delinquent amounts.</p> <p><b>ROUTINE USE(S):</b> The information on this form may be disclosed as generally permitted under 5 U.S.C. Section 552(a)(3) of the Privacy Act of 1974, as amended. It may be disclosed outside of DoD to the U.S. Department of the Treasury, Fiscal and Financial Agents and their contractors involved in providing DoD SVC services. 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 in the DoD Standard Routine Use(s) as published in the Federal Register.</p> <p><b>DISCLOSURE:</b> Disclosure is voluntary; however, failure to furnish the requested information may significantly delay or prevent your participation in the DoD SVC program.</p> <p><b>DIRECTIONS:</b> Submit completed form to Disbursing or Finance Office or other authorized person coordinating enrollment for DoD-approved SVC programs. Provide bank or credit union information if you wish to transfer funds from your bank or credit union account to your SVC account at an SVC kiosk or cashless ATM. For more information about DoD SVC programs, please visit <a href="http://www.fms.texas.gov/ncashsdc">http://www.fms.texas.gov/ncashsdc</a> or <a href="http://www.fms.texas.gov/ncashsdc">http://www.fms.texas.gov/ncashsdc</a>.</p>							
<p><b>1. STORED VALUE CARD (SVC) PROGRAM APPLYING FOR (X=as applicable):</b></p> <p> <input type="checkbox"/> EAGLECASH         <input checked="" type="checkbox"/> NAVY CASH/MARINE CASH         <input type="checkbox"/> OTHER (Specify):       </p>							
<p align="center"><b>SECTION I - APPLICANT PERSONAL INFORMATION</b></p>							
<b>2. RATE, RANK, TITLE</b> 1/2		<b>3. FIRST NAME</b> DAVID		<b>4. MIDDLE INITIAL</b> K		<b>5. LAST NAME</b> ROGER	
<b>6. SSN</b> 345657576		<b>7. PAY GRADE</b> E-1		<b>8. MILITARY BRANCH OR COMPANY NAME</b> (Contractors) NAVY		<b>9. DATE OF BIRTH</b> (MM/DD) 03/03	
<b>10. MOTHER'S M maiden name OR KEYWORD</b> (Required for security purposes) K							
<b>11. a. MILITARY DUTY ADDRESS</b> (For Navy/Marine Cash include assigned Division, Unit, etc.) <b>OR WORK ADDRESS</b> (Contractors)						<b>b. USMC ONLY</b> (1) MEU (2) MLC	
<b>a. CITY</b>				<b>d. STATE</b>		<b>e. ZIP CODE</b>	
<b>12. a. RESIDENCE/PERMANENT ADDRESS</b> 10420 HIGHLAND MANOR DR							
<b>b. CITY</b> TAMPA				<b>d. STATE</b> FL		<b>e. ZIP CODE</b> 33610	
<b>13. WORK TELEPHONE NUMBER</b>		<b>14. CELL TELEPHONE NUMBER</b> 8134328857		<b>15. E-MAIL ADDRESS</b>			
<p align="center"><b>SECTION II - APPLICANT BANK OR CREDIT UNION INFORMATION</b></p>							
<b>16. a. BANK OR CREDIT UNION NAME</b>				<b>b. CITY</b>		<b>c. STATE</b>	
<b>d. ZIP CODE</b>							
<p align="center">Please review the form and capture the signature.</p>							
<input type="button" value="Back"/>		<input type="button" value="Capture Signature"/>		<input type="button" value="Print Document"/>			

Outstanding Application Version: 1.4.2014 (Navy Cash Release Version: 1.4.7.0 (beta))

10/22/09 AM

18-Oct-17



(a) If the enrollment information is not correct, the Disbursing Officer clicks the “Back” button to return to the “New Account Enrollment” screen and revise the incorrect entries.

(b) If the enrollment information is correct, the Disbursing Officer clicks the "Capture Signature" button.

(2) The “Navy Cash Enrollment and Authorization Agreement” screen changes to display a “Cancel Signature” button and the time remaining to capture the new enrollee’s signature. The Disbursing Officer can click the “Cancel Signature” button to return to the previous screen. There is a one-minute time-out to capture the new enrollee’s signature. If time expires, the Disbursing Application returns to the previous screen.

**NAVY CASH**  
NAVY CASH ENROLLMENT AND AUTHORIZATION AGREEMENT

**SECTION I - PERSONAL INFORMATION**

1. CITY: TAMPA  
2. STATE: FL  
3. ZIP CODE: 33610  
4. COUNTRY: USA

5. WORK TELEPHONE NUMBER  
6. CELL TELEPHONE NUMBER: 1234567890  
7. E-MAIL ADDRESS

**SECTION II - APPLICANT BANK OR CREDIT UNION INFORMATION**

8. BANK OR CREDIT UNION NAME  
9. CITY  
10. STATE  
11. ZIP CODE

12. ABA ROUTING NUMBER (9-digit number)  
13. ACCOUNT NUMBER

14. ACCOUNT NAME (Your name as it appears on your account)  
15. ACCOUNT TYPE (Check one)  
☐ CHECKING ☐ SAVINGS

**SECTION III - STATEMENTS OF UNDERSTANDING**

**DEBT COLLECTION/WAIVER OF PRIOR DUE PROCESS:** In consideration of receiving a DoD SVC, I hereby knowingly and voluntarily consent to the immediate collection from my pay (military or civilian DoD pay), 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 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 if I am no longer receiving military or civilian pay, and amounts remain or become due and owing, I understand that the government will initiate debt collection procedures in accordance with the Federal Claims Collection Standards (31 C.F.R. Parts 900-904) and Chapters 26-32, Volume 5, DoD 7000.14-R, DoD Financial Management Regulation.

**EXPIRED, LOST, STOLEN, OR DAMAGED CARD:** When my DoD SVC expires, any value remaining will be forwarded to my bank or credit union account specified above. If the account has been closed or if any value remaining on the SVC cannot be forwarded to the account for any other reason, I understand that the funds will be transferred to an account in the U.S. Treasury in accordance with 31 U.S.C. 1322 and that I retain the right to claim such funds. For Navy Cash/Marine Cash only: If my DoD SVC is lost, stolen, or damaged, I may be charged a fee for a replacement card.

**ADDITIONAL TERMS AND CONDITIONS:** By using the DoD SVC, I agree to accept the terms and conditions for use of the 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.

**SECTION IV - AUTHORIZATION TO MAKE DoD SVC TRANSFERS ELECTRONICALLY TO AND FROM MY BANK OR CREDIT UNION ACCOUNT**

I authorize the U.S. Treasury's Financial 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 SVC account.

16. SIGNATURE: SIGN HERE  
17. DATE SIGNED (YYYYMMDD): 20120726

**SECTION V - FOR OFFICE USE ONLY**

18. ISSUED BY (Disbursing Finance Office Name/Location)  
19. CARD NUMBER (Last 4 digits)

DD FORM 2887, FEB 2009 PREVIOUS EDITION IS OBSOLETE. Adobe Professional 8.0

Timeout in 56 seconds

Cancel Signature

Disbursing Application Version: 1.4.2014 | Navy Cash Release Version: 1.4.7.0 (Mile) 11:19:10 AM

(3) At the same time, the main screen of the POS device connected to the Disbursing Application workstation/laptop displays a signature pad. The new enrollee uses a stylus (provided with each POS device) on the signature pad to sign the enrollment form electronically.



(a) If the signature is not satisfactory, the new enrollee touches the "Clear" button on the POS device to discard the signature. The new enrollee uses the signature pad to re-sign the enrollment form.

(b) If the signature is satisfactory, the new enrollee touches the "I Accept" button on the POS device to actually sign the enrollment form electronically.

(4) The Navy Cash Enrollment and Authorization Agreement (2887) is now signed cryptographically and the new enrollee's signature is embedded into the 2887 document, which is then encrypted separately. Once an electronic signature has been embedded, the document is sealed and can no longer be altered.

#### j. Complete Enrollment Process

(1) If the signature is not satisfactory, the Disbursing Officer clicks the "Re-Capture Signature" button on the "Navy Cash Enrollment and Authorization Agreement" screen to discard the signed enrollment form, return to the "Capture Signature" screen, and recapture the new enrollee's signature.

(2) If desired, the Disbursing Officer can print a copy of the signed enrollment form at this time by clicking on the "Print Document" button. Although the full DOB was entered using the "New Account Enrollment" screen (see paragraph f above) and will be uploaded to the Navy Cash database ashore and become part of the cardholder's profile, the printed copy of the enrollment form will be the old DD Form 2887, FEB 09, and only the four-digit month and day (MMDD) will be shown on the form.



(3) Once the electronic signature process is complete, the Disbursing Officer clicks the "Submit" button. This initiates the enrollment of a new account holder in Navy Cash and, if an instant issue card was issued during the enrollment process, assigns the instant issue Navy Cash card to the account and activates the card. The Disbursing Application returns to the "New Account Enrollment" screen, and an "Enrollment complete. Thank you" message is displayed to indicate the enrollment process is complete.

(4) Establishing New Navy Cash Account. The new account itself will not be reflected on the ship until the signed enrollment form (2887) is transmitted ashore, the new account is established ashore, and the new account information is updated on the ship, which occurs when the next round-trip process is completed between ship and shore.

(5) Instant Issue Navy Cash Card. If an instant issue card was issued during the enrollment process, the card was activated and funds can be loaded in the closed-loop account at Disbursing and used on the ship right away. Once the round trip is completed and the account is established ashore and on the ship, the instant issue card provides access to all Navy Cash capabilities. A cardholder can then transfer funds at the Kiosk on the ship to the closed- or open-loop account from a bank or credit union account ashore and access funds in the open-loop account at ATMs ashore or to pay for purchases at retail locations ashore.

#### (6) Enrollment Forms Kept on File



(a) Electronic Enrollment Forms Available on Ship. For new cardholders enrolled electronically, once the round trip is completed between ship and shore and the new account is established ashore and on the ship, the signed 2887 will be available on the Navy Cash server on the ship, where it can be retrieved and viewed or printed by the Disbursing Officer for reference as needed (see paragraph 8.4.18, Account Information Update). Again, even if the full DOB was entered using the “New Account Enrollment” screen (see paragraph f above) and was uploaded to the Navy Cash database ashore and became part of the cardholder’s profile, the printed copy of the enrollment form will be the old DD Form 2887, FEB 09, and only the four-digit month and day (MMDD) will be shown on the form.

(b) Forward Any Manual Enrollment Forms to Treasury Agent. Any hardcopy cardholder enrollment forms, signed by the individual, must be sent to the Treasury Agent, where they will be digitally scanned and stored electronically in the document storage system ashore. For example, hardcopy enrollment forms may still be produced during a bulk enrollment process.

((1)) Cardholder enrollment forms (2887s) shall be forwarded to the Treasury Agent at least once every 30 days. Enrollment forms for individual cardholders (2887s) and accountable officials (2888s) and rules of behavior forms must be sent in separate packages. Cardholder enrollment forms contain sensitive personal information and must be sent via traceable means, e.g., FedEx, UPS, registered mail. Do not send enrollment forms via fax, digital sender, or email.

((2)) Double-pack all cardholder enrollment forms, with the Treasury Agent address below on each envelope/package, to protect against possible damage during shipping and handling.

FRB-TCC  
Attention: Forms  
3913 Riga Blvd.  
Tampa, FL 33619  
(866) 662-8922

((3)) Send Email Notification to Treasury Agent. Send an email notification to the Navy Cash CSU at [navycashcenter@frb.org](mailto:navycashcenter@frb.org) for each package of cardholder enrollment forms sent. This email notification enables the Treasury Agent to verify that every package sent and all the enrollment forms have been received. Include the following information in the email: date package was sent, number of 2887 enrollment forms in package, carrier name (e.g., FedEx, UPS, registered mail, etc.), tracking information, and the ship's name and Point Of Contact (POC) on the ship (phone number and email address). A sample memorandum is included at paragraph 8.15.27. To report all of the required information, fill out the memorandum, and send it as an attachment to the email notification. Include a copy of the memorandum in the package with the enrollment forms. *Finally, retain a copy of each email and memorandum sent on file for inspection.*

(c) Electronic Enrollment Forms. For new enrollees enrolled electronically on the ship, the signed enrollment forms (2887s) are uploaded automatically to the document storage system ashore, so packages of hardcopy enrollment forms and email notifications for each package no longer need to be sent to the Treasury Agent for new enrollees.

(d) Indication on Disbursing Website That Enrollment Form Is on File. The Navy Cash Disbursing Website now displays the status of a cardholder's enrollment form (2887) under the "Personal" tab on the "Cardholder Profiles" screen (see Appendix E, Disbursing Website, Cardholder Personal Screen).

((1)) Electronic Enrollment. For new cardholders who were enrolled electronically on the ship, once the round trip is completed between ship and shore, the screen will indicate that a cardholder signed the 2887 electronically and a copy is available in the document storage system ashore. The 2887 cannot be viewed on the website, but the Disbursing Officer can contact the CSU and request a copy if needed.

((2)) Manual Enrollment. For cardholders who were enrolled manually, the screen will indicate either that a cardholder's 2887 is not available in the document storage system ashore, or that a cardholder's 2887 is available in either the i-Vault! or FileNet document storage system ashore. This information is updated on a monthly basis. The 2887 cannot be viewed on the website, but the Disbursing Officer can contact the CSU and request a copy.

(e) Retention. Electronic enrollment forms will be retained on the Navy Cash server on the ship for three years. Copies of any hardcopy enrollment forms shall be maintained on board ship for reference for three years from the date of signature. Enrollment forms can be purged three years from the date of signature, unless the individual is still on the ship. Because the FS 2887 contains sensitive personal information, the forms must be kept in the safe. All enrollment forms (electronic and manual) will be retained in the document storage system ashore for seven years past the termination of the Agency Agreement with the Treasury Agent for Navy Cash. The electronic image shall be considered the legal equivalent of the original.

k. Monthly Reports on Missing Enrollment Forms

(1) Each month, two separate shore reports are issued to identify individual cardholders (with active/pendactive cards and with open/suspended accounts) who do not have a signed enrollment form (2887) on file electronically in the document storage system ashore.

(a) Ship/MLG Report. Generated ashore as part of the End-Of-Month (EOM) process, the Ship/MLG Navy Cash/Marine Cash Missing 2887 Report provides a list of Sailors and Marines whose enrollment forms are either missing or have not yet been received, scanned, and stored.

((1)) The report lists the last name, first name, middle initial, SSN (last four digits), service branch, and date the Navy Cash account was opened. Each ship/MLG will receive its own report.

((2)) Each month, the Ship/MLG Report can be found in the shore reports directory by date after successful completion of the EOD round trip process at EOM. The "Shore Reports" folder (icon) on the Disbursing Application desktop provides a short cut to the reports directory. On the Disbursing Application workstation or laptop, the shore reports can be found in the S:\files\navydata\report directory, which maps to the Q:\files\navydata\report directory on the Navy Cash server. The Ship/MLG Report is also available on the Navy Cash Disbursing Website on the "Ship Reports" screen using the "Reports" tab (see Appendix E, Disbursing Website—www.navycash.com).

(b) Comprehensive Report. Generated ashore on the second day of each month, the monthly Comprehensive Navy Cash/Marine Cash Missing 2887 Report provides a list of Sailors and Marines whose enrollment forms are either missing or have not yet been received, scanned, and stored.

((1)) The report is sorted by ship, MLG, and Navy Cash Shore Command and lists the last name, first name, middle initial, SSN (last four digits), service branch, ship or MLG or shore command assignment, and date the Navy Cash account was opened.

((2)) The Comprehensive Report is intended for NAVSUP, MCDOSS, NAVSUP FLC Norfolk, San Diego, and Yokosuka, and Treasury Fiscal Service, so they can

monitor the progress of individual ships and MLGs in meeting the goal of a signed 2887 on file for every Navy Cash/Marine Cash cardholder. The report is also available on the Navy Cash Disbursing Website on the “Shore Reports” screen using the “Reports” tab (see Appendix E, Disbursing Website—www.navycash.com).

(2) Review Ship/MLG Report Monthly. The Disbursing Officer must ensure the Ship/MLG Navy Cash/Marine Cash Missing 2887 Report is reviewed each month and verify a signed enrollment form (2887) has been or will be forwarded to the Treasury Agent for every cardholder whose name is listed on the report.

(a) Enrollment Form in Transit to Treasury Agent. If the signed 2887 for a particular cardholder is in the latest package of enrollment forms sent to the Treasury Agent, no further action is required, other than to review the following month's report to confirm that the 2887 has been received, scanned, and stored and the cardholder's name is no longer listed on the report.

(b) Enrollment Form Available on the Ship/MLG. If a copy of the cardholder's signed 2887 can be located in the file of enrollment forms maintained on board the ship/MLG for reference, a copy shall be included in the next package of enrollment forms sent to the Treasury Agent. The Disbursing Officer shall review the following month's report to confirm that the 2887 has been received, scanned, and stored and the cardholder's name is no longer listed on the report.

(c) Enrollment Form Not Available on the Ship/MLG. If a copy of the cardholder's signed 2887 is not available in the file of enrollment forms maintained on board the ship/MLG for reference, the Disbursing Officer shall notify the cardholder to report to Disbursing to fill out and sign a new, hardcopy enrollment form (FS Form 2887). Electronic enrollment is only available for a new enrollee's initial enrollment. A copy of the signed FS 2887 shall be included in the next package of enrollment forms sent to the Treasury Agent. The Disbursing Officer shall review the following month's report to confirm that the 2887 has been received and stored and the cardholder's name is no longer listed on the report.

(d) Cardholder No Longer on the Ship/MLG. If a copy of the cardholder's signed 2887 can be located in the file of enrollment forms maintained on board the ship/MLG for reference, a copy shall be included in the next package of enrollment forms sent to the Treasury Agent. The Disbursing Officer shall review the following month's report to confirm that the 2887 has been received, scanned, and stored and the cardholder's name is no longer listed on the report. If a copy of the cardholder's signed 2887 is not available, the Disbursing Officer shall take action to transfer the cardholder's member profile off the ship/MLG to the Navy Cash Shore Command, suspend the Navy Cash open-loop account, and block Navy Cash access to bank or credit union account (see paragraph 8.4.18.g, Transfer Type and Date).

1. Navy Cardholder Issued Card Report. A report can be generated for instant issue cards issued through the Disbursing Application at any time by selecting “Operations Reports” and “Navy Cardholder Issued Card Report” in the “View Reports” pull-down menu, filling in the start and end dates for the inclusive period, and clicking on the “Generate” button. The Navy Cardholder Issued Card Report lists by operator ID the last four digits of the card numbers, name and last four digits of the SSN of the cardholders, and issue dates for any cards issued during the period.

m. Delivery of Cards. If there are less than 10 cards being sent to a ship, they are sent via the U.S. Postal Service (USPS) directly to the individual cardholder. Shipments of 10 or more cards are FedEx'ed to the Disbursing Officer for further distribution to the individual cardholders. FedEx shipments can be tracked. Navy/Marine Cash cards shipped via FedEx

should arrive at the NAVSUP FLC LSCs about 10 business days after the Treasury Agent receives the enrollment data electronically. Contact the ship's LSR to check the status of any card FedEx shipments.

#### 8.4.18 Account Information Update

a. To update his or her account information, for example, to change to a new bank or credit union, the individual or merchant cardholder can report to the Disbursing Office.

b. The Disbursing Officer selects “Account Information Update” in the “Account Maintenance” pull-down menu.

c. Account information is stored in a cardholder’s member profile. To search for the appropriate “Member Profile”:

(1) If the cardholder’s Navy Cash card is not available, the Disbursing Officer enters the cardholder’s SSN (or selects an appropriate merchant from the drop down menu) or enters the cardholder’s last name or the initial letter or letters of the last name in the “Card not Present” box and then clicks the “Account Search” button. When multiple card ID numbers match the search criteria, the Disbursing Officer must carefully verify that the card selected is the correct card.

(2) If the cardholder’s Navy Cash card is available, the Disbursing Officer inserts the card into the POS and clicks the “Get Card Info” button in the “Card Present” box.

(3) The Disbursing Application brings up the cardholder names associated with the search criteria.

d. After verifying the cardholder's identity, the Disbursing Officer highlights the correct name, and the current account information is displayed in the "Member Profile" and "Bank Account Information" windows.

e. Enrollment Form (2887) on File

(1) Electronic Enrollment on Ship. For cardholders enrolled electronically on the ship (see paragraph 8.4.17, Account Enrollment), the Disbursing Officer can click on the "Form 2887" button to retrieve, view, or print a cardholder's enrollment form with embedded signature (but only after a round trip has been completed between ship and shore).

(a) Even if the full DOB was entered using the "New Account Enrollment" screen (see paragraph 8.4.18.g, Transfer Type and Date) and was uploaded to the Navy Cash database ashore and became part of the cardholder's profile, the printed copy of the enrollment form will be the old DD Form 2887, FEB 09, and only the four-digit month and day (MMDD) will be shown on the form.

(b) The "Form 2887" button will be grayed out and cannot be used if the cardholder does not have an electronic enrollment form on file on the ship or if the cardholder was enrolled electronically on a different ship.

(2) Indication on Disbursing Website That Enrollment Form Is on File. The Navy Cash Disbursing Website now displays the status of a cardholder's enrollment form (2887) under the "Personal" tab on the "Cardholder Profiles" screen (see Appendix E, Disbursing Website, Cardholder Personal Screen).

(a) For cardholders who were enrolled electronically on a ship, once the round trip is completed between ship and shore, the screen will indicate that a cardholder signed the 2887 electronically and a copy is available in the document storage system ashore. The 2887 cannot be viewed on the website, but the Disbursing Officer can contact the CSU and request a copy if needed. Again, even if the full DOB was entered using the "New Account Enrollment" screen (see paragraph 8.4.18.g, Transfer Type and Date) and was uploaded to the Navy Cash database ashore and became part of the cardholder's profile, the copy of the enrollment form provided by the CSU will be the old DD Form 2887, FEB 09, and only the four-digit month and day (MMDD) will be shown on the form.

(b) For cardholders who were enrolled manually, the screen will indicate either that the cardholder's 2887 was not found in the document storage system ashore, or that a scanned copy of the cardholder's 2887 is available in either the i-Vault! or FileNet document storage system ashore. The 2887 cannot be viewed on the website, but the Disbursing Officer can contact the CSU and request a copy.

f. Name Change. Changes to the cardholder's first or last name or middle initial, for example, to correct a misspelling or to change a last name to reflect a marriage or divorce, will automatically update the cardholder's member profile in the Navy Cash system and in the Navy Cash card management system ashore. Keep in mind that, to avoid failed SPO payroll payments, a cardholder's name in their member profile in Navy Cash must match their name in their Master Military Pay Account (MMPA). Updating a cardholder's name in their member profile will not generate an automatic request for a replacement Navy Cash card.

(1) Replacement Cards. A cardholder who is currently using an instant issue Navy Cash card will continue to use the same card — a replacement card is not needed. A cardholder who is using an embossed permanent Navy Cash card can continue to use the same card, as long

as the misspelling or name change is considered minor. Because Navy Cash cards are relatively expensive, the cardholder and the Disbursing Officer should decide jointly whether or not a replacement card is genuinely necessary. Name changes due to major misspellings or marriage or divorce would, of course, warrant a replacement card.

(2) Prior to issuing a replacement card (see paragraph 8.4.15, Assign Replacement Card), the Disbursing Officer must cancel the old card (see paragraph 8.4.12, Change Card Status).

(3) Instant Issue Navy Cash Card. Normally, an instant issue card will be issued on the spot as a replacement for an instant issue or embossed permanent card. To provide quicker access to any funds remaining in the closed-loop account of the old embossed permanent card, the cardholder can move the funds in the closed loop account to the open loop account using the Kiosk before coming to Disbursing. Otherwise, the system will automatically do a closed-to-open-loop transfer to move the value on the closed loop account when the card is canceled, and those funds won't be available in the open-loop account until the next round-trip processing is completed between ship and shore.

(4) Embossed Permanent Navy Cash Card. If there is a bona fide need, an embossed permanent Navy Cash card can be requested. A visitor Navy Cash card can be issued to the cardholder to use until the embossed permanent card is delivered to the ship.

(a) Visitor cards are closed-loop-only cards. They are issued by the Disbursing Office and are intended only to make purchases on the ship. They do not have an open-loop account associated with them. They cannot be used for purchases ashore or to access commercial ATMs off the ship.

(b) For security reasons and to prevent fraud, the new embossed permanent Navy Cash card arrives on the ship in a "pendactive" status and must be activated before it will work (see paragraph 8.4.12.a, Card Activation).

g. Transfer Type and Date

(1) The Disbursing Office must work closely with the personnel office to keep track of cardholders who will be leaving the ship within 30, 60, and 90 days (see paragraph 8.4.16, Before Cardholders Leave the Ship for a Pending Transfer or Discharge). To assist in monitoring transfer dates, the Disbursing Officer should ensure that the projected "Transfer Date" and "Transfer Type" in each cardholder's member profile is current. For "Transfer Type", use the selections in the drop down box to indicate whether the transfer is a "Transfer of Command", in which the cardholder is transferring to a new ship or shore command, or a "Separation", in which the cardholder is leaving the Navy.

(2) Monthly Member Transfer Report. Based on the transfer dates in the member profiles, a shore report will be generated each month listing cardholders whose transfer dates are within a 30-day window. The Monthly Member Transfer Report will contain closed- and open-loop account balances and will serve as an additional notice to clear any negative balances and zero out any remaining balances in the closed-loop and open-loop accounts before these cardholders leave the ship (see paragraph 8.15.32 for sample report).

(3) Transfer to Shore Command. The transfer dates in the member profiles will also be used to pull accounts of cardholders who have left the ship off the ship's Navy Cash roster and transfer these accounts to a "shore" command (*this function will only operate if the transfer date entered is for a date in the future*). Once these accounts are transferred to the shore command, a standard set of reports, including the daily Negative Balance Report and Returned

Items Detail Report, will continue to be generated, so that any account activity can be monitored ashore and any negative account balances can continue to be pursued.

(4) Automatic Blocking of Navy Cash ACH Access and Suspending of Open-Loop Account. As soon as they are transferred to the shore command, Navy Cash open-loop accounts are suspended automatically and Navy Cash access to bank and credit union accounts is blocked automatically. *Blocking access* prevents Navy Cash access to bank and credit union accounts from the ship. *Suspending an account* only prevents online ATM withdrawals and online PIN-based and signature-based purchases ashore. The cardholder can still use the value in the closed-loop account to purchase things on the ship. The cardholder can still use the card for signature-based purchases ashore, even when the open-loop account balance is negative, at merchants who process transactions in an offline mode.

(5) Navy Cash Ship Roster Report. To assist the Disbursing Officer in monitoring transfer dates, the Navy Cash Ship Roster Report lists the cardholder name and SSN (last four digits), Navy Cash account number, and date of the last closed-loop transaction on the ship for all cardholders who are “checked in” or assigned to the ship within the Navy Cash system. The Disbursing Officer can generate the Navy Cash Ship Roster Report on the ship on demand and compare it with the actual ship roster to identify individual cardholders who are no longer on the ship and should be transferred to the Navy Cash “Shore Command”.

(6) Monthly Automated Transfer of Dormant Accounts from Ship to Shore. To assist in maintaining a current Navy Cash roster on the ship, a monthly automated process detects and transfers member profiles that have not already been transferred to the Shore Command, if there has been no activity on cardholder Navy Cash accounts (closed loop, split pay, or ACH transfer activity) in the past 365 days. If there is valid bank or credit union account linked to the Navy Cash member profile, any funds remaining in the open-loop account will be pushed to the linked account automatically. If a cardholder attached to the ship hasn’t used their Navy Cash card in the past year and is transferred to the Shore Command in error, they can simply do a “Ship Check In” at a Navy Cash Kiosk. Full access to Navy Cash capabilities will be restored as soon as the next round-trip processing is completed between ship and shore.

h. Navy Cash Card Limits. To change card limits, enter a new limit in the “Chip Load Limit” block and/or “DDA Account to Navy Cash Transfer Amount” block.

(1) For Individual Cardholders. The Disbursing Officer can modify the closed-loop load (and debit) limit and the ACH transfer limit for cardholders who are “checked in” on that ship, but only up to the maximum closed-loop (\$1,000) and ACH-transfer (\$400 per day) limits.

(2) For Accountable Official Merchant Cardholders. For merchants, the standard closed-loop load (and debit) limit is \$10,000 (for a limited number of merchants on a limited number of ships, the standard closed-loop load limit has been increased to \$50,000). The standard ACH transfer limit is \$5,000 per day. The Disbursing Officer can modify the closed-loop load (and debit limit) and the ACH transfer limit for merchants on board that ship, but only up to a maximum of \$1,000 on the closed loop and a maximum of \$400 per day for ACH transfers. For any amount above the maximum limits, the Disbursing Officer must contact the CSU (see paragraph 8.14) and request that a merchant cardholder limit be modified.

(3) Any updates to these card limits done through the Disbursing Application are effective immediately on board the ship and will regulate any subsequent funds transfer request attempts at the Kiosk. Updates done through the CSU do not go into effect on board the ship until the CSU receives the information, processes the request, and a round trip is completed between ship and shore. The Disbursing Officer cannot change closed-loop load (and debit)

limits or ACH transfer limits using the Navy Cash Disbursing Website, [navycash.com](http://navycash.com), (see paragraph 8.14 and Appendix E).

i. For Individual Cardholders with Negative Open-Loop Account Balances

(1) Navy Cash Card Limits. Reducing the maximum amount that can be transferred from a bank or credit union account ashore and/or reducing the maximum amount that can be loaded on the closed-loop are options available to discipline an individual cardholder who continues to have problems with negative account balances (see Appendix L, Guidelines for Negative Account Balances).

(2) Blocking Access to Bank and Credit Union Accounts Ashore. Blocking Navy Cash access is an option available to discipline a cardholder who continues to have problems with negative account balance. Any updates to block Navy Cash access are effective immediately on board the ship and will regulate any subsequent funds transfer requests the cardholder attempts at the Kiosk. To block account access, click on the “Block Account Request” button.

(3) Negative Balance Notification at Navy Cash Kiosk. When a cardholder’s open-loop account balance is negative, a message will be displayed on the Kiosk after they enter their PIN notifying them that the account is negative and asking them to go to Disbursing to arrange to clear their negative balance. With automatic representment, transactions returned for Non-Sufficient Funds (NSF) will normally be cleared automatically on the next pay day when the transaction is represented (see paragraph 8.8.1.d for the characteristics and limitations of automatic representment).

(4) Guidelines for Negative Balances. Appendix L provides recommendations for taking action in the case of a cardholder whose Navy Cash account balance is negative. These guidelines are based on the number of times a cardholder’s account has gone negative and are listed in order of severity, from least severe to most severe. These guidelines are offered as suggestions only; the actual action taken is at the discretion of the cardholder’s chain of command.

(5) Unblocking Access to Bank and Credit Union Accounts Ashore. Once a cardholder’s negative balance has been cleared, click on the “Unblock Account” button.

(a) ACH Decline Count. The ACH decline count is used to prevent cardholders from abusing the system and would not normally be reset. Navy Cash has established returned transaction thresholds. Every time a cardholder posts an NSF transaction to the Navy Cash system, a “counter” records the event. When a cardholder reaches a limit of three NSFs, the ability to access his or her DDA account from the Navy Cash system is permanently blocked.

(b) Once Navy Cash access is permanently blocked, the only way it can be restored is by authorized Disbursing Officer action, either by unblocking access through the Disbursing Application or the Navy Cash Disbursing Website or by sending a request to the CSU.

(c) The following summarizes ACH decline counts. For a more complete description of “ACH Allowed” and “ACH Decline Count” flags and codes, see paragraph 8.8.2, Blocking and Unblocking Access to Home Accounts.

0,1,2,3	Number of ACH returns for NSF	Allow unblock
90,91,	Blocked on transfer	Allow unblock
92,93	Previous value 0,1,2,3	



95	No linked account information provided during enrollment	Allow unblock if bank or credit union account and ABA numbers updated
96	Unacceptable NFCU account provided	Allow unblock if account number updated
97	Technical error processing account	Allow unblock if error corrected
98	Return other than NSF, e.g., invalid account number	Allow unblock if bank or credit union account and ABA numbers updated
99	Manually blocked by disbursing	Allow unblock

(6) Daily Blocked Account Report. This shore report lists all cardholders whose access to linked bank or credit union account is blocked. The report includes cardholders' first and last name, the last four of their SSN, their account number, and their decline count. The Disbursing Officer should review the report on a daily basis. The report will make it easier for disbursing to research the cause when cardholders find that they do not have access to their linked bank or credit union account at the Kiosk. Cardholders who appear on the report because of unacceptable or invalid account information (decline counts 96 or 98) should be contacted so they can update their home bank or credit union account information (see paragraph j below).

(7) Again, any updates to Navy Cash access done through the Disbursing Application are effective immediately on board ship and will regulate any subsequent transfer requests the cardholder attempts at the Kiosk. Updates done through the Navy Cash Disbursing Website do not go into effect on board ship until a round trip is completed between ship and shore. Updates done through the CSU do not go into effect on board the ship until the CSU receives the information, processes the request, and a round trip is completed between ship and shore.

(8) *Blocking access* only prevents Navy Cash access to bank and credit union accounts from the ship. The cardholder can still use the card for signature-based purchases ashore, even when the open-loop account balance is negative, at merchants who process transactions in an offline mode. *Suspending an account* only prevents online ATM withdrawals and online PIN-based and signature-based purchases ashore. Neither blocking Navy Cash access to bank and credit union accounts nor suspending an open-loop account disables the closed-loop account on a Navy Cash card; the individual can still use the value on the closed loop to purchase things on the ship.

j. Bank Account Information. When changing or updating a cardholder's bank or credit union account, the Disbursing Officer must verify the ABA routing number and account number, either by referring to the cardholder's Direct Deposit account in the Master Military Pay Account (MMPA) or to the micro line (MICR) at the bottom of the cardholder's personal check or deposit slip. For "Customer Type", indicate whether the account the cardholder is associating with his or her Navy Cash account is a "Consumer" or "Business" account. Generally, individual cardholders will have "Consumer" accounts. A Navy Cash merchant, on the other hand, may have opened a "Business" account. For "Bank Account Type", use the selections in the drop down box to indicate whether the account the cardholder is associating with his or her Navy Cash account is a "Checking" or "Savings" account.

(1) Personal Checks. For contingency planning purposes, all crew members should be encouraged to associate an account that supports writing of personal checks if at all possible. Prior to an extended or overseas deployment, notify all crewmembers via POD notes or emails to

have a minimum number of personal checks available on board ship to use in the event Navy Cash is at or near complete mission failure for an extended period of time.

(2) ATM or Debit Cards. Again, for contingency planning purposes, all crew members should be encouraged to have the ATM or debit card issued by their bank or credit union available on board ship. Many ports Navy ships visit have an extensive ATM infrastructure available where the crew can obtain the local currency they need on liberty in the event Navy Cash is at or near complete mission failure.

k. When Are Changes Effective? Once the appropriate updates to the cardholder's account information have been completed, the Disbursing Officer clicks on the "Account Update" button to initiate the changes.

(1) Any updates done through the Disbursing Application are effective in the local database on the ship immediately and are effective in the database ashore as soon as a round trip is completed between ship and shore.

(2) When a Navy Cash cardholder or merchant registers or changes the bank or credit union account linked to Navy Cash, they can use the cardholder website to confirm the change has taken effect before attempting an ACH transfer request to or from the new account at a Navy Cash kiosk.

The screenshot displays the NavyCash Note Maintenance application. At the top, a navigation bar includes links for Funds Transfer, Card Maintenance, Account Maintenance, Operations, Utilities, Reports, and Logout. The main header features the NavyCash logo and the title "Note Maintenance".

The interface is divided into two main sections: "Card not Present" and "Card Present".

**Card not Present:** This section includes a checkbox for "View Disbursing Notifications". Below it, a search criteria form is titled "Enter criteria for individual Note search:". It contains three input fields: "Social Security Number", "MasterCard Number", and "Last Name / First Name". There are also "OR" and "AND" operators for combining search criteria. A "Search" button and a "Reset" button are located below the input fields.

**Card Present:** This section includes a button labeled "Get Card Info" and a button labeled "Insert Card".

Below the search criteria, there are two large empty rectangular boxes labeled "List of Members matching Search Criteria" and "List of Notes for Highlighted Member".

At the bottom of the interface, there are three buttons: "Previous", "Next", and "Help".

The footer of the application displays the following information: "Disbursing Application Version: 1.7.23143 | Application Release: 1.4.6.0 (ncq.10g)", the date "8/16/2010", and the time "7:52:15 PM".

### 8.4.19 Note Maintenance

a. A “Note” is a memo internal to Navy Cash that is stored in a cardholder’s member profile. “Disbursing Notifications” notes are sent by the Navy Cash shore side primarily to notify the ship of any replication conflicts between ship and shore. On board the ship, the “Note Maintenance” function enables the Disbursing Office to view the notes stored in member profiles and to add notes to log efforts to clear negative balances. The ability to add notes can be used to both coordinate actions taken within the Disbursing Office to clear negative balances and to document those actions for the chain of command or auditors. Initially, the only “Note Type” that can be generated on the ship is a “Negative Balance” note.

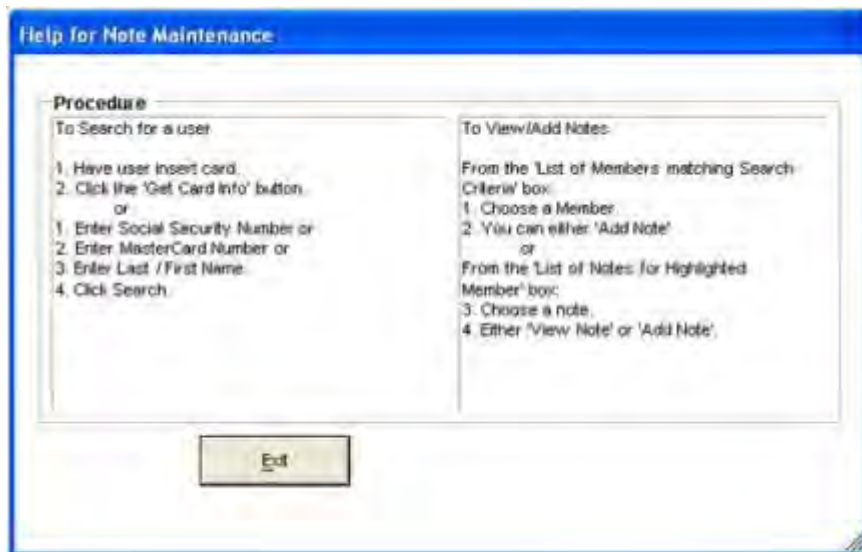
b. To view or add a note, the Disbursing Officer selects “Note Maintenance” in the “Account Maintenance” pull-down menu. If the “View Disbursing Notifications” checkbox at the top of the screen in the “Card not Present” box is checked, only the notes that report replication conflicts between ship and shore are displayed. If the checkbox is unchecked, all notes are displayed. To view a particular note:

c. “View Disbursing Notifications” Checkbox Unchecked

(1) If the cardholder’s Navy Cash card is available, the Disbursing Officer inserts the card into the POS and clicks the “Get Card Info” button in the “Card Present” box.

(2) If the cardholder’s Navy Cash card is not available, the Disbursing Officer enters the cardholder’s SSN or the Mastercard number from the front of the cardholder’s Navy Cash card or the cardholder’s last name or the initial letter or letters of the last name in the “Card not Present” box and then clicks the “Search” button.

(3) If needed, the “Help” button can be pressed to display the procedures to search for a cardholder’s name and to view and add notes.



(4) The application brings up the names associated with the search criteria.

(5) After verifying the cardholder’s identity, the Disbursing Officer highlights the correct name in the “List of Members Matching Search Criteria” box, and a listing of all the notes in the cardholder’s member profile appears in the “List of Notes for Highlighted Member” box. The most recent note is listed first. With the “View Disbursing Notifications” checkbox unchecked, this includes both “Disbursing Notifications” and “Negative Balance” notes.

(6) View Note. To view a note, select the appropriate listing and click on the “View Note” button. The “View Note” window will be displayed, and the “Note Comments” can be reviewed but not edited. Click on the “Cancel” button to close the note. For a discussion of “Disbursing Notifications” notes and the actions to be taken, see paragraph d below.

The screenshot shows a software window titled "Add Note". At the top, it says "Note for BERGSTEIN, MAXINE A.". Below this, there are three fields: "Note Type:" with the value "NEGATIVE BALANCE", "Note Subject:" with a dropdown menu open showing options "Cash Red", "Comment", "DSOI Initiated", "Funds Transfer", and "SPO Incremented", and "Note Comments:" with a large empty text box. At the bottom of the window are three buttons: "Add Note", "Cancel", and "Help".

(7) Add Note. To add a note to the cardholder’s member profile, click on the “Add Note” button. The “Add Note” window will be displayed. At least initially, the only “Note Type” that can be generated on the ship is a “Negative Balance” note.

(a) Use the “Note Subject” drop down menu to select an appropriate subject.

(b) In the “Note Comments” box, enter appropriate comments to document any Navy Cash account actions taken. Comments should be kept relatively simple, but should make clear what action was taken, who took the action, and what date the action was taken. There is a limit of 1,000 characters for note comments. Click on the “Add Note” button to save the note.

(c) Once the note is saved, note comments cannot be changed. Take care in composing the comments. Proofread the comments before clicking the “Add Note” button. Careful attention is required because all notes are retained permanently as a part of an individual's member profile and are sent along with the rest of the profile to each new ship when an individual does a “Ship Check In” at a Kiosk.

**Add Note**

Note for BERGSTEIN, MAXINE A

Note Type: NEGATIVE BALANCE

Note Subject: Cash Red

Note Comments: 8/16/2010 -- \$50 -- NSF

Add Note Cancel Help

d. “View Disbursing Notifications” Checkbox Checked

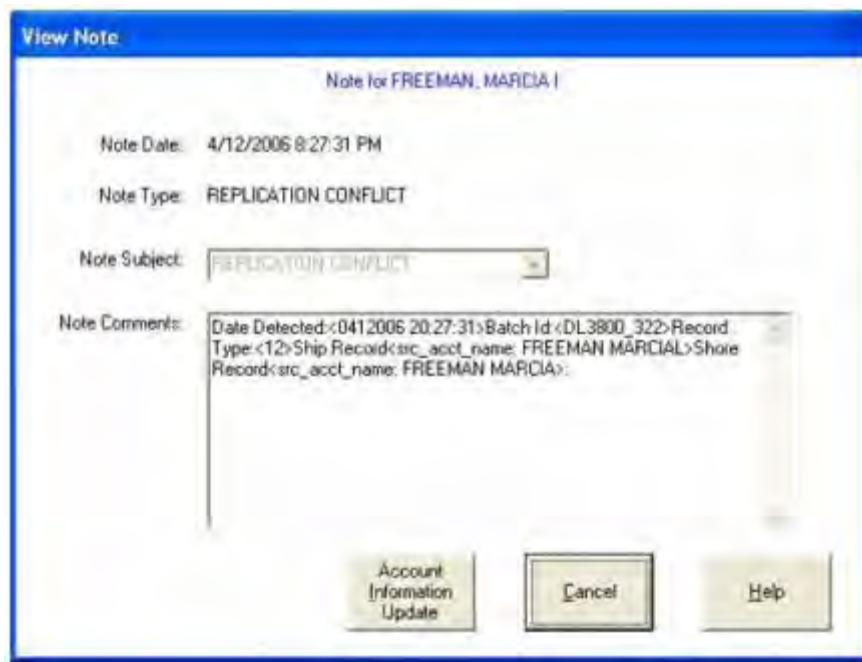
(1) The Disbursing Officer enters the “Disbursing Note Start and End Dates” in the “Card not Present” box and then clicks the “Search” button. The start date defaults to the last time the operator logged on to the Disbursing Application. If no end date is entered, all “Disbursing Notifications” notes up to the current log-in will be displayed. The “Card Present” search option is not available if the checkbox is checked.

(2) After verifying the cardholder’s identity, the Disbursing Officer highlights the correct name in the “List of Members Matching Search Criteria” box, and a listing of only the “Disbursing Notifications” notes in the cardholder’s member profile appears in the “List of Notes for Highlighted Member” box. The most recent note is listed first.

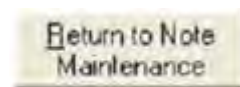
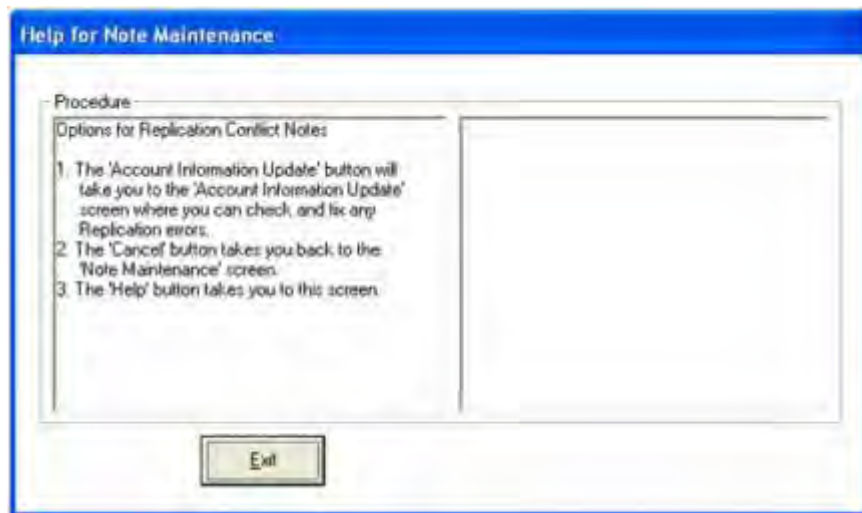
(3) To view a note, select the appropriate listing and click on the “View Note” button. The “View Note” window will be displayed, and the “Note Comments” can be reviewed but not edited. Click on the “Exit” button to close the note. The “Add Note” option is not available if the “View Disbursing Notifications” checkbox is checked.

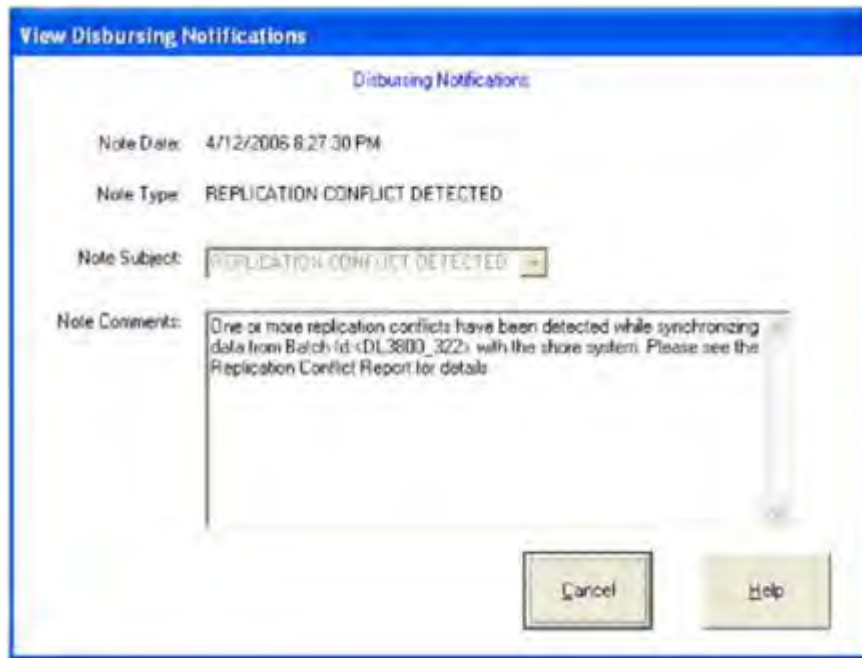
(4) Replication Conflicts. Replication conflicts can occur when both the ship and the shore side update a cardholder’s account information between two consecutive round trips. For example, the ship may initiate a change to a cardholder’s account information using the “Account Information Update” function in the Disbursing Application (see paragraph 8.4.18) on the same day that the shore side updates a cardholder’s account information based on a separate phone or email request from the ship.

(a) The Navy Cash system, both ship and shore, will apply the account update received from the ship. When alerted to the replication conflict by the “Disbursing Notifications” note, the Disbursing Officer should review the cardholder’s account information and update as necessary to resolve any errors that may have resulted from the conflict (see paragraph 8.4.18, Account Information Update).



(b) When viewing a note, clicking on the “Help” button will display the options available for “Replication Conflict” notes. Clicking on the “Cancel” button will return the application to the “Note Maintenance” screen. Clicking on the “Account Information Update” button will open an “Account Information Update” screen and display the data for the record in conflict (see paragraph 8.4.18, Account Information Update). The Disbursing Officer can then update the data to fix the replication error if necessary. In the sample screen above, the account name can be changed to reflect the correct first name, Marcia, if the cardholder desires (see paragraph 8.4.18.f). From the “Account Information Update Screen”, clicking on the “Return to Note Maintenance” button will return the application to the “Note Maintenance” screen.





(c) Replication Conflict Report. The Disbursing Notifications note identifies the EOD batch that contains the replication conflict. Disbursing can then pull the Replication Conflict Report for that period to obtain the details of the conflict. The Replication Conflict Report is a ship report that can be generated as needed on the ship (see paragraph 8.4.22, Ship Reports). To select, view, and print the report, Disbursing can click on the “View Reports” link on the Disbursing Application, click on the “Replication Conflict Report” link in the “Disbursing Office Report” box, fill in the start and end dates for the inclusive period desired, click the “Generate” button, and, once the report appears, click the “Print” button.

e. Disbursing Notifications Alerts. Disbursing Notifications notes appear as alerts at startup of the Disbursing Application or when a new operator logs on. Like the “Negative Balance” notes above, Disbursing Notifications notes are retained permanently as a part of an individual's member profile. An operator will see all the Disbursing Notifications notes that have been received by the ship since the last time they logged on to the Disbursing Application. A brand new operator will see only the last 30 days of accumulated notifications notes. Click on the “Cancel” button to close the note.





#### 8.4.20 Indicate End of Day

a. Indicate End Of Day (IEOD) Function. Completing the IEOD function starts automatic system back-ups and begins a “round-trip” process that runs the batch file, connects through ship’s communications systems to Navy Cash shore facility, transfers all ship transactions to shore, generates and retrieves shore reports, retrieves updates from shore, and updates account data on ship and shore. Completing the IEOD function ends all business transactions for that particular day and begins recording all subsequent transactions on the next business day. The IEOD function has three components, each of which will be discussed in turn.

- Automatic Interim Round Trips
- Automatic EOD
- Manual EOD

b. Automated Interim Round Trips

(1) To ensure everyone’s Navy Cash account information is updated on a regular basis, the Navy Cash system on the ship runs interim round trips automatically at regular intervals throughout the day to synchronize the ship and shore databases.

(2) These interim round trips do not start automatic system back-ups or generate and retrieve shore reports. Automated system back-ups are initiated and shore reports are generated only when IEOD is initiated, either *manually* from the Disbursing Application or



*automatically* when the automatic EOD function is selected. If IEOD is not initiated for some reason, either manually or automatically, Navy Cash continues to operate normally, but system back-ups are not completed and shore reports are not available for that business day. Transactions for that business day appear on the shore reports for the next business day.

(3) In synchronizing the ship and shore databases, these interim round trips also ensure Split Pay Option (SPO) payroll payments are retrieved from shore and account balances updated on the ship on pay day. If communications are completely down around pay day, the Disbursing Officer has the option to run a provisional payroll on the ship (see paragraph 8.4.31, Provisional Split Pay).

(4) By default, automated interim round trips run every six hours. This interval can be changed by sending an email request to the CSU. Any changes requested in the interval will not go into effect on board the ship until the CSU receives the information, processes the request, and a round trip is completed between ship and shore.

c. Automatic EOD

(1) Automatic EOD initiates the IEOD function automatically at a preset time and was originally developed to complete an EOD if no one from the Disbursing Office would be on duty at the end of the business day, e.g., on the weekend.

(2) Automatic EOD Mandatory. Automatic EOD is now MANDATORY.

(a) Automatic EOD ensures Navy Cash is closed out each business day and makes tracking down any problems at a later date much simpler, e.g., problems with reconciliation and settlement.

(b) Coordinate Time for Automatic EOD. The Disbursing Officer must coordinate with all Navy Cash merchants on the ship in determining the time to set for automatic EOD. The time selected should normally be after all merchants have closed out their operations for the day, in order to ensure all the transactions for the business day appear on the shore reports for that business day. For example, automated EOD should be set up at a preset time after the dinner meal, so that any sales receipts for the day are reported in that day's reports. If transactions occur during EOD processing, some transactions may be posted to the next day's business and the next day's shore reports, and merchants need to be aware of this possibility.

(c) In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)). Do not change the time or time zone on the Navy Cash server. Changing the clock may result in errors and delays in End-Of-Day (EOD) processing. These errors can only be resolved through manual intervention guided by technical support personnel ashore.

(3) Managing Automatic EOD Settings. The settings for automatic EOD are displayed in the “Auto EOD Settings” box in the “Indicate End-of-Day” screen.

(a) To change the preset time for initiating automatic EOD, select the desired time using the hours and minutes drop-down boxes for the “Time (24hrs)”, and click the “Update” button. A pop-up window verifies that the automatic EOD settings were updated successfully.

(b) To *activate* automatic EOD, click on the “Automatic EOD On” check box to insert the “check” mark, and click the “Update” button. A pop-up window verifies that the automatic EOD settings were updated successfully.

(c) To *deactivate* automatic EOD, click on the “Automatic EOD On” check box to remove the “check” mark, and click the “Update” button. Click the “OK” button to verify and deactivate automatic EOD.

(4) Automatic Versus Manual EOD. There will be times when manual EOD takes precedence over automatic EOD.

(a) At End Of Month (EOM). If a particular EOD will also be the EOM close-out, the Disbursing Officer must initiate the IEOD function manually in order to check the "Indicate End of Month" block and send the EOM indicators to the Navy Cash back end ashore and close out Navy Cash business for the month (see paragraph d.(8) (a) below). Navy Cash

must be closed out prior to 2100Z on the 27th of each month or, if the 27th falls on a weekend or holiday, on the business day prior.

(b) Operational Requirements. In some cases, e.g., when a ship is underway, certain Navy Cash merchants like the Ship's Store may extend the hours of their retail operations. If becomes too difficult to coordinate the end of a merchant's business day with the end of the Navy Cash business day using a preset time in the Automatic EOD function, the Disbursing Officer can opt to use the Manual EOD function in the Disbursing Application. The objective remains that IEOD must be run every day, either automatically using the automatic EOD function or manually from the Disbursing Application.

(c) With automatic EOD, if a current automated round trip is pending and the Disbursing Officer initiates a manual IEOD, the pending automated round trip will be converted into a manually initiated round trip.

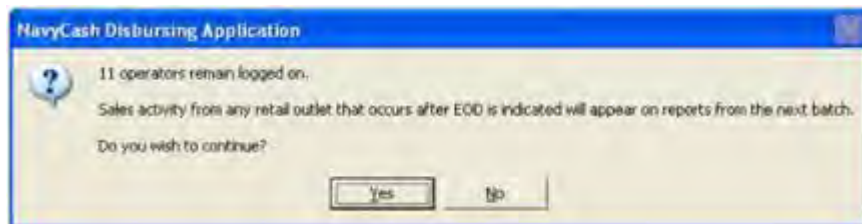
d. Manual EOD

(1) The Disbursing Officer can initiate the “Indicate End of Day” function manually, at the end of the business day on the ship, or whenever appropriate, e.g., at Turnover of the Disbursing Officer or Sales Officer.

(2) Coordinate Time for Manual EOD. The Disbursing Officer must coordinate with all Navy Cash merchants on the ship in determining the time to initiate a manual IEOD. The time selected should normally be after all merchants have closed out their operations for the day, in order to ensure all the transactions for the business day appear on the shore reports for that business day. For example, manual EOD should be initiated after the dinner meal, so that any sales receipts for the day are reported in that day's reports. If transactions occur during EOD processing, some transactions may be posted to the next day's business and the next day's shore reports, and merchants need to be aware of this possibility

(3) Disbursing Officer selects “Indicate End-of-Day” in “Operations” pull-down menu.

(4) Disbursing Officer then clicks “Submit” button next to “Check for Logged in Operators” tag.



(5) If operators are logged on, for example, in the ship's store, post office, MWR, Wardroom, or Chiefs Mess, an Operator Status Report is displayed in the report box to let the Disbursing Officer know who is still logged on. It is not necessary to delay EOD processing if operators are still logged in; however, if transactions occur during EOD processing, some transactions may be posted to the next day's business. It is generally recommended that operators either log out or suspend business until the DISBO completes the EOD process. The Disbursing Officer can contact the operator and request that they log out immediately, or the Disbursing Officer can proceed with the EOD process. Any transactions entered by that operator after EOD will appear on the next business day. To validate that you wish to proceed with the EOD process, click the “Yes” button.

*NOTE: POSs operating in normal mode are connected to the Navy Cash server directly through the ship's LAN. If connectivity to the server is expected to be a problem, an operator should remain logged on to the POS at the end of the day so that sales transactions can be processed offline the next day even if connectivity to the Navy Cash server is not available (see paragraphs 3.12, 4.16, 5.11, 6.8, or 7.7).*



(6) The Disbursing Accountability Summary Report (DASR) will be displayed in the report box, and the “End of Day Values” frame will be enabled, which will contain the check balance, cash balance, and EOD date and time (a non-editable variable) reported by the DASR. *In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).* The DASR, which is produced by the Navy Cash system on the ship, is a handy tool that provides a quick check on the amount of Navy Cash cash on hand.

(7) Reconciliation Procedures. At this point, the Disbursing Officer should have closed out the Daily Cash Transaction Ledger in accordance with paragraph 8.4.10. The total in block 10 (Net Sum for Cash Transactions) of the Daily Cash Transaction Ledger, the amount shown in line 6.9 of the Daily Statement of Accountability (DD 2657), and the actual amount of Navy Cash on hand should match the total balance amounts reported in the DASR. If the amounts do not match, the Disbursing Officer shall make every effort to identify the correct totals to be reported for the day (the Disbursing Officer can contact the NAVSUP FLC Fleet Support Group (FSG) points of contact (see paragraph 8.14.5) for assistance in clearing the discrepancy).

(a) Generate Disbursing Transaction Detail Report. Select the “Reports” pull-down menu in the Disbursing Application to generate and print a Disbursing Transactions Detail Report (see paragraph 8.4.22, Ship Reports). *The basic business rule is that the Navy Cash numbers reported in the Disbursing Transaction Detail Reports are correct.*

(b) Count the Navy Cash Cash. Count the amount of Navy Cash cash on hand. The total should agree with line 6.9 of the DD 2657 and block 10 (Net Sum for Cash Transactions) of the Daily Cash Transaction Ledger. *The Navy Cash cash should be counted each and every day.*

((1)) If amount of cash is greater than the amount shown on line 6.9 and the ledger, then increase line 6.9 and correct the ledger. The Disbursing Transaction Detail Report must be used to substantiate all transaction details.

((2)) If the amount of cash is less than the amount shown on line 6.9 and the ledger, then decrease line 6.9 and correct the ledger. The Disbursing Transaction Detail Report must be used to substantiate all transaction details.

(c) Compare Disbursing Transaction Detail Report with Daily Cash Transaction Ledger. If the total balance amounts shown on the DASR are less than or greater than what is shown on line 6.9 of the DD 2657, compare the Disbursing Transaction Detail Report for the period to the Navy Cash Daily Cash Transaction Ledger.

((1)) If the Disbursing Transaction Detail Report and Daily Cash Transaction Ledger agree, then go to the “Safe Bank Transactions” function (see paragraph 8.4.23). Select the Transaction Type and enter the amount of cash that would be needed to adjust the system value reported in the DASR. The “Transaction Type” drop down menu lists “Deposit to Bank”, which subtracts the designated amount from the Disbursing Officer account to balance the total if the DASR amount is positive, and “Deposit to Safe”, which adds the designated amount to the Disbursing Officer account to balance the total if the DASR amount is negative. Click the “Submit” button to adjust the system value. The correction will be documented in the DASR and the Disbursing Accountability Detail Report for the day for future reference.

((2)) If the Disbursing Transaction Detail Report and Daily Cash Transaction Ledger agree and the actual amount of Navy Cash cash on hand is greater than or less than that the amount shown on the reports, then follow the procedures in Chapter 6 of DoD FMR Volume 5 to report an overage or shortage (loss of funds/loss of accountability).

(8) After any necessary corrections have been made, the Disbursing Officer can proceed with the IEOD process.

(a) Indicate End of Month. If that particular IEOD will also be considered the End Of Month (EOM) close-out, the Disbursing Officer must check the “Indicate End of Month” block, and then enter the month and year being closed, before clicking the “Submit”. The “Indicate End of Month” block will be grayed out and cannot be used until the Sales Officer has performed the EOM process at all vending machines and indicated EOM for each vending and ship’s store merchant (parent) in the Disbursing Application (see paragraph 8.4.25.b).

(b) Coordinate EOM Close-Out. As a part of the EOM process, the Disbursing Officer is responsible for coordinating all Navy/Marine Cash collections that must be registered to a Line of Accounting (LOA) through the SF 1219 Statement of Accountability, e.g., sale of meals in the general mess and sale of merchandise in the ship’s store and vending machines (see paragraph 8.9). The Disbursing Officer, Sales Officer, Food Service Officer, and Marine Disbursing Officer (when embarked) must coordinate to establish a closeout date and time each month. Again, the time selected should normally be after all merchants have closed out their operations for the day, in order to ensure all the transactions for the business day appear on the shore reports for that business day. For example, the closeout should be initiated after the dinner meal, so that any sales receipts for the day are reported in that day’s reports.

(c) Prepare and Submit Reports on Time. Disbursing Officer’s 1219 must be prepared and submitted on time at the end of each month, i.e., NLT 1000 EDST on the first calendar day of the following month or, if it falls on a weekend or holiday, on the last business day of the month. To help ensure the 1219 is submitted on time, Navy Cash must be closed out prior to 2100Z on the 27th of each month or, if the 27th falls on a weekend or holiday, on the business day prior.

(d) EOM Indicators. Completing the “Indicate End Of Day” function (IEOD) with the “Indicate End of Month” block checked, sends the EOM indicators for disbursing, food service, and Marine disbursing (when embarked) to the Navy Cash back end ashore and closes out their Navy Cash business for that month. *EOM indicators for the vending machines and ship’s store are sent at the first IEOD completed after closing out the vending and ship’s store merchants (parents) in the Disbursing Application (see paragraph 8.4.25).* The Disbursing

Officer should notify the Sales Officer, Food Service Officer, and Marine Disbursing Officer (when embarked) when this step has been completed.

(e) EOM Procedures Worksheet. A Navy Cash EOM Procedures Worksheet, which consolidates the procedures for the various steps and phases of the EOM process for disbursing, sales, and food service, is included at Appendix R.

(9) Initiate Indicate End of Day Process. The Disbursing Officer clicks the “Submit” button to initiate the actual IEOD process.

(a) The Disbursing Officer is then prompted for verification of EOD with the balance amounts displayed. This gives the Disbursing Officer an opportunity to back out of the action if necessary.

(b) Once the balances have been verified, the DISBO will click “OK” in the verification window. After verification, an EOD completion message is displayed.

(10) If that particular IEOD has been indicated as the EOM close-out, the Disbursing Officer will zero out the DASR starting balance by entering a “Deposit To Bank” transaction type for the total amount being carried on the DASR at the end of the month. This action shall be done in accordance with paragraph 8.4.23, Safe Bank Transactions, to reset the Safe Bank Transactions functionality for the next month’s reports.

(11) The manual EOD function is normally initiated from the Disbursing Application on the Navy Cash workstation in the Disbursing Office. If no one from the Disbursing Office will be on duty, the automatic EOD function will normally be activated to initiate IEOD at a preset time. However, if the Navy Cash server or another Navy Cash workstation (desktop or laptop) is located outside the Disbursing Office, a manual EOD can be run remotely by duty personnel (see paragraph 8.4.32, Access Editor–Access Control for Disbursing Application). When IEOD is run under the duty log-in, it is completed with minimal user requirements (i.e., double click the EOD icon on the desktop) and is the only functionality available.

e. Post Navy Cash Numbers on Daily Statement of Accountability (DD 2657) for the Day. The Disbursing Officer will record the total from block 10 (Net Sum for Cash Transactions) of the Daily Cash Transaction Ledger on the DD 2657 as an increase/decrease to line 6.2A, U.S. Currency on Hand. The value from block 10 will also be entered on line 6.9, “Other”, but will have the opposite sign. Remember, when a cardholder is exchanging either a check or cash to plus up the Navy Cash card (closed- or open-loop account), “Cash” should be selected as the funding source. Disbursing Agents will record the transaction on the DD 2665 as an increase/decrease to line 17, US Currency on Hand as appropriate and an opposite entry to line 31, Other. Sample DD 2657 entries are included in paragraph 8.10.

(1) Since the entries on the DD 2657 are logged in section II and opposite in value, there will be no increase in total accountability. However, when the electronic funds are reported as deposited at the end of the month, the overall accountability will be updated and correct. All funds that are being carried on line 6.9 can be supported by the Daily Cash Transaction Ledger(s) and Disbursing Transactions Detail Report, and therefore are auditable. If required, a detailed report can be generated under the “Ship Reports” paragraph, 8.4.22. This report will display every transaction recorded on the server for any given period.

(2) If that particular IEOD has been indicated as the EOM close-out, ensure line 6.9 Month-to-Date column is “zero” on DD 2657 for the day on which Navy Cash is closed out for the month and for each subsequent day until the actual end of the month. After Navy Cash close out, any Navy Cash business on the remaining days of the month is reported in the next month.

(3) The completed Daily Cash Transaction Ledger(s) and Disbursing Transactions Detail Report sorted by operator shall be retained on file with the balanced DD 2657.

f. **End of Day (EOD) Report.** A shipboard report, the EOD Report tracks the status of manual IEOD and automated interim round-trip requests (batches) initiated. An EOD Report can be generated on the ship as needed (see paragraph 8.4.22, Ship Reports). A column in the report identifies the batch as either an automated interim or manually initiated IEOD batch. If a prior automated round trip is pending, any subsequent round trips (either automated or manual) will not be processed until the response files are received from the shore for the prior round trip. At any time, a ship can have only one pending automated round trip or any number of pending manually initiated IEOD round trips. If a current automated round trip is pending and the Disbursing Officer initiates a manual IEOD round trip, the pending automated round trip will be converted into a manually initiated IEOD round trip.

#### **8.4.21 Shore Reports**

a. Successful processing of the IEOD batch (round trip), either manually or automatically, sends a series of reports to the ship from the shore side. These shore reports include all the round trips (automated interim) that were created since the last IEOD was initiated, either *manually* from the Disbursing Application or *automatically* when the automatic EOD function is selected. Shore reports are generated automatically, and, when they are received, the Navy Cash system places them into a shore reports directory by date, with one sub-directory for each report date. On the Disbursing Application workstation or laptop, the shore reports can be found in the S:\files\navydata\report directory, which maps to the Q:\files\navydata\report directory on the Navy/Marine Cash server. The “Shore Reports” folder (icon) on the Disbursing Application desktop provides a short cut to the reports directory. Sample reports are shown in paragraph 8.15. *In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).*

(1) Reports have been named using the following convention:

<UIC>\_<REPORT TYPE>\_<REPORT  
NAME>\_<D/M>\_yyyymmdd\_HHMMSS.txt, where:

UIC = Ship’s Unit Identification Code

Report Type = TRAN – Transaction Report, FRAU – Fraud Report,  
OPER- Operational Report, SETT – Settlement Report

Report Name = Name of report

D/M = Daily or Monthly

Yyyymmdd = year/month/day report generated (GMT)

Hhmmss = hour/minute/second report generated (GMT)

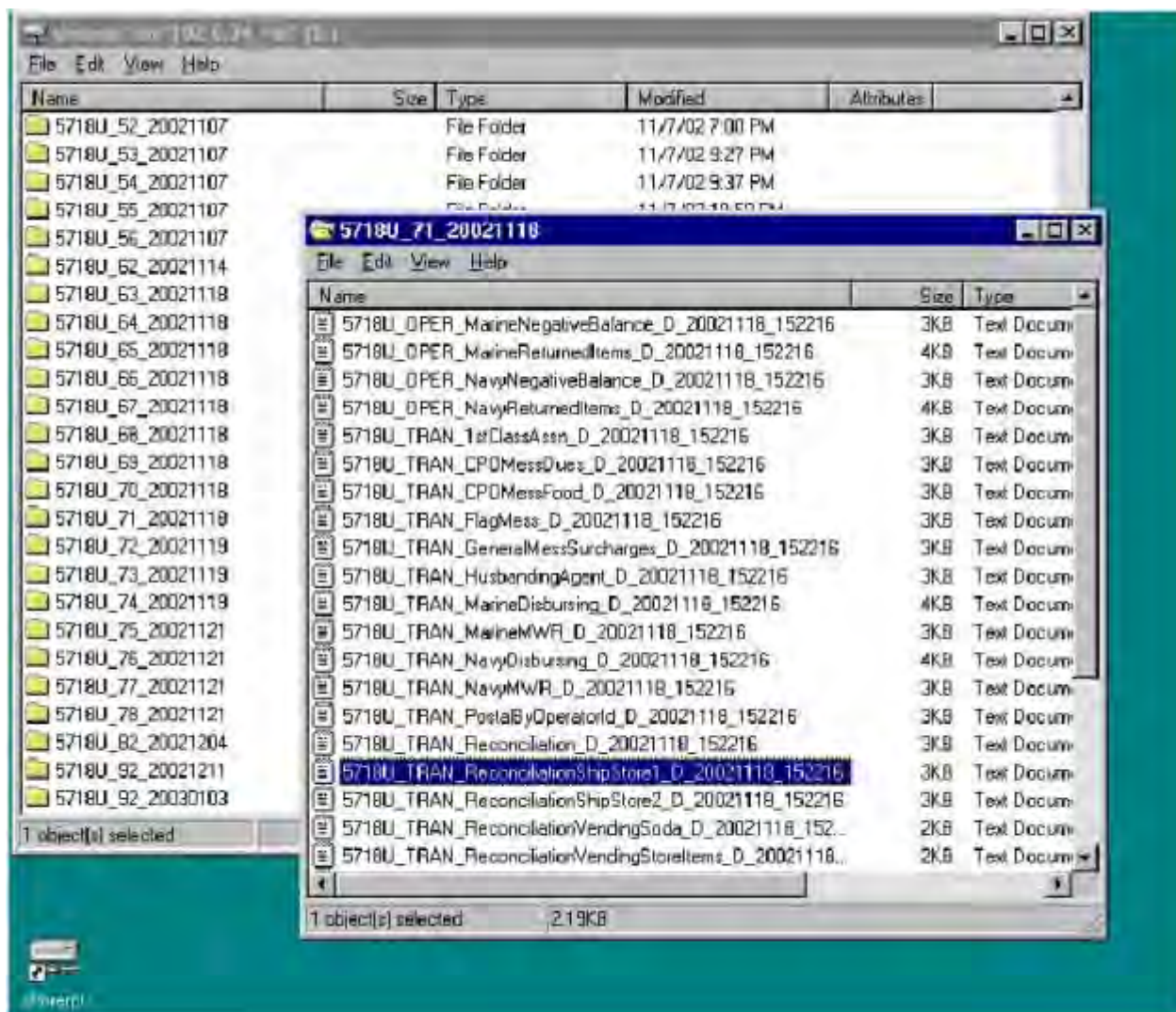
.txt = Text file

Example:

R21452\_TRAN\_Ship\_Merchant\_Settle\_D\_20041209\_000736.txt

R21198\_TRAN\_ShipStore\_D\_20010828\_171708.txt





(2) Transaction Reports. Available for all ship merchants, for example:

- (a) Wardroom
- (b) CPO Mess Dues
- (c) General Mess
- (d) Flag Mess
- (e) Commanding Officer's Mess
- (f) First Class Petty Officer Association
- (g) MWR
- (h) Post Office — Metered Mail
- (i) Ship's Store
- (j) Foreign Vendors
- (k) Vending Store Items (Snack, Phone Cards, Soap)
- (l) Vending Soda
- (m) Transaction Summary
- (n) Negative Balances



(o) Returned Items

(3) Merchant Settlement Reports. Merchant settlement reports are generated for all merchants, whether they settle to bank or credit union accounts ashore or to merchant open-loop accounts. Generally, private merchants have the option to settle to a bank or credit union checking account or to the merchant open-loop account. They also have the option to settle on a daily or a weekly basis. By default, private merchants are set up to settle on a daily basis. For merchants who elect to settle on a weekly basis, deposits are initiated using the following schedule: on the 8th, 15th, 22nd, and 28th of each month. The deposit on the 8th of the month will include any transactions that posted on the 29th, 30th, and 31st of the previous month. Funds are normally available the next business day after the transactions are posted. Generic private, Staff, Air Wing, and Squadron merchants settle only to the merchant open-loop account.

(4) Reconciliation Reports. Reconciliation reports, which are generated for all merchants, segregate transactions that were collected in the offline mode but were not processed on the same day they were collected. Reported separately, these collections can then be added to the totals for the appropriate day if desired.

(5) Print Reports. Disbursing Officer can view and print reports at any time by accessing shore report directories and sub-directories. Reports should be printed in “Landscape” format using WordPad™ software. A printer is not provided with the Navy Cash system. The Disbursing Officer must print reports sharing an already existing printer local to the server or workstation in the Disbursing Office. Reports can also be saved electronically and sent via email.

(6) Review Reports. The Disbursing Officer and other responsible individuals, such as the Sales Officer, MWR Officer, and Chiefs’ Mess Treasurer, should compare the daily reports with reports from their existing accounting systems, for example, the Sales Officer with ROM for ship’s store, to verify accuracy. Reconciling collections and sales at the end of each day simplifies reconciliation at the end of the month. For example, the Sales Officer or designated assistant should compare the ROM daily transaction reports (sales) and the Merchant Sales by Operator Detail Report (collections). The totals from each report should match. Any differences should be reviewed and reconciled so ROM and Navy Cash agree. The Food Service Officer should compare recorded sales and surcharges (cash meals and bulk food) totals for the day from DD 1544s, NS 1046s, and DD 1149s, less any refunds, to Navy Cash collection totals shown on General Mess Food and General Mess Surcharges Daily Transaction Detail Reports plus any checks or cash (currency) collected. A Navy Cash generated report states the collections that have been recorded to any particular activity. Therefore, the report serves the same function for an accountable officer as a signed page in the NS 470 or a deposit ticket.

(7) Negative Balances. The Disbursing Officer shall review the Negative Balance Report and the Returned Items Detail Report (see paragraphs 8.15.5 and 8.15.6) on a daily basis. Guidelines for handling negative balances are contained in paragraph 8.8 and Appendix L.

(8) Daily Blocked Account Report. The Disbursing Officer should review the Daily Blocked Account Report on a daily basis. The report lists all cardholders whose access to their linked bank or credit union account is blocked. The report includes cardholders’ first and last name, the last four of their SSN, their account number, and their decline count. The Daily Blocked Account Report will make it easier for disbursing to research the cause when cardholders find that they do not have access to their linked bank or credit union account at the Kiosk (see paragraph 8.15.20 for a sample report). Cardholders who appear on the report because of unacceptable or invalid account information (decline counts 96 or 98) should be contacted so they can update their home bank or credit union account information (see paragraph 8.8.2, Blocking and Unblocking Access to Home Accounts).

#### 8.4.22 Ship Reports

a. Disbursing Officer can select the “Reports” pull-down menu to display the reports that can be generated as needed on the ship. To select, generate, view, and print a report, click on the report desired, fill in the start and end dates for the inclusive period, and click the “Generate” button. Some of the reports can be generated using one of a selection of preset sorting criteria (see table of report descriptions below). Sample reports are shown in paragraph 8.15.

b. Review Reports. The Disbursing Officer and other accountable individuals, such as the Sales Officer and Chiefs’ Mess Treasurer, are responsible for comparing the daily reports with reports from their existing accounting systems to verify accuracy. Reconciling collections and sales at the end of each day simplifies reconciliation at the end of the month. This review is normally done with the shore reports (see paragraph 8.4.21), which are generated automatically by the EOD process and sent to the ship when the EOD round trip is completed. For example, the Sales Officer or designated assistant should compare the ROM daily transaction reports (sales) and the Merchant Sales by Operator Detail Report (collections). The totals from each report should match. Any differences should be reviewed and reconciled so ROM and Navy Cash agree. The Food Service Officer should compare recorded sales and surcharges (cash meals and bulk food) totals for the day from DD 1544s, NS 1046s, and DD 1149s, less any refunds, to Navy Cash collection totals shown on General Mess Food and General Mess Surcharges Daily Transaction Detail Reports plus any checks or cash (currency) collected. However, to check total sales figures for a particular day before the shore reports are received on the ship, a Merchant Sales Summary Report can be generated by entering the correct start and end dates. *In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).* The more detailed Merchant Transactions Report can be generated in the same way.

c. Printing Reports. A printer is not provided with the Navy Cash system. Reports must be printed sharing an already existing printer local to the server or workstation in disbursing. Reports can also be saved electronically and sent via email.

Report	Purpose	Sort Capability
<b>Disbursing Office Reports</b>		
Safe Bank Transactions Report	Tracks all changes to Navy Cash funds in the Disbursing Office that result from deposits to bank (withdrawals), deposits to safe (deposits), funds transfers to closed loop, and funds transfers from closed loop	Transaction Date or Transaction Type
SPO Payroll Report	Lists cardholders in SPO and the last payroll amounts credited to their open-loop accounts	Cardholder Name or Last Pay Date
Disbursing Accountability Detail Report	Lists disbursing transactions—cash and check to closed loop, deposits to safe and bank, and closed loop to cash	Transaction Date or Transaction Type
Disbursing Accountability Summary Report	Summary of transactions shown in Disbursing Accountability Detail Report	None
Disbursing Transactions Detail Report	Lists all transactions by disbursing staff—to facilitate audit of Disbursing Office	Operator, Date, or Transaction Type
Disbursing Transactions Summary Report	Summary of transactions shown in Disbursing Transaction Detail Report	Operator, Date, or Transaction Type
Replication Conflict Report	Provides details of any replication conflicts in updating a cardholder's account information	None
Ship Roster Report	Provides cardholder name and SSN (last 4 digits), Navy Cash cardholder account number, and date of last closed-loop transaction on the ship for all cardholders checked in to the ship.	None
<b>Sales Reports</b>		
Merchant Sales Summary Report	Summary of total sales and transaction counts shown in Merchant Transactions Report—used for EOD and EOM merchant sales receipts	Merchant Name or Merchant ID
Merchant Transactions Report	Lists all sales, refunds, and correction transactions and cardholder name and card number (last 5 digits) for both vending and non-vending merchants—includes summary section	Merchant, Operator, Date, Transaction Type, or Event Description
<b>Operations Reports</b>		
Operator Status Report	Lists operators currently logged on to POSs	None
EOD Report	Tracks the status of end-of-day requests (batches) initiated and check and cash balances at EOD	None
Unmatched Chip-to-Chip Report	Lists all failed closed-loop-to-closed-loop transactions—used to research unmatched closed-loop-to-closed-loop transfers	Cardholder Name, Date, or Card Number
Navy Cardholder Issued Card Report	Tracks cardholder name, date, and card number (last 5 digits) for all instant issue cards issued	Cardholder Name, Date, or Card Number
Fraud Detection Report	Indicates possible fraudulent ACH activity on ship. Lists questionable transactions by cardholder name and SSN (last 4 digits).	None

Funds Transfer   Card Maintenance   Account Maintenance   Operations   Utilities   Reports   Logout

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**NAVY CASH**  
Safe Bank Transactions Report

Sort Report By: Transaction Date

Start Date: 06/01/2009 12:14:45      End Date: 06/01/2009 12:14:46

Generate   Print   Save

---

Run Date/Time: 08/17/2010 20:45:14 GMT

Safe Bank Transactions Report  
Location: DL3900

Report Parameters:  
Start Date: 06/01/2009 12:14:45  
End Date: 06/01/2009 12:14:46

Merchant Information:  
Merchant Name: NAVY DISBURSING  
Merchant ID: 800000008448

Transaction Date	Transaction Type	Check	Cash	Total
06/01/2009 12:14:45	Withdraw	0.00	-10,000.00	-10,000.00
06/01/2009 12:17:17	Deposit	15.00	5.00	20.00
Totals:		15.00	-9,995.00	-9,980.00

Disbursing Application Version: 1.7.20143 | Application Release: 1.4.6.0 (ncp.10g)      8/17/2010      8:47:42 PM

### 8.4.23 Safe Bank Transactions

a. The “Safe Bank Transactions” functionality enables the Disbursing Officer to make adjustments to the cash amount reported by the Disbursing Application (Navy Cash system on the ship) in the Disbursing Accountability Summary Report (DASR).

(1) This functionality will be used primarily during the “End-of-Month” process to reset the DASR to a zero balance, as described in paragraphs 8.4.20.d. and 8.9.e.

(2) In addition, this functionality can be used to make adjustments to the DASR when the cash amount reported in the DASR does not agree with the cash amount recorded in the Daily Cash Transaction Ledger (see paragraph 8.4.10 ), the amount shown on line 6.9 of the Daily Statement of Accountability (DD 2657), or the amount of Navy Cash cash on hand. Reconciliation procedures are included as of part of the manual end-of-day procedures in paragraph 8.4.20.d. When an actual out-of-balance condition cannot be resolved, this adjustment procedure can be used, but only as a temporary fix to continue with the “End-of-Day” process (the Disbursing Officer can contact the NAVSUP FLC Fleet Support Group (FSG) points of contact (see paragraph 8.14.5) for assistance in clearing the discrepancy. The Disbursing Officer must go back and complete all required actions for an out of balance condition, as stated in Chapter 6 of the DoD FMR Volume 5 to report any overage or underage.

b. To initiate the adjustment transaction, the Disbursing Officer or Deputy selects “Safe Bank Transaction” in the “Operations” pull-down menu.

c. The Disbursing Officer enters the amount of cash that would be needed to zero out or “balance” the system and selects the appropriate “Transaction Type”. The “Transaction Type” drop down menu lists “Deposit to Bank”, which subtracts the designated amount from the DISBO account to balance the total if the DASR amount is positive, and “Deposit to Safe”, which adds the designated amount to the DISBO account to balance the total if the DASR amount is negative.

d. After the adjustments are completed, the Disbursing Officer clicks the “Submit” button to adjust the system value.

e. The Disbursing Officer then returns to the “Indicate End-of-Day” function described in paragraph 8.4.20, Indicate End of Day, to complete the process for that particular day. All Safe Bank transactions will be identified on the DASR for that day.

#### 8.4.24 Operator ID Maintenance

a. Within Navy Cash, each operator, e.g., in the ship’s store, CPO mess, MWR, wardroom, or Disbursing Office, must be identified by a unique operator ID number and must be registered at the Disbursing Office. Once ship’s store operator IDs are established in Navy Cash, they must be entered into the ROM back office. To be assigned an operator ID, an individual must be a Navy/Marine Cash cardholder and must sign the Navy Cash Rules of Behavior.

**NAVY CASH**  
Operator ID Maintenance

Currently Configured Operators: List Configured Operators

☐ View Only Deleted Operators

Operator ID	Last Name	First Name	User ID	Men
2000	ALEXANDER, R	GEORGE	70351	
1200	AMBROSIA	CHARLES	33651	
6000	BACHAL	MANGESH	79714	
200	BUTTA	MAHESH	754655	8000
5000	CHAMBERS	KATRINA	740851	8000
1300	CLEVELAND	JAMES	711338	
1000	DISBO	DISBO	200	8000
1100	DRAVID	RAHUL	78132	
1400	EVERETT, JRL	ALTON	713184	
4000	LAKSHMINARAYAN	BALAJI	78333	
3000	MOHANTY	RIUPESH	754657	8000
7500	SMITH	ALTON	714483	8000

Operator ID:  Merchant ID:

User ID:  ☐ Delete this Operator ☐ Add as Disbursing User

First Name:  Social Security Number:

Last Name:

Disbursing Application Version: 1.4.2114 [Navy Cash Release Version: 1.4.7.0 (m166)] 10:54:55 AM

b. Rules of Behavior for Users of Navy Cash System. The Disbursing Officer must ensure every Navy Cash operator assigned an Operator ID has signed the Rules of Behavior. Navy Cash is a U.S. Government information system that is provided for authorized use only. Navy Cash operators must only conduct official business on the Navy Cash system. They must not introduce or use any unauthorized software or hardware. By their signature, individuals indicate they have read, understand, and agree to abide by these rules of behavior. Generally, the rules of behavior are signed electronically in the Disbursing Office. A copy of the Rules of Behavior for Users of Navy Cash System is included at paragraph 8.15.28.

c. Current Disbursing Application Users. When the "Rules of Behavior" functionality is first implemented on the ship, current users of the Navy Cash Disbursing Application will not be able to log in to the Navy Cash system until they have signed the rules of behavior form.

(1) If they have signed a rules of behavior form electronically on a previous ship, they will not be required to sign the form again and will be able to log in to the system without taking further action. An indication that the rules of behavior form has been signed electronically is retained permanently as a part of an individual's member profile and is sent with the profile to each new ship when an individual does a "Ship Check In" at a Kiosk.

(2) If they have not signed a rules of behavior form electronically, the following message will be displayed when they attempt to log in.



(3) To sign the rules of behavior form in the Disbursing Office (or in the Sales Office) where the Disbursing Application workstation/laptop is connected to a POS device, click the "Sign Form" button.

(4) The "Rules of Behavior Form" screen will be displayed, pre-populated with the user's name and current date.

(5) If the information on the form is not correct, click the "Cancel" button, and report the error to the Disbursing Officer.

(6) If the information on the form is correct, click the "Capture Signature" button. The main screen of the POS device connected to the Disbursing Application workstation/laptop will display a signature pad.



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## NAVY CASH

### Rules Of Behavior Form

protected information may not be released without written consent from FMS. This restriction applies to a court order of a competent jurisdiction including subpoena.

12. Ensure that all documents, equipment, system media, or other output containing PII are properly cleared, sanitized, marked, controlled, stored, transported, and destroyed based on sensitivity and need-to-know.

13. You must protect Navy Cash information and system resources from unauthorized access or occurrences of misuse, sabotage, tampering, denial of service, fraud, misappropriation, or release to unauthorized persons. Immediately report all such occurrences to the Disbursing Officer or Information Assurance Manager (IAM).

**ACCEPTANCE**

I have read the above Rules of Behavior for the Navy Cash System. By my signature below, I acknowledge and agree that my access to the Navy Cash system is covered by, and subject to, such Rules. Further, I acknowledge and accept that any violation by me of these Rules may subject me to administrative or civil and/or criminal actions and may result in the termination or suspension of my access to the Navy Cash system at any time without notice.

User's Name: GEORGE K ALEXANDER

SIGN HERE

User's Signature: \_\_\_\_\_

Date: 2012 Jul 26

Please review the form and capture the signature.

Disbursing Application Version: 1.4.3114 (Navy Cash Release Version: 1.4.7.0 (r180))

11:28:27 AM



(7) If you have read and agree to abide by the rules of behavior, use a stylus (provided with each POS device) on the signature pad on the POS to sign the rules of behavior form electronically.

(8) If the signature is not satisfactory, touch the “Clear” button on the POS device to discard the signature. Uses the signature pad to re-sign the rules of behavior form.

(9) If the signature is satisfactory, touch the “I Accept” button on the POS device to actually sign the rules of behavior form electronically.

(10) The rules of behavior form is now signed cryptographically, and the operator’s signature is embedded into the rules of behavior document, which is then encrypted separately. Once an electronic signature has been embedded, the document is sealed and can no longer be altered.

court order of a competent jurisdiction including subpoena

12. Ensure that all documents, equipment, system media, or other output containing PII are properly cleared, sanitized, marked, controlled, stored, transported, and destroyed based on sensitivity and need-to-know.

13. You must protect Navy Cash information and system resources from unauthorized access or occurrences of misuse, sabotage, tampering, denial of service, fraud, misappropriation, or release to unauthorized persons. Immediately report all such occurrences to the Disbursing Officer or Information Assurance Manager (IAM).

**ACCEPTANCE**

I have read the above Rules of Behavior for the Navy Cash System. By my signature below, I acknowledge and agree that my access to the Navy Cash system is covered by, and subject to, such Rules. Further, I acknowledge and accept that any violation by me of these Rules may subject me to administrative or civil and/or criminal actions and may result in the termination or suspension of my access to the Navy Cash system at any time without notice.

User's Name: GEORGE K ALEXANDER

User's Signature: *George K Alexander*

Date: 2012 Jul 26

Form is ready for submission

Cancel Re-Capture Signature Print Document Submit

Disbursing Application Version: 1.4.3114 (Navy Cash Release Version: 1.4.7.0 (11/18)) 11:29:22 AM

(11) If the signature is not satisfactory, click the "Re-Capture Signature" button on the "Rules of Behavior Form" screen to discard the signed rules of behavior form, return to the "Capture Signature" screen, and recapture the operator's signature.

(12) If desired, a copy of the signed rules of behavior form can be printed at this time by clicking on the "Print Document" button.



(13) Once the electronic signature process is complete, click the "Submit" button. The Disbursing Application returns to the "Operator ID Maintenance" screen, and a "Rules of Behavior Form submission completed successfully" message is displayed to indicate the process is complete.



(14) When the next round-trip is completed between ship and shore, the signed Rules of Behavior will be transmitted ashore, the rules of behavior form with embedded signature will be filed electronically in the document storage system ashore, and the operator's member profile will be updated ashore and on the ship to include a permanent indication that the rules of behavior form has been signed electronically.

d. Current Navy Cash Operators Who Are Not Disbursing Application Users. The Navy Cash POS device will not be able to determine if a Navy Cash operator has signed the rules of behavior form when the operator logs in to a POS using his/her Operator ID. When the "Rules of Behavior" functionality is first implemented on the ship, the Disbursing Officer must ensure every Navy Cash operator who is not a Disbursing Application user reports to the Disbursing Office to sign a rules of behavior form electronically.

(1) To enable a current Navy Cash operator to sign a rules of behavior form, the Disbursing Officer selects "Operator ID Maintenance" in the "Operations" pull-down menu.

(a) Click the "List Configured Operators" button to display all operators within the ship's Navy Cash system, and select the correct name in the list of configured operators.

(b) Or, enter the First Name, Last Name, and/or Social Security Number of the operator; click the "Search" button; and select the correct name in the list of currently configured operators (if multiple names appear).

(2) Rules of Behavior Not Signed

(a) If the operator has not signed a rules of behavior form electronically, the "Sign ROB" button is displayed (ROB = Rules Of Behavior). The Disbursing Officer clicks on the "Sign ROB" button.

**NAVY CASH**  
Operator ID Maintenance

Currently Configured Operators: [List Configured Operators](#)

☐ View Only Deleted Operators

Operator ID	Last Name	First Name	User ID
7000	ALEXANDER	GEORGE	76353
1200	AMBROSIA	CHARLES	33651
6000	BACHAL	MANGESH	79714
200	BUTTA	MAHESH	754655
5000	CHAMBERS	KATRINA	740651
1300	CLEVELAND	JAMES	711338
1000	DISBO	DISBO	200
1100	DRAVID	RAHUL	78132
1400	EVERETT JR	ALTON	713164
4000	LAKSHMINARAYAN	BALAJI	78333
3000	MOHANTY	RUPESH	754657
7500	SMITH	ALTON	714493

Operator ID:  Merchant ID:

User ID:  ☐ Delete this Operator ☐ Add as Disbursing User

First Name:  Social Security Number:

Last Name:

Disbursing Application Version: 1.4.2114 | Navy Cash Release Version: 1.4.7.0 (n169) 11/07/24 AM

(b) The "Rules of Behavior Form" screen will be displayed, pre-populated with the user's name and current date.

(c) Follow the steps in paragraph c.(4) through (13) above to review the information on the form, sign the rules of behavior form electronically, and complete the process of submitting the electronic rules of behavior form with embedded signature.

### (3) Rules of Behavior Signed

(a) If the operator has signed a rules of behavior form electronically on the current ship, the "View ROB" button is displayed. The Disbursing Officer can click on the "View ROB" button to retrieve and view or print a cardholder's rules of behavior form with embedded signature (but only after a round trip has been completed between ship and shore).

(b) If the operator has signed a rules of behavior form electronically on a previous ship, the "View ROB" button is grayed out and cannot be used.

(c) In either case, the operator's member profile includes a permanent indication that the rules of behavior form has been signed electronically, and they do not need to sign the form again.

**NavyCash**  
Operator ID Maintenance

Currently Configured Operators: View Only Deleted Operators List Configured Operators

Operator ID	Last Name	First Name	User ID	Max
7000	ALEXANDER	GEORGE	78363	
1300	AMEROGIA	CHARLES	79551	
6000	BACHAL	MANGESH	79714	
200	BUTTA	MAHESH	754655	800
5000	CHAMBERS	KATRINA	740051	800
1300	CLEVELAND	JAMES	711338	
1000	DOSBO	DOSBO	200	800
1100	DRAVID	RAHUL	78132	
1400	EVERETT JR	ALTON	713184	
4000	LAKSHMINARAYAN	BALAJI	78333	
3000	MOHANTY	RUPEESH	754657	800
7500	SMITH	ALTON	714483	800

Operator ID:  Merchant ID:  User ID:

☐ Delete this Operator ☐ Add as Disbursing User

First Name:  Social Security Number:

Last Name:

Disbursing Application Version: 1.4.3114 (Navy Cash Release Version: 1.4.7.0 (v180)) 11:05:10 AM

(d) The rules of behavior form with embedded signature will be retained in the document storage system ashore. All rules of behavior forms will be retained ashore for seven years past the termination of the Agency Agreement with the Treasury Agent for Navy Cash. The electronic image shall be considered the legal equivalent of the original. The rules of behavior form cannot be viewed on the Navy Cash Disbursing Website, but the Disbursing Officer can contact the CSU and request a copy.

e. Add New Navy Cash Operator. The Disbursing Officer enters the first and last name of the new operator and assigns a four-digit number.

(1) The four-digit Operator ID must be unique within the Disbursing Application on each ship. Once a number has been assigned to an operator on a ship, it cannot be reused on that ship even if that operator is deleted. However, the number can be duplicated on different ships.

(2) The four-digit Operator ID must not begin with zero (0).

(3) Disbursing Application User. If a person is to be added to the Disbursing Application user list, the “Add as Disbursing User” block must be checked (see paragraph 8.4.32.d.(8)).

(4) Upon clicking “Submit”, the Disbursing Officer will be prompted to verify information for the operator being added. Click the “Yes” or “No” button as appropriate.

(5) Rules of Behavior Not Signed. The "Rules of Behavior Form" screen will be displayed, pre-populated with the user's name and current date. Follow the steps in paragraph c.(4) through (13) above to review the information on the form, sign the rules of behavior form electronically, and complete the process of submitting the electronic rules of behavior form with embedded signature.

(6) Rules of Behavior Signed. If the operator has signed a rules of behavior form electronically on a previous ship, they do not need to sign the form again and will be added as a new Navy Cash operator on the ship and assigned an Operator ID without taking further action. An indication that the rules of behavior form has been signed electronically is retained permanently as a part of an individual's member profile and is sent with the profile to each new ship when an individual does a "Ship Check In" at a Kiosk.

f. Forward Any Manual Rules of Behavior Forms to Treasury Agent. If for any reason a Navy Cash operator signs a hardcopy rules of behavior form, the original hardcopy form, signed by the individual operator, must be sent to the Treasury Agent, where they will be digitally scanned and stored electronically in the document storage system ashore (the last four digits of the user's SSN required on the form will be used to help with the indexing and retrieval of the scanned forms).

(1) Rules of behavior forms shall be forwarded to the Treasury Agent at least once every 30 days. Rules of behavior forms, enrollment forms for individual cardholders (2887s), and enrollment forms for accountable officials (2888s) must be sent in separate packages. Rules of behavior forms must be sent via traceable means, e.g., FedEx, UPS, registered mail. Do not send rules of behavior forms via fax, digital sender, or email.

(2) Double-pack all rules of behavior forms, with the Treasury Agent address below on each envelope/package, to protect against possible damage during shipping and handling.

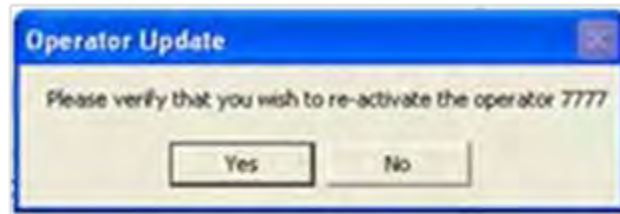
FRB-TCC  
Attention: Forms  
3913 Riga Blvd  
Tampa, FL 33619  
(866) 662-8922

(3) Send Email Notification to Treasury Agent . Send an email notification to the Treasury Agent Scanning Operations Center at [navycashcenter@frb.org](mailto:navycashcenter@frb.org) for each package of rules of behavior forms sent. This email notification enables the Treasury Agent to verify that every package sent and all the rules of behavior forms have been received. Include the following information in the email: date package was sent, number of rules of behavior forms in package, carrier name (e.g., FedEx, UPS, registered mail, etc.), tracking information, and the ship's name and Point Of Contact (POC) on the ship (phone number and email address). A sample memorandum is included at paragraph 8.15.27. To report all of the required information, fill out the memorandum, and send it as an attachment to the email notification. Include a copy of the memorandum in the package with the rules of behavior forms. Finally, retain a copy of each email and memorandum sent on file for inspection.

(4) Retain Copies of Signed Rules of Behavior Forms On Board. Copies of signed hardcopy rules of behavior forms shall be maintained on board ship for reference. Rules of behavior forms can be purged three years from the date of signature, unless the Navy Cash system user is still on the ship. The rules of behavior forms must be kept in the safe.

g. Delete an Operator. The Disbursing Officer selects the correct name in the list of configured operators and clicks in the “Delete This Operator” box. There will be a prompt to verify this is the operator to delete, which is done by clicking the “Yes” or “No” button. Navy Cash operators must be deleted upon relief, transfer, separation, or discharge.

h. Reactivate an Operator. The Disbursing Officer selects the correct name in the list of configured operators and clicks in the “Delete This Operator” box. This removes the check mark in the box. There will be a prompt to verify this is the operator to re-activate, which is done by clicking the “Yes” or “No” button. The Disbursing Officer can narrow the list of configured operators to search by clicking in the “View Only Deleted Operators” box.



(1) Review List of Configured Operators Monthly. The list of configured operators must be reviewed at least once a month. 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. Click the "List Configured Operators" button to display all operators within the ship's Navy Cash system, and select the correct name in the list of configured operators. Or, enter the First Name, Last Name, and/or Social Security Number of the operator; click the "Search" button; and select the correct name in the list of currently configured operators (if multiple names appear).

Funds Transfer   Card Maintenance   Account Maintenance   Operations   Utilities   Reports   Logout








## NAVY CASH<sup>®</sup>

Vending and Ship's Store

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Display Status for Period: 07/2010

**Merchants and Vending Machines.**

-  800000007954 - VENDING STORE - 07/15/10 15:18:49
  -  VMSODA0000000005 - Torpedo Tube #3 - CAD # 0000017948670000 - 07/15/10 15:18:43
  -  VMSODA0000000005 - Torpedo Tube #3 - CAD # 000009C4E6BF0000 - 07/15/10 15:18:43
-  800000008464 - VENDING STORE ITEMS - 07/15/10 15:19:28
  -  VMCAANDY0000000001 - Infirmary - CAD # 00006F001C050000 - 07/15/10 15:19:01
  -  VMCAANDY0000000001 - Infirmary - CAD # 0000017935A80000 - 07/15/10 15:19:01
  -  VMCAANDY0000000001 - Infirmary - CAD # 00231C01060A0000 - 07/15/10 15:19:01
  -  VMCAANDY0000000006 - Infirmary - CAD # 0000013349870002 - 07/15/10 15:19:24




☐ Indicate End of Period for Vending Merchant

Vending Machine ID:

Machine Location:

CAD Terminal ID:

**Procedure**

-  One or more of this merchant's vending machines have not yet indicated EOP. Please complete EOP for all vending machines before indicating EOP for the merchant.
-  Merchant: This merchant is ready for its EOP.  
Vending Machine: This vending machine is ready for its EOP.
-  This merchant and all of its vending machines, if any, have indicated their EOPs.

Disbursing Application Version: 1.7.23143 | Application Release: 1.4.6.0 (ncp1.0g)

8/16/2010 2:55:14 PM

### 8.4.25 Vending and Ship's Store—Vending Maintenance and End of Month

The “Vending and Ship’s Store” function in the Disbursing Application is used to:

- Add, change, or remove a CAD or vending machine or modify the description of a vending machine, actions which are described under “Vending Maintenance” below.
- Close out the vending machines and the ship’s store at the end of the month or at the end of a specified period, actions which are described under “End of Month” below.

#### a. Vending Maintenance

(1) Navy Cash “ties” or “links” specific CADs to specific vending machines in the Navy Cash system database so that sales transactions are credited to the correct merchant. The Disbursing Application requires that each CAD be identified by a unique CAD Terminal ID number. Whenever a CAD is added, changed, or removed, it must be linked within the Disbursing Application as discussed in the following subparagraphs.

(2) To display all operating CADs within the Navy Cash system, the Disbursing Officer or Sales Officer selects “Vending and Ship’s Store” in the “Operations” pull-down menu. The “Vending and Ship’s Store” screen displays all the merchants, all the vending machines associated with each merchant, and the Terminal ID numbers for the CADs “tied” to each of the vending machines.



Funds Transfer   Card Maintenance   Account Maintenance   Operations   Utilities   Reports   Logout

## NAVY CASH<sup>®</sup>

Vending and Ship's Store

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Display Status for Period: 07/2010

**Merchants and Vending Machines.**

- 000000007954 - VENDING SODA - 07/15/10 15:18:49
  - VMSCDA0000000005 - Torpedo Tube #3 - CAD # 0000017948670000 - 07/15/10 15:18:43
  - VMSCDA0000000005 - Torpedo Tube #3 - CAD # 000009C4E6BF0000 - 07/15/10 15:18:43
- 000000008464 - VENDING STORE ITEMS - 07/15/10 15:19:28
  - VMCANDY0000000001 - Infirmary - CAD # 00006F001C050000 - 07/15/10 15:19:01
  - VMCANDY0000000001 - Infirmary - CAD # 0000017935A80000 - 07/15/10 15:19:01
  - VMCANDY0000000001 - Infirmary - CAD # 00231C01060A0000 - 07/15/10 15:19:01
  - VMCANDY0000000006 - Infirmary - CAD # 0000013349870002 - 07/15/10 15:19:24

☐ Indicate End of Period (07/2010) for VENDING SODA:

Vending Machine ID: VMSCDA0000000005

Machine Location: Mess Decks

CAD Terminal ID: <NONE>

**Procedure**

- One or more of this merchant's vending machines have not yet indicated EOP. Please complete EOP for all vending machines before indicating EOP for the merchant.
- Merchant: This merchant is ready for its EOP.  
Vending Machine: This vending machine is ready for its EOP.
- This merchant and all of its vending machines, if any, have indicated their EOPs.

Disbursing Application Version: 1.7.23143 | Application Release: 1.4.6.0 (ncp/1.0g)

8/16/2010 9:56:09 PM

### (3) Adding a Vending Machine and CAD

(a) To add a new vending machine and CAD to the Navy/Marine Cash system, the Disbursing Officer or Sales Officer first highlights (selects) the appropriate merchant in the “Merchants and Vending Machines” window on the “Vending and Ship’s Store” screen.

(b) A description of the new vending machine, for example, Candy #3, is entered in the “Vending Machine ID” box, and the location of the new machine on the ship is entered in the “Machine Location” box.

(c) The Disbursing Officer or Sales Officer then selects (highlights) the appropriate 16-digit alphanumeric CAD Terminal ID number for the new CAD from the “CAD Terminal ID” drop-down box.

- When a CAD is installed in a vending machine, the CAD Terminal ID number is transmitted automatically from the CAD to the system and listed as unassigned until it is assigned to the appropriate vending machine when the next step is completed.
- If there are multiple unassigned CADs, the correct 16-digit CAD Terminal ID numbers can be verified at the CAD itself. The Terminal ID is the first item in the list of the “Network” group’s diagnostic information, and “Network” is the second of the five groups in CAD diagnostics (see paragraph 2.3.3 for a more detailed description and procedures for CAD

diagnostic information). The diagnostic menu can be accessed when the CAD is in an idle state with no card inserted and the “Welcome Screen” is displayed. To access the diagnostic menu, press and hold the center (SELECT) “hidden” button for three seconds. The CAD will display the “CAD Diagnostics” screen. Press the center (SELECT) button to “Start” the diagnostic menu and continue to the next screen. The CAD will display the first diagnostic group, i.e., “General”. Press the right (NEXT) button until the “Network” group is displayed. To select the “Network” diagnostic group, press the center (SELECT) button. The CAD will then display the Terminal ID, the first item in the list. After determining the Terminal ID, press the left (DONE) button to return to the diagnostic group selection screen. Press the left (DONE) button again to “Exit” and return to the “Welcome Screen”.

(d) Once all the information is entered or selected, the Disbursing Officer or Sales Officer clicks the “Add Vending Machine” button to update the system. At this time the Disbursing Officer or Sales Officer will be prompted to verify information for the CAD and vending machine being added, which is done by clicking the “OK” or “Cancel” button as appropriate. If the “Cancel” button is clicked, the change is not made, and the Disbursing Officer or Sales Officer either exits this portion of the application or re-enters the information for the change desired. No transactions can occur at the vending machine until the CAD is associated with the vending machine in the Disbursing Application.

(e) It is the responsibility of the ship to install any new vending machine and pull the cabling from the nearest Navy Cash router to the new machine. The Navy Cash depot and field support contractor can advise the ship on the nearest available router. Any costs associated with this effort, including travel, will be borne by the ship. The ship can contract directly with the Navy Cash depot and field support contractor to pull cable, hook up the equipment, or come on board after the installation is complete to set up the new machine in the Navy Cash system configuration.

#### (4) Updating Vending Machine Information, Changing a CAD, or Removing a Vending Machine

(a) To update vending machine information, change a CAD, or remove a vending machine from the system, the Disbursing Officer or Sales Officer first highlights (selects) the appropriate vending machine in the “Merchants and Vending Machines” window on the “Vending and Ship’s Store” screen.

(b) To remove a vending machine, the Disbursing Officer or Sales Officer clicks the “Remove Vending Machine” button. At this time the Disbursing Officer or Sales Officer will be prompted to verify removing the vending machine, which is done by clicking the “OK” or “Cancel” button as appropriate. If the “Cancel” button is clicked, the change is not made, and the Disbursing Officer or Sales Officer either exits this portion of the application or re-enters the information for the change desired. If the “OK” button is clicked, the vending machine and associated CAD are removed from the system.

(c) To update vending machine location, the Disbursing Officer or Sales Officer selects (highlights) the entry in the “Machine Location” box and enters the new location information.



Funds Transfer   Card Maintenance   Account Maintenance   Operations   Utilities   Reports   Logout

## NAVY CASH<sup>®</sup>

Vending and Ship's Store

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Display Status for Period: 07/2010

**Merchants and Vending Machines.**

000000007954 - VENDING STORE - 07/15/10 15:18:49
VMSCDA0000000005 - Torpedo Tube #3 - CAD # 0000017948670000 - 07/15/10 15:18:43
VMSCDA0000000005 - Torpedo Tube #3 - CAD # 000009C4E6BF0000 - 07/15/10 15:18:43
000000008464 - VENDING STORE ITEMS - 07/15/10 15:19:28
VMCANDY0000000001 - Infirmary - CAD # 00006F001C050000 - 07/15/10 15:19:01
VMCANDY0000000001 - Infirmary - CAD # 0000017935A80000 - 07/15/10 15:19:01
VMCANDY0000000001 - Infirmary - CAD # 00231C01060A0000 - 07/15/10 15:19:01
VMCANDY0000000006 - Infirmary - CAD # 0000012349870002 - 07/15/10 15:19:24

☐ Indicate End of Period for Vending Merchant

Vending Machine ID: VMCANDY0000000006

Machine Location: Infirmary

CAD Terminal ID: 0000012349870002

**Procedure**

One or more of the following CAD Terminal ID numbers are unassigned:

- 0000012349870004
- 0000012349870005
- 0070C20528010000
- 02005EAC2DCE0000
- 0748204500000000
- 0000012349870002

**Merchant:** This merchant is ready for its EOP.

**Vending Machine:** This vending machine is ready for its EOP.

**This merchant and all of its vending machines, if any, have indicated their EOPs.**

Disbursing Application Version: 1.7.23143 | Application Release: 1.4.6.0 (ncp170g)

8/16/2010 9:57:48 PM

(d) To change a CAD, the Disbursing Officer or Sales Officer selects (highlights) the appropriate 16-digit alphanumeric CAD Terminal ID number for the new CAD from the “CAD Terminal ID” drop-down box.

- When a CAD is installed in a vending machine, the CAD Terminal ID number is transmitted automatically from the CAD to the system and listed as unassigned until it is assigned to the appropriate vending machine when the next step is completed.
- If there are multiple unassigned CADs, the 16-digit CAD Terminal ID numbers can be verified at the CAD itself (see paragraph (3) directly above, Adding a Vending Machine and CAD).

(e) Once the updated vending machine information is entered or the new CAD Terminal ID is selected, the Disbursing Officer or Sales Officer clicks the “Update Vending Machine Data” button to update the system. At this time, the Disbursing Officer or Sales Officer will be prompted to verify the updated information, which is done by clicking the “OK” or “Cancel” button as appropriate. If the “Cancel” button is clicked, the change is not made, and the Disbursing Officer or Sales Officer either exits this portion of the application or re-enters the information for the change desired. When changing the CAD, clicking the “OK” button removes the previous (old) CAD from the system.

Funds Transfer   Card Maintenance   Account Maintenance   Operations   Utilities   Reports   Logout

## NAVY CASH<sup>®</sup>

Vending and Ship's Store

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Display Status for Period: 07/2010

**Merchants and Vending Machines.**

- 00000007954 - VENDING SODA - 07/15/10 15:18:49
  - VMSCDA0000000005 - Torpedo Tube #3 - CAD # 0000017948670000 - 07/15/10 15:18:43
  - VMSCDA0000000005 - Torpedo Tube #3 - CAD # 000009C4E6BF0000 - 07/15/10 15:18:43
- 00000008464 - VENDING STORE ITEMS - 07/15/10 15:19:28
  - VMCANDY0000000001 - Infirmary - CAD # 00000001C0500000 - 07/15/10 15:19:01
  - VMCANDY0000000001 - Infirmary - CAD # 0000017935A80000 - 07/15/10 15:19:01
  - VMCANDY0000000001 - Infirmary - CAD # 00231C01060A0000 - 07/15/10 15:19:01
  - VMCANDY0000000006 - Infirmary - CAD # 0000013349870002 - 07/15/10 15:19:24




☒ Indicate End of Period (07/2010) for VENDING SODA.

Vending Machine ID:

Machine Location:

CAD Terminal ID:

**Procedure**

-  One or more of this merchant's vending machines have not yet indicated EOP. Please complete EOP for all vending machines before indicating EOP for the merchant.
-  Merchant: This merchant is ready for its EOP.  
Vending Machine: This vending machine is ready for its EOP.
-  This merchant and all of its vending machines, if any, have indicated their EOPs.

Disbursing Application Version: 1.7.23143 | Application Release: 1.4.0.0 (ncp1.0g1) | 8/16/2010 | 6:50:45 PM

b. End of Month for Vending Machines and Ship's Store

(1) Prepare and Submit Reports on Time. The Disbursing Officer's Statement of Accountability (SF 1219) must be prepared and submitted on time at the end of each month, i.e., NLT 1000 EDST on the first calendar day of the following month or, if it falls on a weekend or holiday, on the last business day of the month. In order to make certain that the 1219 is submitted on time, Navy Cash must be closed out prior to 2100Z on the 27th of each month or, if the 27th falls on a weekend or holiday, on the business day prior. Each month, the Disbursing Officer, Sales Officer, Food Service Officer, and Marine Disbursing Officer, if one is embarked, should coordinate to establish a closeout date for the month. The EOM process generally begins in the Sales Office with the EOM for vending machines and ship's store as much as five days before the 27th of the month (see paragraph 8.9). At the same time the Sales Office begins to close out the vending machines, disbursing (including Marine disbursing if embarked) and food service should begin to pull together the Navy Cash figures needed to meet their own reporting responsibilities.

(2) It is common practice, especially on larger ships, to specify different EOM or End-of-Period (EOP) closing dates for different vending machines. To assist in closing out each month, the Disbursing Application allows different closing dates for each vending machine.

(3) Navy Cash enforces a sequence of steps for closing out each month or period.

(a) First, all the vending machines for the particular merchants must be closed out at the vending machines themselves (see Appendix A).

(b) Second, all the merchants must be closed out, to include both vending and ship's store(s), at the Disbursing Application (see Appendix A and paragraph 8.4.25.b).

(c) Third, an EOM close-out can be performed as a part of the Indicate End of Day (IEOD) function at the Disbursing Application (see paragraph 8.4.20.d).

(d) Successful processing of the IEOD round trip sends the EOM shore reports, which include the Navy Cash End Of Month Summary Report (see paragraph 8.15.30) that will be used to prepare the required EOM reports (see paragraphs 8.9, 7.6, and 3.11).

(e) EOM Procedures Worksheet. A Navy Cash EOM Procedures Worksheet that consolidates the procedures for the various steps and phases of the EOM process for disbursing, sales, and food service is included at Appendix R.

(4) The "Indicate End of Month" field on the "Indicate End of Day" screen (see paragraph 8.4.20.d.(8)) will remain grayed out until all vending machines and merchants are closed out in the proper sequence. In this way, an EOM cannot be initiated before all the vending machines and merchants are closed out.

(5) The EOM process for vending and ship's store is performed in two phases.

(a) Phase one is performed at the vending machine using the appropriate vending merchant card to activate the CAD EOM function (see Appendix A, Vending Sales End of Month) and includes a physical inventory for each machine. This is the first step in the sequence for closing out each month, and all vending machines for a particular merchant must be closed out before proceeding to phase two.

(b) Phase two is performed at the Sales Office or Disbursing Office using the Disbursing Application to activate EOM for each merchant (parent) (see Appendix A, Vending Sales End of Month, and paragraph 8.4.25.b below and following). This is the second step in the sequence for closing out each month, and all the merchants, including both vending and ship's store, must be closed out before the actual end of month can be performed.

(6) To initiate EOM for each merchant (parent) (phase 2), Sales Officer selects "Vending and Ship's Store" in the "Operations" pull-down menu. "Merchants and Vending Machines" box displays all merchants, all vending machines associated with each merchant (if any), and Terminal ID numbers for the CADs "tied" to each of the vending machines.

- A yellow traffic sign next to a vending machine indicates that an EOM must be performed at the vending machine (see Appendix A, Vending Maintenance).
- If an EOM has been performed at a vending machine, a green traffic light will be displayed next to the vending machine.
- If an EOM has been performed on all vending machines associated with a merchant (parent), a yellow traffic sign will be displayed next to the merchant.
- A red warning sign indicates that one or more of a merchant's vending machines have not indicated EOM. EOM must be completed at all vending machines before EOM for the merchant can be initiated.



- A green traffic light icon displayed next to a merchant indicates that the merchant and all of its vending machines (if any) have indicated their EOMs.



(7) After all the vending machines for a particular merchant display the green traffic light icon, a yellow traffic sign will be displayed next to the merchant, and the Sales Officer can initiate an EOM for that merchant (parent).

- Highlight specific merchant in “Merchants and Vending Machines” box.
- Click the check box next to “Indicate End of Period for *Merchant*”.
- Verify the “End of Period Month” and “End of Period Year” by scrolling down the respective menus.
- Click on the “Indicate EOP” button.
- When the prompt is displayed, verify that EOM is desired for the specified merchant by clicking the “OK” or “Cancel” button as appropriate.
- Print the screen to record the vending EOM date and time. In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).

(8) The procedure in paragraph (5) above is followed until all merchants, including ship’s store are closed out. A green traffic light icon displayed next to a merchant indicates that the merchant and all of its vending machines (if any) have indicated their EOMs.

(9) The EOM indicators for the vending machines and ship’s store are sent to the Navy Cash back end ashore whenever the Disbursing Officer performs the next “Indicate End of Day” function.

(10) Once the EOM process has been completed for all vending and ship’s store merchants, the Sales Officer should notify the Disbursing Officer. Once all vending and ship’s store merchants have been properly closed out, the “Indicate End of Month” field on the “Indicate End of Day” screen (see paragraph 8.4.20.d.(8)) will no longer be grayed out. The Disbursing Officer can then complete the third step in the sequence for closing out each month at the next appropriate end of day (see paragraph 8.4.20.d). If ROM II inventories do not balance with Navy Cash collections, any or all machines can be re-inventoried by simply restarting the inventory process at Phase 1 Step 2 (see Appendix A). When the vending machine operator inserts the Merchant Card into the CAD and presses the right-hand button on the CAD to activate the EOM function, the date and time stamp in the Navy Cash system will be reset to the new date and time. If a recount is necessary after the Disbursing Officer has completed the EOM, the Disbursing Officer must reinitiate the EOM in order to incorporate the new numbers.

(11) EOM reports will not be available until the Disbursing Officer completes the EOM process by clicking the “Indicate End of Month” check box at the next appropriate IEOD.

(12) Status of Vending and Ship’s Store Merchant Closeout. The Disbursing Officer can check the status of the vending and ship’s store EOM or other EOP process for the current and the previous month.

(a) In the first sample screen below, selecting the previous month, “5/2008”, in the “Display Status for Period” drop-down box indicates that each merchant and all of its vending machines (if any) have indicated their EOMs.







Funds Transfer   Card Maintenance   Account Maintenance   Operations   Utilities   Reports   Logout

## NAVY CASH<sup>®</sup>

Vending and Ship's Store

Display Status for Period: 06/2010  
06/2010  
07/2010

**Merchants and Vending Machines**

-  80000007954 - VENDING STORE - 07/12/10 12:24:45
  -  VMSODA0000000005 - Torpedo Tube #3 - CAD # 0000017948670000 - 07/12/10 12:24:37
  -  VMSODA0000000005 - Torpedo Tube #3 - CAD # 000009C4E6BF0000 - 07/12/10 12:24:37
-  80000008464 - VENDING STORE ITEMS - 07/12/10 12:25:09
  -  VMCAANDY0000000001 - Infirmary - CAD # 00006F001C050000 - 07/12/10 12:24:59
  -  VMCAANDY0000000001 - Infirmary - CAD # 0000017935A80000 - 07/12/10 12:24:59
  -  VMCAANDY0000000001 - Infirmary - CAD # 00231C01060A0000 - 07/12/10 12:24:59
  -  VMCAANDY0000000006 - Infirmary - CAD # 0000013349870002 - 07/12/10 12:25:02

☐ Indicate End of Period for Vending Merchant


Vending Machine ID:

Machine Location:


CAD Terminal ID: ▼

Cancel
Continue Without Updating

**Procedure**

 One or more of this merchant's vending machines have not yet indicated EOP. Please complete EOP for all vending machines before indicating EOP for the merchant.

 Merchant: This merchant is ready for its EOP.  
 Vending Machine: This vending machine is ready for its EOP.

 This merchant and all of its vending machines, if any, have indicated their EOPs.

Disbursing Application Version: 1.7.23143 | Application Release: 1.4.6.0 (ncp/70g)

8/16/2010   9:00:04 PM

(b) In the second sample screen below, selecting the current month, “6/2008”, in the “Display Status for Period” drop-down box indicates that each merchant and all of its vending machines (if any) have not yet completed their EOMs.



Funds Transfer   Card Maintenance   Account Maintenance   Operations   Utilities   Reports   Logout




## NAVY CASH<sup>®</sup>

Vending and Ship's Store

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Display Status for Period: 06/2010

**Merchants and Vending Machines.**

-  800000007954 - VENDING STORE - 07/12/10 12:24:45
-  VMSODA0000000005 - Torpedo Tube #3 - CAD # 0000017948670000 - 07/12/10 12:24:37
-  VMSODA0000000005 - Torpedo Tube #3 - CAD # 000008C4E6BF0000 - 07/12/10 12:24:37
-  800000008464 - VENDING STORE ITEMS - 07/12/10 12:25:09
-  VMCAANDY0000000001 - Infirmary - CAD # 000E6F001C050000 - 07/12/10 12:24:59
-  VMCAANDY0000000001 - Infirmary - CAD # 0000017935A80000 - 07/12/10 12:24:59
-  VMCAANDY0000000001 - Infirmary - CAD # 00231C01060A0000 - 07/12/10 12:24:59
-  VMCAANDY0000000006 - Infirmary - CAD # 0000013349870002 - 07/12/10 12:25:02


☐ Indicate End of Period for Vending Merchant

Vending Machine ID:

Machine Location:

CAD Terminal ID: ▼

**Procedure**

-  One or more of this merchant's vending machines have not yet indicated EOP. Please complete EOP for all vending machines before indicating EOP for the merchant.
-  Merchant: This merchant is ready for its EOP.  
Vending Machine: This vending machine is ready for its EOP.
-  This merchant and all of its vending machines, if any, have indicated their EOPs.

Disbursing Application Version: 1.7.23143 | Application Release: 1.4.6.0 (ncp1.0g)

8/16/2010 3:01:05 PM

### (13) Multiple EOMs for Turnover Closeout

(a) Current Month. The Disbursing Officer can do multiple EOM close-outs within the current month, for example, at Disbursing Officer turnover (see paragraph 8.3.4.e, Closing Out Navy Cash at Disbursing Officer Turnover), by selecting the current month in the “Display Status for Period” drop-down box. The Disbursing Officer cannot close out Navy Cash (step three in paragraph (10) above) until all vending and ship’s store merchants have been properly closed out (steps one and two in paragraph (5) above). At true EOM, the same steps are followed, and the EOM numbers will start from the previous month end, not the midmonth closeout, and include the full month’s receipts. The reports will include numbers for the entire month, but the new Disbursing Officer will only be responsible for the latter part of the month.

(b) Previous Month. The Disbursing Officer can do an EOM close-out for the previous month (steps one, two, and three) by selecting the previous month in the “Display Status for Period” drop-down box as long as no other close-out was completed in that month. Once the month changes, multiple EOMs are no longer possible for the previous month. If necessary the CSU can assist the ship in recovering the numbers for previous month.

Funds Transfer   Card Maintenance   Account Maintenance   Operations   Utilities   Reports   Logout

## NAVY CASH<sup>®</sup>

### Event Maintenance

**Listing of Existing Events to be Updated**

Merchant - A	Event	Event Desc	Event Exp Date
CG BOOKS	HUMANITIES 5	FOR THOSE THAT FA...	12/23/2010
CG BOOKS	FRESHMAN SEMINAR	ORIENTATION	12/24/2010
CG BOOKS	PSYCHOLOGY 1010	FRESHMAN	12/24/2010
CG BOOKS	SOCIOLOGY 1010	FRESHMAN	12/24/2010
CG BOOKS	HUMANITIES 4	FOR THE SECOND SE...	12/24/2010

Display Expired Events: ☐   Refresh

**Add or Update an Event**

\* Merchant: 800000078450 - NAVY MAR

\* Event:  

\* Event Description:  

\* Expiration Date: 08/15/2010

Add
Reset

**Procedure**

**To Update an existing Event:**

From the 'Listing of existing Events to be updated' box:

1. Choose an existing Event by using the scroll bar or typing the merchant name.
2. Single Click an Event you want to update.

From the 'Add or Update an Event' box:

3. Change any of the fields and click Update.

**To Add a new Event:**

From the 'Add or Update an Event' box:

1. Choose a Merchant.
2. Enter a short description of the Event for promotion (required).
3. Enter a long description of the Event for promotion (required).
4. Please enter an expiration date for this Event (when the promotion ends) (required).

\* required field

Disbursing Application Version: 1.7.23143 | Application Release: 1.4.8.0 (Inq./Og)

8/16/2010   9:02:22 PM

### 8.4.26 Event Maintenance

When a large number of cardholders need a refund, handling the refunds individually would be time consuming. For example, MWR may sell a significant number of tickets to a concert or sporting event or series of tours that must be cancelled at the last minute because of operational requirements or a change in the ship's schedule. Event processing allows a merchant to make sales collections for specific events, report transactions by event, and request a refund through the Disbursing Officer for everyone who purchased the event if a bulk refund should become necessary (see paragraph 8.4.7, Bulk Refunds). Event maintenance allows the Disbursing Officer to establish and update event processing for any merchant on the ship. To enter the "Event Maintenance" function, the Disbursing Officer selects "Event Maintenance" in the "Operations" pull-down menu.

#### a. Add a New Event

(1) In the "Add or Update an Event" box, choose a merchant from the "Merchant" field by using the scroll bar.

(2) Enter a short description of the event in the "Event" field and a long description of the event in the "Event Description" field. The short description will be what is displayed on the POS screen as the "Event Code" during sales transactions, and the POS screen is limited to 20 characters (including spaces). Therefore, the short description, or event code, should be

generated accordingly. For example, a series of tours sponsored by MWR on one particular day of an extended port visit might be indicated simply as TOUR A 040211, TOUR B 040211, and TOUR C 040211, where “A”, “B”, and “C” distinguish the three tours and “040211” indicates the year, month, and day of the tours. The long description can be used to provide a more detailed explanation of the events.

(3) Enter an estimated expiration date for the event in the “Expiration Date” field and click the “Update” or “Reset” button to save the new event. The default date displayed in the “Expiration Date” field is 30 days from the current date. After the expiration date, the event will no longer be sent to the POS by the Navy/Marine Cash server.

**NAVY CASH**  
Event Maintenance

Funds Transfer | Card Maintenance | Account Maintenance | Operations | Utilities | Reports | Logout

**Listing of Existing Events to be Updated**

Merchant - A	Event	Event Desc	Event Exp Date
CG BOOKS	HUMANITIES 1	FOR THE INCOMING F.	12/09/2010
CG BOOKS	SENIOR YEARBOOK	THE FINALE	12/31/2010
CG COURSES	MATH101	FRESHMAN MATH CO.	12/31/2010
FROM CON	FOREIGN DRINKS	FOREIGN DRINKS FO.	12/31/2010
PO STAMPS	MUSICIANS	PROMOTING SPECIAL	12/31/2010

Display Expired Events: ☐ Refresh

**Add or Update an Event**

Merchant: 60000042624 - COLLEGE COURSES

\* Event: MATH101

\* Event Description: FRESHMAN MATH COURSE 101

\* Expiration Date: 12/31/2010

Update Reset

**Procedure**

**To Update an existing Event:**

From the Listing of existing Events to be updated box:

1. Choose an existing Event by using the scroll bar or typing the merchant name.
2. Single Click an Event you want to update.

From the 'Add or Update an Event' box:

3. Change any of the fields and click Update.

**To Add a new Event:**

From the 'Add or Update an Event' box:

1. Choose a Merchant.
2. Enter a short description of the Event for promotion (required).
3. Enter a long description of the Event for promotion (required).
4. Please enter an expiration date for this Event (when the promotion ends) (required).

\* required field

Disbursing Application Version: 1.7.23143 | Application Release: 1.4.6.0 (ncp.10g) 10/6/2010 10:22 PM

#### b. Update an Existing Event

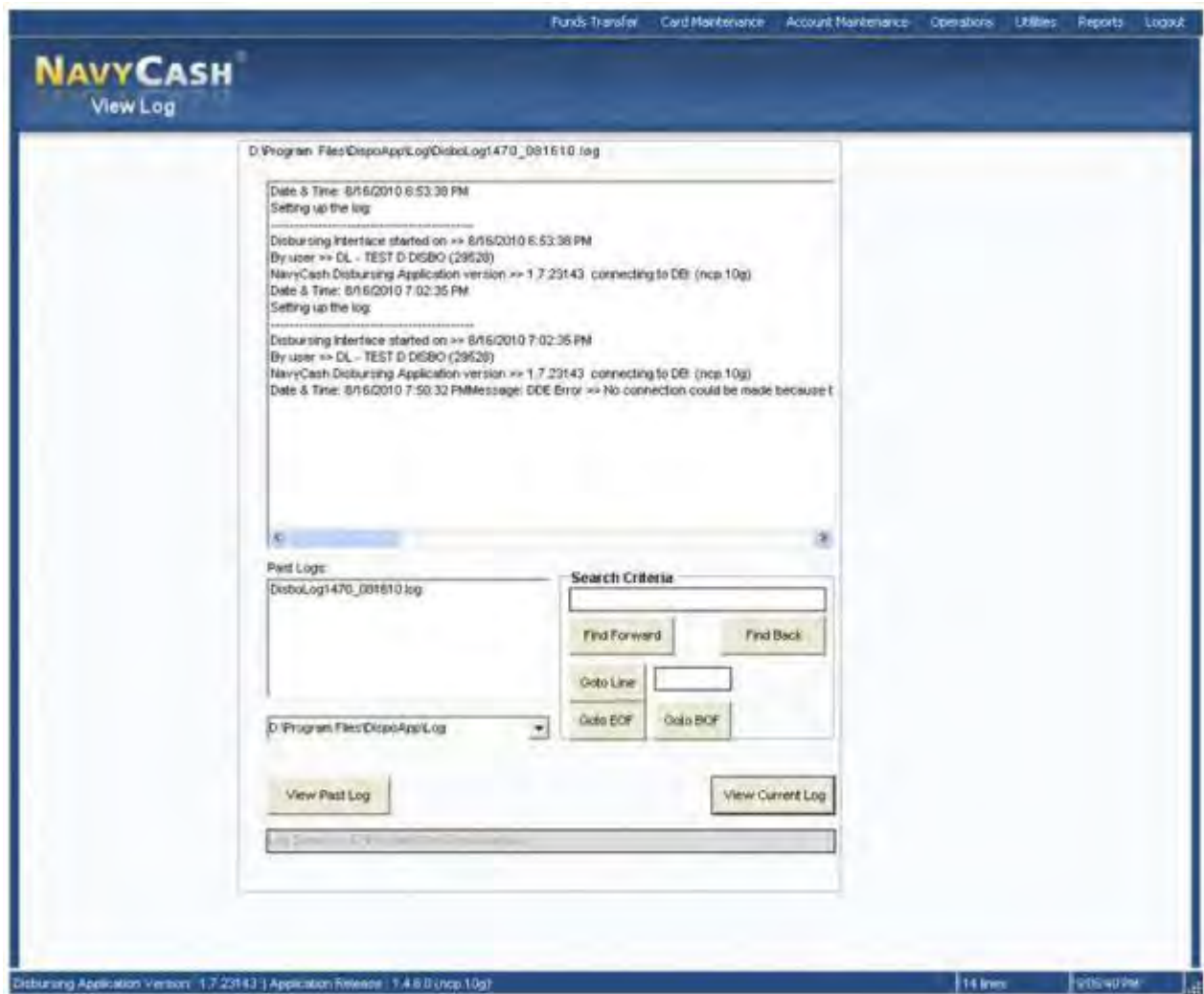
(1) In the “Listing of Existing Events to be Updated” box, choose an event by using the scroll bar or by typing or selecting the merchant name in the “Merchant” field in the “Add or Update an Event” box.

(2) Click on the event to be updated. This will populate the fields in the “Add or Update an Event” box.

(3) Change any of the fields in the “Add or Update an Event” box, and click the “Update” or “Reset” button to save the changes.



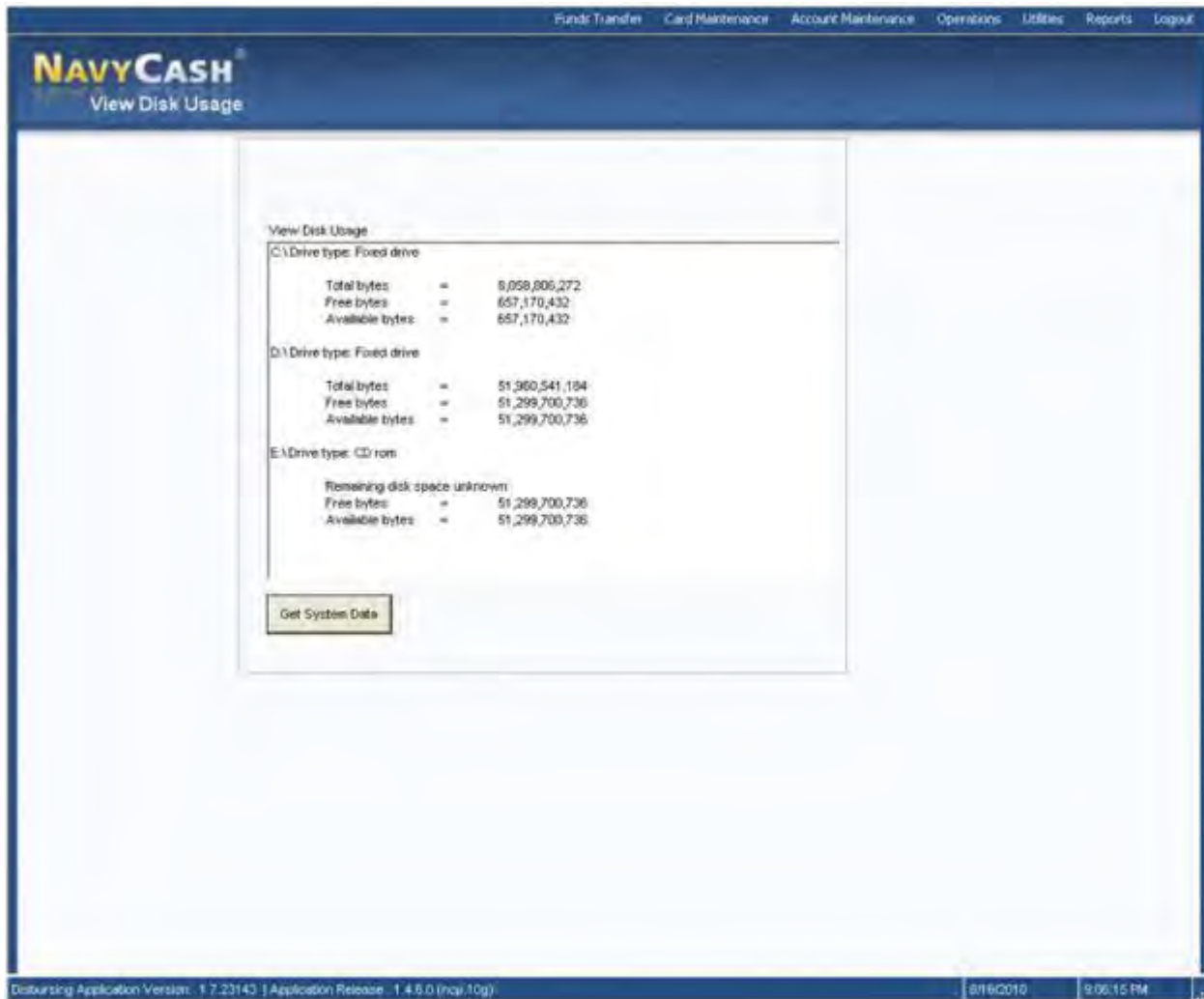
c. Event Codes Are Not Reusable. Each event code must be unique within the Disbursing Application on each ship. Do not reuse event codes; event codes can only be used one time. This becomes especially important if an event is canceled and the Disbursing Officer performs a bulk refund. To ensure the correct amount for a particular event is refunded to the correct cardholders who participated in that event, event codes must be unique. For a repeating function, each instance must be renamed as a new event with a new event code.



#### 8.4.27 View Log

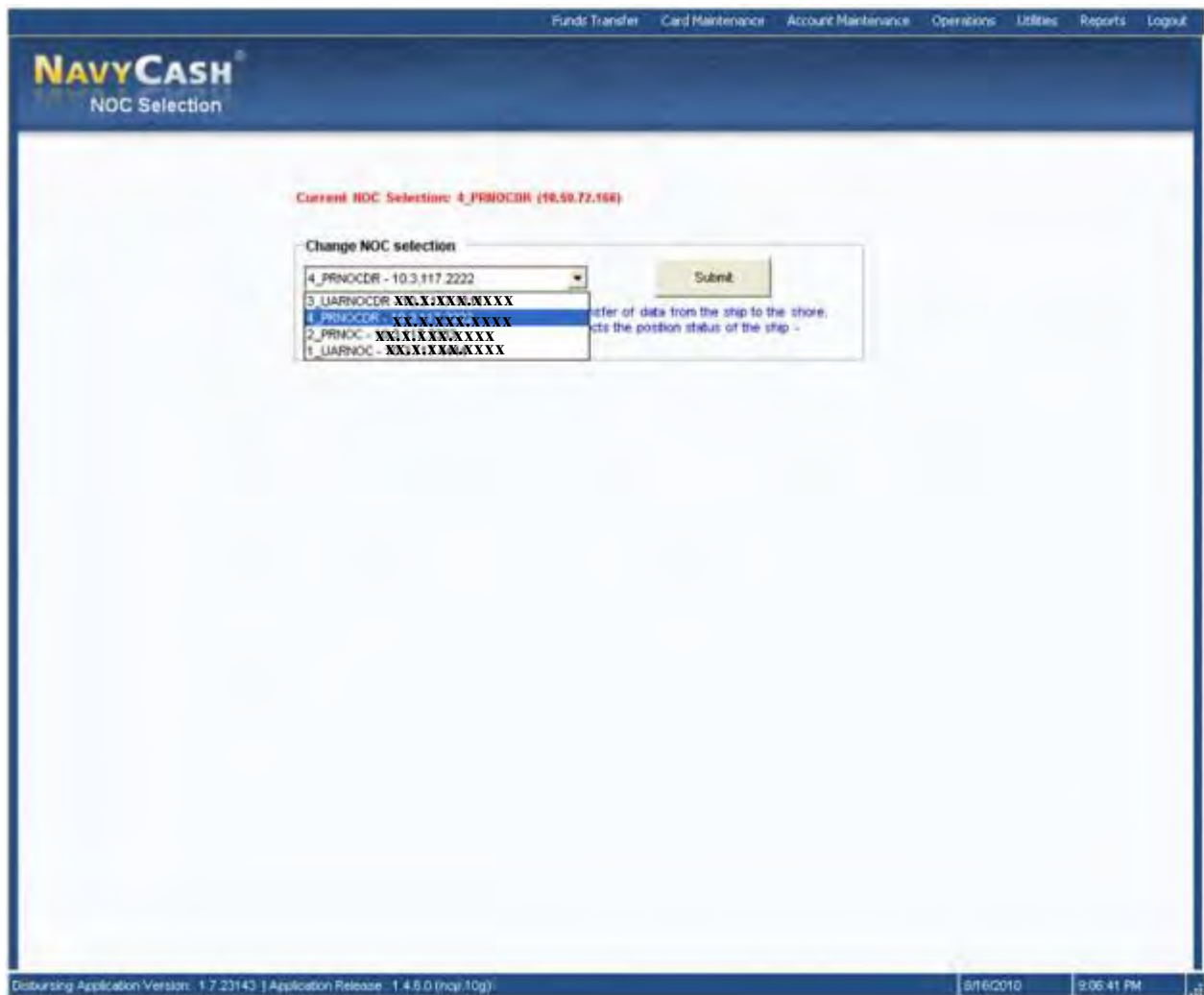
The “View Log” function in the Disbursing Application provides access to both current and historical records of system actions and error conditions. It is used primarily for troubleshooting problems with the Disbursing Application. To enter the “View Log” function, the Disbursing Officer selects “View Log” in the “Utilities” pull-down menu.

- To view the current log, click on the “View Current Log” button.
- To view a past log, highlight the desired log in the “Past Logs” window and then click on the “View Past Log” button.



#### 8.4.28 View Disk Usage

The “View Disk Usage” function in the Disbursing Application displays the current state of disk storage use within the system. It is used primarily for troubleshooting problems with the Disbursing Application. To enter the “View Disk Usage” function, the Disbursing Officer selects “View Disk Usage” in the “Utilities” pull-down menu.



#### 8.4.29 Network Operations Center (NOC) Selection

a. Navy Cash is designed to exchange data with its shore component through multiple paths. In order to ensure maximum throughput, the Navy Cash server on the ship *automatically* switches among these paths so that, if any one path is inoperable for any reason, data files will continue to flow without action on the part of the Disbursing Officer. Nonetheless, it is not uncommon for ships to experience temporary communication outages while they are underway.

b. To enter the “NOC Selection” function, the Disbursing Officer selects “NOC Selection” in the “Utilities” pull-down menu. The current NOC selection (path) will be displayed at the top of the “NOC Selection” screen. To display the available paths, click on the down arrow in the “Change NOC Selection” box to drop down the menu.

(1) IP addresses associated with each path are displayed in the drop-down menu to assist in any communications troubleshooting that may be required, e.g., PRNOC XXX.XX.XXX.XX, UARNOC XXX.XX.XXX.XX, PRNOCDR XXX.XX.XXX.XX, and UARNOCDR XXX.XX.XXX.XX).

(2) PRNOC is the “home” NOC for all ships that are based on the West coast or are Forward Deployed Navy Forces (FDNF). Their satellite communications (SATCOM) are terminated with the Pacific Region NOC (PRNOC). PRNOCDR is a backup path at the PRNOC.

(3) UARNOC is the “home” NOC for all ships that are based on the East coast. Their SATCOM communications are terminated with the Unified Atlantic Region NOC (UARNOC). UARNOCDR is a backup path at the UARNOC.

(4) If the path through the “home” NOC fails to transfer files, the Navy Cash server will automatically switch to one of the other paths in a pre-defined order, e.g., UARNOC, PRNOC, UARNOCDR, PRNOCDR).

c. Communications Troubleshooting. The Disbursing Officer should check the status of round trips on a regular basis (see paragraph 8.4.20, Indicate End of Day, for an explanation of manual EOD, automatic EOD, and automatic interim round trips). If a pending batch is not completed within six hours, engage a ship’s IT and, together with the IT, go through the troubleshooting steps in the Communications Troubleshooting Guide included at Appendix S.

(1) Navy Cash Access Control List (ACL) statements must match the statements provided in the troubleshooting guide. In addition, verify that *all* NOC selections (paths) (see paragraph b above) are responding to the FTP test instructions in the troubleshooting guide. If one of the NOCs times out or the connection closes at the remote host when performing the test, the IT should contact the NOC to find out why that IP is not connecting. A successful connection is indicated when the FTP test returns a prompt for a user name and password for that IP address.

(2) To monitor the round-trip process, log on to the Navy Cash server and check the most current batch\_process\_summary.log file located in the Q:\files\navydata\log directory. If the batch is continuing to fail at Step 7 or Step 11, check the batch\_process\_details.log for timed-out or decrypt errors. If these errors exist, the ship’s IT should open a COMSPOT with the UARNOC or PRNOC, i.e., per the IP address the Disbursing Application is displaying at the top of the “NOC Selection” screen (see paragraph b above), along with the NOC the ship may currently be termed with due to location. Look for Navy Cash traffic, and see if there are errors or TCP resets causing the file to terminate transmission.

(3) The key to resolving communications issues is to work with the ship’s ITs. Navy Cyber Forces sent a message reiterating the responsibility of the ship’s ITs for supporting Navy Cash (COMNAVCYBERFOR VIRGINIA BEACH VA 281600Z Feb 11). Ships whose ITs are engaged get communications issues and problems resolved more quickly, which ultimately affects customer service to the crew. The ITs are aware of LAN issues on the ship or fleet advisories sent by the NOCs. If the NOCs state there are no issues and no errors transmitting Navy Cash files, the Disbursing Officer should then contact the CSU via email at navycashcenter@frb.org. The CSU will assign a case number and engage the Navy Cash Technical Support team for further troubleshooting.

### **8.4.30 Split Pay**

Individuals who elect the Split Pay Option (SPO) have a portion of pay sent directly to Navy Cash open-loop accounts each payday. Enrolling in Navy Cash and signing up for SPO are two separate actions. Signing up for SPO does not automatically enroll someone in Navy Cash (see paragraph 8.4.17); conversely, enrolling in Navy Cash does not automatically sign someone up for SPO. To avoid failed SPO payroll payments, ensure a person’s enrollment in Navy Cash is completed and their Navy Cash account is actually opened before signing them up for SPO.

#### **a. Navy Split Pay**

(1) To sign up for split pay, an individual must sign a locally generated form to authorize SPO (see paragraph 8.15.17 for a sample SPO enrollment/disenrollment form), and the PSD Afloat must generate an HM series FID in the Defense MilPay Office (DMO) system.

Under Navy Cash, SPO payroll functions are completed between DFAS Cleveland and the Treasury Agent . The SPO payroll dollars appear on the pay message, but require no action by the ship.

(2) Failed Navy Cash SPO Payments. Currently, when DFAS Cleveland forwards a SPO payroll file, the Treasury Agent credits payroll payments to individual accounts *by name, SSN (last four), and ship*. Individual payments fail when someone does not have an open Navy Cash account or when the name or SSN in the payroll file from DFAS does not match the name or SSN in Navy Cash or when the Navy Cash backend ashore does not know that someone is assigned to a particular ship.

(3) If an Individual's Payroll Payment Has Failed

(a) Before Contacting the CSU

((1)) Check the Navy Cash Payroll Report. The report is sent to the ship as a part of the next EOD round trip after the Navy Cash backend posts the split pay payroll amounts to the individual accounts. In the report, "CLOSE\_PND" or "CLOSED" indicates the Navy Cash account has been closed, and "Account Invalid" indicates the Navy Cash backend ashore could not match the person's name, SSN, or ship to a Navy Cash account.

((2)) Verify the person is enrolled in Navy Cash. Or, if the person transferred from another Navy Cash ship and was already enrolled in Navy Cash, verify the person completed a "Ship Check In" at the Navy Cash Kiosk. When the next round trip is completed, the "Ship Check In" will notify the Navy Cash backend ashore that the person is assigned to the ship.

((3)) Verify the person's name in her/his Navy Cash account matches the name in the Master Military Pay Account (MMPA), e.g., a person's name may have been changed in MMPA but not in Navy Cash.

((4)) Verify the person's SSN, which is probably correct in MMPA, is correct in Navy Cash.

((5)) Verify the HM FID to start split pay was posted by PSD Afloat by checking its status in MMPA. A "-" (dash) next to the FID entry means the FID is closed, and the person is not in the split pay master payroll file.

((6)) Verify when the FID was posted by PSD Afloat. If it does not make the DMO cycle cut-off date, it will take effect the next pay period. Verify the start date in MMPA if the HM FID is open (no dash).

((7)) Verify any pay being held in MMPA.

(b) Contact the CSU

((1)) Contact the CSU, preferably via email, and get a case number assigned so problems with split pay can be tracked. Keep the distribution of this initial email to a minimum. By policy, the CSU must hit "Reply to All", and having too many addressees creates confusion as to who is responsible for resolving the problem.

((2)) Use the Trouble Call Worksheet to track the description of the issue and any steps taken to isolate and resolve the issue. You should be able to tell the CSU what troubleshooting steps you have taken and what you were able to discover during troubleshooting.

((3)) If an error was detected by going through the troubleshooting steps above, provide the correct SSN, name, ship, or enrollment status to the CSU.

((4)) If it becomes necessary to send a follow-up email to DFAS Cleveland (Ms. Ronnie Ruff at [ronnall.ruff@dfas.mil](mailto:ronnall.ruff@dfas.mil) or (216) 204-4411), include the case number and a brief description of the issue and what troubleshooting steps the ship and CSU have already taken to isolate and resolve the issue.

(c) Otherwise, CSU Will Email Ship a Failed Split Pay Notice

((1)) If the likely error was detected by going through the troubleshooting steps above, Disbursing Officer should respond by providing the correct SSN, name, ship, or enrollment status to the CSU.

((2)) If the CSU does not hear from the ship or if the individual is not going to enroll in Navy Cash, the Treasury Agent must return the funds to DFAS Cleveland to be credited back to the individual's MMPA.

(d) If the Treasury Agent must return the funds to DFAS, this creates additional work for the Disbursing Officer and significantly delays the individual's receipt of her/his SPO payroll amount. The Treasury Agent will initiate the return of funds to the Federal Reserve Bank (FRB) Boston. The FRB will issue an SF 215 Deposit Ticket (DT) in the amount of the failed payment being returned. FRB will notify the individual's ship that a DT has been issued. Since the FRB reported the DT, the Disbursing Officer must do the following:

- Post the DT on line 4.2 of the DD Form 2657.
- Prepare a DD Form 1131 to credit back the SPO to the MPN line of accounting 17x1453.2202 011 12600/0 000022 2D 000000071130
- Post the DD Form 1131 on line 4.1B of the DD Form 2657.
- Post the DT to the SODA.

(4) If a Squadron or Staff Element Doesn't Receive Their Split Pay

(a) Verify squadron or staff element UIC is located under the ship's UIC in Table 133 in MMPA. Squadron or staff element SPO payroll files must be associated with the ship they are stationed on.

(b) If the squadron UIC is not under the ship's UIC, a request to DFAS Cleveland (Ronnie Ruff) can help ensure that Table 133 is updated.

(5) Split Pay Roles

(a) Ship

((1)) Submit SPO enrollment forms via the Command Pass Coordinator (CPC) to the PSD Afloat. SPO is a pay function, and the PSD Afloat is responsible for entering the Format Identifier (FID) into DMO.

((2)) Troubleshoot split pay failures using the recommended steps above prior to contacting the CSU.

((3)) If a member does not receive their split pay, the PSD Afloat can submit an HM13 FID and allow ships to pay the member locally. If member requests special payment (PK FID) in advance of payday for funds held at DFAS for a failed SPO payroll payment to his/her Navy Cash open-loop account, Disbursing Officer may request the following:

- Request PSD Afloat process an HM13 FID. Provide PSD Afloat the member's name, next available voucher number, and payroll number.
- PSD Afloat will process the HM13 to release funds back to member's account. They will also process a payroll voucher (115/117) for cash payment and post to member's

MMPA. This payment will be automatically deducted from the next available payday, so Disbursing Officer must counsel the member that the payment will be reflected on his/her LES as a "Casual Payment".

- Once Disbursing Officer receives this voucher back from PSD Afloat, have the member sign for cash. Disbursing Officer should not pay until they receive the voucher, since this is the documentation to show the cash payment.
- Disbursing Officer can now load the member's Navy Cash card following normal procedures with the following DD 2657 entries:
  - Post NPR on 4.1 (gross disbursement)
  - -6.9 (daily decrease)
  - No entry on 6.2; 4.1 will offset 6.9 entry.

(b) DFAS Cleveland

((1)) DFAS Cleveland (Ms. Ronnie Ruff at [ronnall.ruff@dfas.mil](mailto:ronnall.ruff@dfas.mil) or (216) 204-4411) uses MMPA to find out why a person was not in the split pay master payroll file.

((2)) Although DFAS Cleveland cannot update Table 133, they coordinate any changes required.

((3)) DFAS Cleveland makes sure that, when a ship transitions to PSD Afloat or comes on line with Navy Cash, updates are made to the applicable systems and tables.

(c) Treasury Agent

((1)) Posts the split pay payroll amounts from DFAS Cleveland to the appropriate Navy Cash open-loop accounts.

((2)) Monitors failures from payroll file and contacts DFAS Cleveland to have money put back into proper accounts.

((3)) The Treasury Agent cannot access DMO or MMPA.

(d) NAVSUP

((1)) NAVSUP notifies DFAS Cleveland of any upcoming changes for ships, e.g., changes in ADSN, transition dates to PSD Afloat (which are set by the ship), and go-live dates for Navy Cash.

((2)) When contacted by CSU, NAVSUP helps troubleshoot split pay problems using MMPA records or Navy Cash transaction history on the Navy Cash website.

((3)) NAVSUP cannot update systems or tables in DMO or MMPA.

(6) Provisional Split Pay. In the event of a communications interruption around payday, which is normally held on the 1st and the 15th of the month, the Disbursing Officer has the option to run a provisional SPO payroll on the ship (see paragraph 8.4.31). Cardholders who are enrolled in SPO can be given a "provisional credit" in the amount of their last SPO payroll amounts (or updated amount if a change has been entered since the last payday), which the Navy/Marine Cash system keeps as a part of their profile information on the ship. The SPO Payroll Report can be generated on the ship (see paragraph 8.4.22, Ship Reports) and lists cardholders who have participated in SPO and the amount of the last payroll payment credited to their open-loop accounts (see paragraph 8.15.19 for a sample report). When communications are restored, the Navy/Marine Cash system synchronizes Navy/Marine Cash accounts between ship and shore so that Navy/Marine Cash accounts on the ship reflect the correct balances.

b. Process Marine Corps Split Pay File

The USMC Disbursing Officers operating on board deployed U.S. Navy ships are required to create and process all SPO payrolls locally.



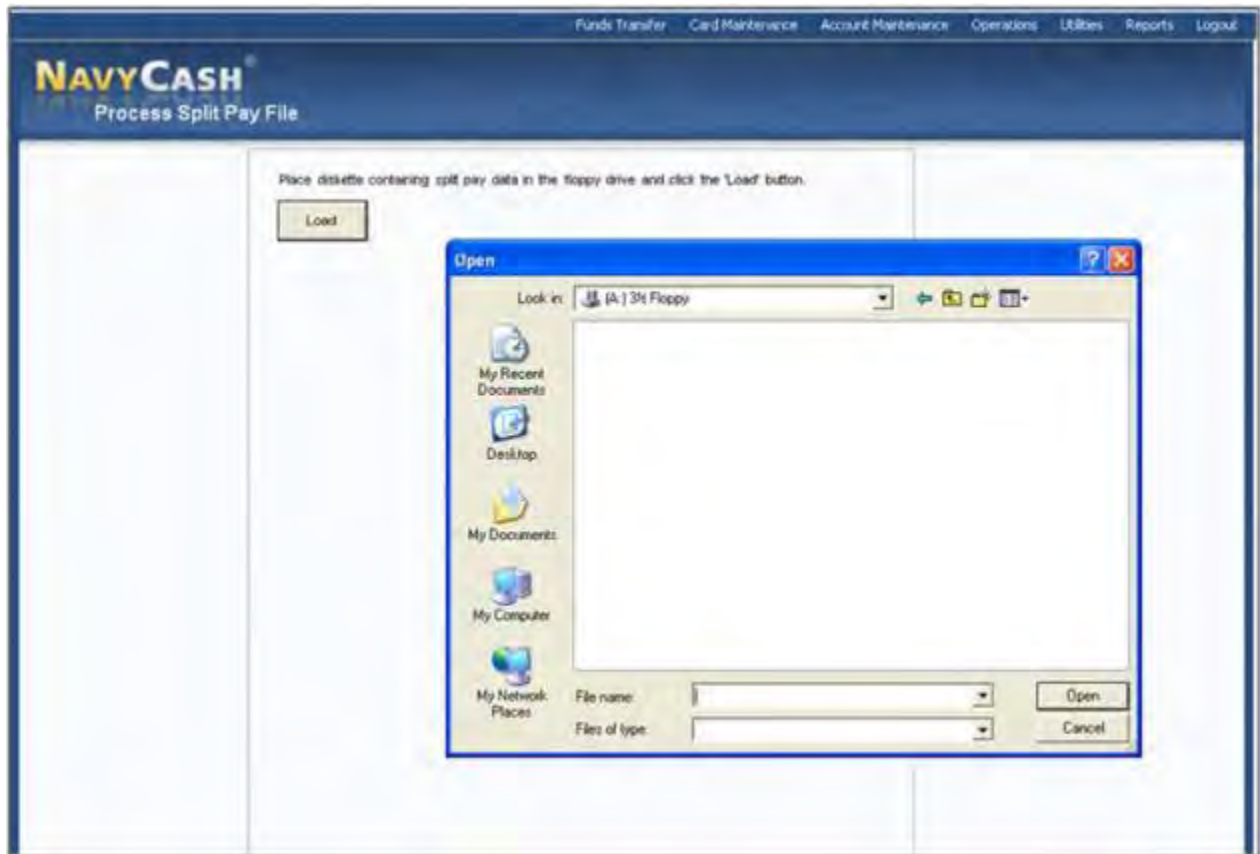
(1) The Disbursing Officer will determine the amount of total Marine split pay going to Navy Cash and then create an SF 5515 debit voucher in this amount. The 5515 will also include the appropriate Disbursing Station Symbol Number (DSSN). The Disbursing Officer will sign and image this 5515 and email it to the Federal Reserve Bank (FRB) Boston to Jon Colvin, jon.colvin@bos.frb.org, 617-973-5909. The deployed Disbursing Officer will also mail a copy of the 5515 to FRB Boston.

(2) The Disbursing Officer will then generate a Split Payroll file using the RAPTRS system and transfer it to a floppy disk. When completed, the floppy disk is inserted into the disk drive on the Marine Cash workstation in order to upload the payroll file to the Navy Cash system on board ship. When the end-of-day processing is completed, the system forwards the payroll file to the Navy Cash back-end ashore for processing by the Treasury Agent.

(3) At the Marine Cash workstation, the Disbursing Officer selects "Process Split Pay File" in the "Utilities" pull-down menu. The Disbursing Officer then inserts the disk containing the payroll file and clicks on the "Load" button.



(4) The Disbursing Officer then selects and highlights the correct payroll file (.at1 file) and clicks on the “Process” button.



(5) Prior to processing the payroll file, the application will ask the Disbursing Officer if they are sure that the specified file is the correct payroll file. The Disbursing Officer confirms that the file is correct by clicking on “Yes”.

(6) This runs the application that encrypts the SSN on each record (field transport key) and copies the data file off the disk and moves it to a directory for transmission off the ship. When the end of day runs, the payroll information file is automatically encrypted (file transport key), zipped, and pushed to the Treasury Agent.

(7) The Treasury Agent will credit the amounts indicated in the file to the individual Marines’ Navy Cash open-loop accounts. (At this point, the Treasury Agent has credited value into the Navy Cash system, but no corresponding value has been deposited in the Navy Cash funds pool.)

(8) The SF 5515 sent via email to FRB Boston authorizes the transfer of funds from the FRB to the Treasury Agent. FRB Boston will enter the 5515 into CIR, which will debit the Disbursing Officer’s DSSN. FRB Boston will credit (via wire or ACH) the funds pool account at the Treasury Agent in an amount equal to the 5515 debit voucher.

The routing number and account number for the Navy Cash funds pool are:

ABA Routing Number: 021000021

Account Number: 323152589

(9) The USMC Disbursing Officer will subsequently validate the SF 5515 amount by reviewing Collections Information Repository (CIR) reports.

(10) FRB Boston will subsequently validate the emailed image of the 5515 when the hard copy arrives by mail.

(11) No third-party validation of the Disbursing Officer's emailed 5515 is possible as the Deployed Disbursing Officer creates and has ownership of the Marine split pay information. Any risk in this process is mitigated by the fact that the Deployed Disbursing Officer's email will always result in the transfer of funds from FRB Boston to the Navy Cash funds pool. No other funds transfers will be possible using this approach.

#### **8.4.31 Provisional Split Pay**

a. In the event of a communications interruption around payday, which is normally held on the 1st and the 15th of the month, the Disbursing Officer has the option to run a provisional Split Pay Option (SPO) payroll on the ship. Cardholders who are enrolled in SPO can be given a "provisional credit" in the amount of their SPO payroll amounts. The Navy/Marine Cash system on the ship keeps the previous SPO payroll amounts as a part of each cardholder's profile information and provides the Disbursing Officer the ability to update the SPO payroll amounts. The SPO Payroll Report can be generated on the ship (see paragraph 8.4.22, Ship Reports) and lists cardholders who have participated in SPO and the amount of the last payroll payment credited to their open-loop accounts (see paragraph 8.15.19 for a sample report).

b. Even when the Navy/Marine Cash system cannot communicate with the shore side, DFAS Cleveland will still send the actual Navy split pay file to the Navy/Marine Cash back end ashore for processing. When communications are restored, the Navy/Marine Cash system synchronizes Navy/Marine Cash accounts between ship and shore and reconciles Navy/Marine Cash accounts on the ship so they reflect the correct balances.

c. The "Provisional Split Pay" function consists of two basic parts, updating previous split pay information and running provisional split pay, each of which will be discussed in turn.



d. Update Previous Split Pay Information. If communications have been a problem and, as payday approaches, it appears that a provisional split pay request may be necessary, the Disbursing Officer can update a cardholder's SPO information in the Navy/Marine Cash database on the ship to reflect any changes entered into DMO since the last SPO payroll file was posted, to include adding a Navy/Marine Cash cardholder who was not previously receiving split pay. This capability helps to ensure that the proper SPO amount is credited to a cardholder's Navy/Marine Cash account should a provisional split pay request become necessary. The Disbursing Officer should refer to the SPO message received from DFAS Cleveland for that particular payday if at all possible.

(1) To update the previous split pay information, the Disbursing Officer selects "Provisional Split Pay" and "Provisional Split Pay Amount Editing Screen" in the "Utilities" pull-down menu. The Provisional Split Pay Amount Editing screen is then displayed.

Funds Transfer   Card Maintenance   Account Maintenance   Operations   Utilities   Reports   Logout

## NAVY CASH®

### Provisional Split Pay Amount Editing Screen

Name - A	Social Security Number	Pay Amount	Date Modified
ADAIR, RODERICK B	2003	50.00	08/16/2010
AUGUST, ROBERT T	3041	75.00	08/16/2010
NORTON, BRIAN L	6116	100.00	05/12/2010

**Filters**

Show only Split Pay Cardholders ☒ **AND**

Social Security Number:  Search

**Update Payroll Amount**

Payroll Amount:  Update   Print

**Procedure**

**Filter Options:**

1. View all ship Cardholders by removing the check on "Show only Split Pay Cardholders" box.
2. View only ship Cardholders participating in SPO by clicking on "Show only Split Pay Cardholders" box.
3. View a single Cardholder by entering SSN.
4. Press the Search button to filter the list.

**Update Payroll Amount:**

1. Click on Cardholder to be updated or type in Social Security Number.
2. Change the dollar amount in the "Payroll Amount" box.
3. Click the Submit button to record your change.

Disbursing Application Version: 1.7.23143 | Application Release: 1.4.6.0 (Inq./Og)

8/16/2010   9:14:54 PM

## (2) Filter Options.

(a) To view only the Navy/Marine Cash cardholders on the ship who are participating in the Split Pay Option (SPO), click on the “Show Only Split Pay Cardholders” check box to insert the “check” mark, and click the “Refresh” button.

(b) To view all Navy/Marine Cash cardholders, click on the “Show Only Split Pay Cardholders” check box to remove the “check” mark, and click the “Refresh” button.

(c) To view a single Navy/Marine Cash cardholder, enter an SSN in the “Social Security Number” box, and click the “Refresh” button.

(3) Update Payroll Amount. To update the payroll amount for an individual Navy/Marine Cash cardholder:

(a) Click on the cardholder whose payroll amount is to be updated; or enter an SSN in the “Social Security Number” box, and click the “Refresh” button.

(b) Change the dollar amount in the “Payroll Amount” box, and click the “Submit” button to save the change.

(c) This change updates the Navy/Marine Cash database on the ship only and is normally used to reflect any changes entered into DMO since the last SPO payroll was posted.

Funds Transfer   Card Maintenance   Account Maintenance   Operations   Utilities   Reports   Logout

## NAVY CASH®

### Provisional Post Split Pay

**Previous Split Pay Requests**

Pay Date - D	User	Status	Status Date	Status Description
07/01/09	DSBO ,DL - TEST D	Processed Success...	08/01/09 14:07:00	3 of 3 enrollees tota...
03/15/09	DSBO ,DL - TEST D	Cancelled	03/20/09 09:38:46	
03/15/09	DSBO ,DL - TEST D	Cancelled	03/17/09 09:40:20	
06/15/09	DSBO ,DL - TEST D	Processed Success...	07/01/09 09:08:56	4 of 4 enrollees tota...

**Submit a Split Pay Request**

Month:  Day:  Year:

**Procedure**

**Viewing Split Pay Requests**

1. If there is no Status Date, then the request has not yet been processed.
2. For all Summary and Exception Details, please refer to log files in directory: Q:\files\NavyData\reportship\pspo by date

**Submitting a Split Pay Request**

1. You cannot skip a pay period.
2. You cannot have more than one Pay Request for a Paydate that is in a "Not yet processed" State.
3. You cannot skip a Paydate.
4. You can only have one future Paydate.

Disbursing Application Version: 1.7.23143 | Application Release: 1.4.0.0 (http://ogf...)

8/16/2010 9:18:42 PM

e. Run Provisional Split Pay. If the Navy Cash system cannot communicate with the shore side on or just before payday, the Disbursing Officer has the option to submit a provisional split pay request. Before submitting a request, the Disbursing Officer should update cardholder SPO information in the Navy/Marine Cash database on the ship to reflect any changes entered into DMO since the last SPO payroll was posted to ensure that the proper SPO amount is credited to each cardholder's Navy/Marine Cash account (see paragraph d above).

(1) To run provisional split pay, the Disbursing Officer selects "Provisional Split Pay" and "Provisional Post Split Pay Screen" in the "Utilities" pull-down menu. The Provisional Post Split Pay screen is then displayed.

(2) View Split Pay Requests.

(a) To check the status of a provisional split pay request, look at the appropriate split pay request in the "Previous Split Pay Requests" box. If there is no "Status Date" provided, then the request has not been processed.

(b) The status displayed only represents the status of processing the provisional split pay request on the ship. It does not represent the status of synchronization with the back end ashore. A status of "Processed Successfully" indicates that provisional split pay has been successfully applied to Navy/Marine Cash account balances on the ship.

(3) Submit Split Pay Request. To submit a provisional split pay request:

(a) After ensuring cardholder SPO information in the Navy/Marine Cash database on the ship has been updated as necessary to reflect any changes entered into DMO since the last SPO payroll file was posted (see paragraph d above), enter the date of the payday being requested for provisional split pay, and click the “Submit” button. The default date displayed is always the date of the previous payday from today’s date.

(b) There cannot be more than one pay request for a pay date that is in a “Not Yet Processed” status. A request for the same pay period cannot be submitted until the processing of that request has been completed. A provisional split pay request might be submitted a second time to credit the Navy/Marine Cash account of a cardholder who was added to split pay through the “Provisional Split Pay Amount Editing” screen (see paragraph d above) after the request was run initially.

(c) A pay date cannot be skipped. Requests for provisional split pay must be run in date order. If the last successfully processed provisional split pay request displayed in the “Previous Split Pay Requests” box was 15 September 2003, the Disbursing Officer could first go back and run the 15 September 2003 provisional split pay request again to pick up any cardholders who were not paid for that pay period. Once the 1 October 2003 provisional split pay request has been submitted and processed successfully, the previous 15 September 2003 pay period cannot be run again.

(d) There can only be one future pay date. Continuing the example above, once the 15 October 2003 provisional split pay request displays a status of “Processed Successfully”, the Disbursing Officer could submit a provisional split pay request for 1 November 2003 but could not submit a request for another future date after 1 November 2003.

f. Reconciliation and Reporting. When communications are restored and the provisional split pay file is received ashore as a part of the normal end-of-day processing, it is posted to cardholder Navy/Marine Cash accounts and reversed immediately. The cardholder accounts will already reflect the actual split pay payroll from DFAS Cleveland. Any differences will be reflected in the Provisional Split Pay Exceptions Report. This detailed report, and other summary reports, will be placed in the provisional split pay option log files in the “Q:\files\navydata\report\ship\spso\by date” directory. On the Disbursing Application workstation or laptop, the report can be found in the S:\files\navydata\report directory, which maps to the Q:\files\navydata\report directory on the Navy Cash server. The “Shore Reports” folder (icon) on the Disbursing Application desktop provides a short cut to the reports directory.

#### **8.4.32 Access Editor–Access Control for Disbursing Application**

a. The Disbursing Officer controls who has access to the various functions within the Disbursing Application. Individual Disbursing Application users are assigned to one of six “User Groups”. These user groups represent six levels of access rights: Navy Disbursing Office, Marine Disbursing Office, Agent Cashier, Duty Personnel, Refunds, and Duty ADP. The access rights within each user group cannot be modified or tailored for an individual user.

b. To access the access editor functions, the Disbursing Officer selects “Access Editor” in the “Utilities” pull-down menu. A window is then displayed that presents the access editor options that are available to the Disbursing Officer, each of which will be discussed in turn.

- Assigned Access Rights Editor
- User Account Operations



Funds Transfer
Card Maintenance
Account Maintenance
Operations
Utilities
Reports
Logout

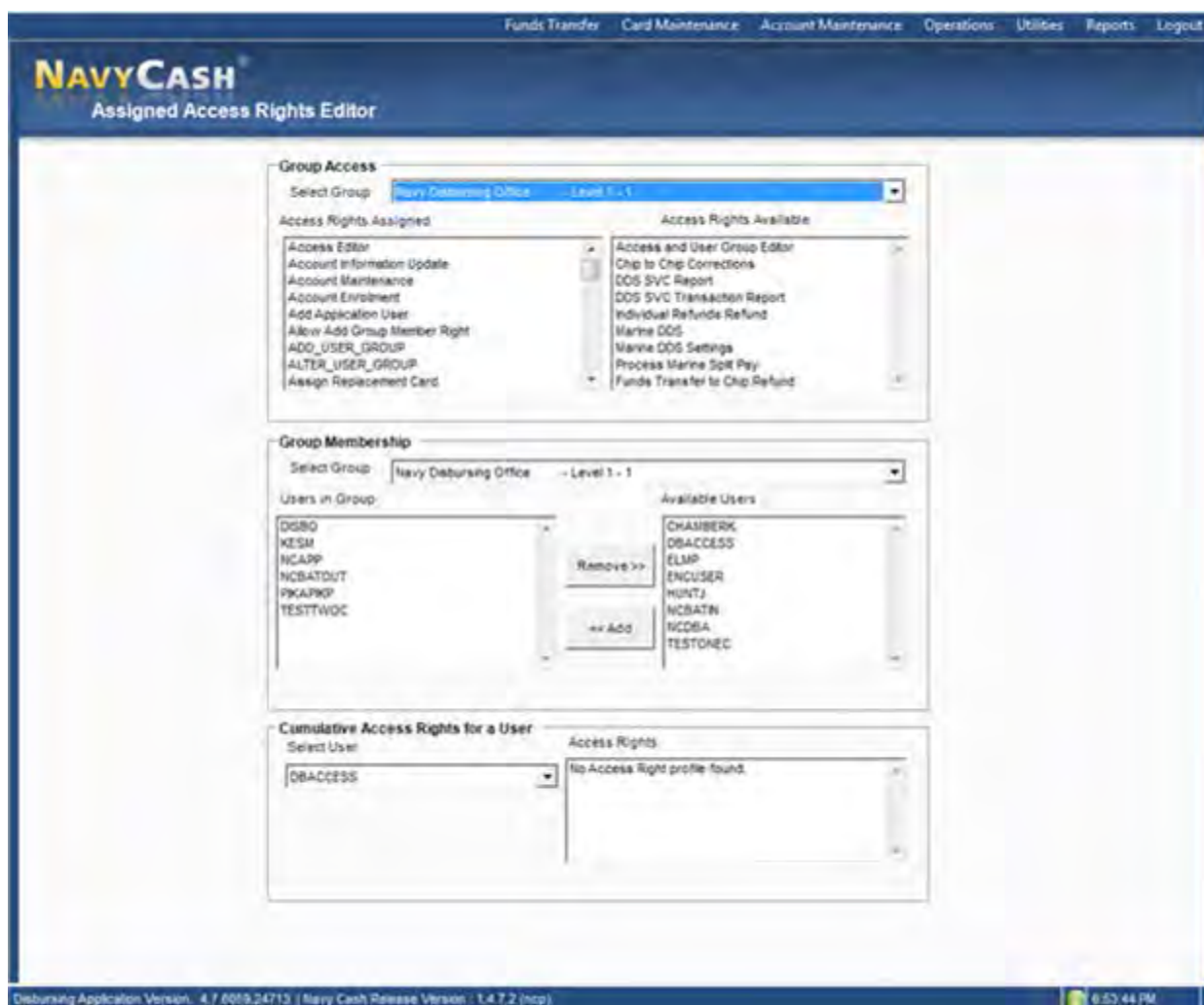
**NAVY CASH**  
Utilities

View Log  
View Disk Usage  
NOC Selection  
Provisional Split Pay  
Access Editor  
About Utilities

Assigned Access Rights Editor  
User Account Operations

Utility Options:  
1. View Log  
Allows read-only access to the configured file directories:  
Application Log files - C:\Program Files\JP Morgan Chase\CoDisboSetup\Log  
Enrollment files - C:\enrollment  
Listener Log file - c:\logs  
Saved Report files - C:\Program Files\JP Morgan Chase\CoDisboSetup\Report  
Processed Split Pay files - c:\payroll  
2. View Disk Usage  
Displays current disk usage.  
3. Shore Communication  
Allows the user to monitor the status of the communication with the shore.  
4. Process Split Pay Data File  
Allows the user to process split pay data files. Note: the data file MUST be on diskette.  
5. Access Level Editor  
Allows the Disbursing Officer to establish access levels and alter the functionality available to a user.  
Navy Cash customer service contact information:  
1-866-6NAVYCASH (For Disbursing and Merchant calls)  
1-866-662-8922  
E-mail: navycashcenter@ecpaymt.com  
1-866-3NAVYCASH (For Card Holder calls)  
1-866-362-8922  
E-mail: navycash@ecpaymt.com  
Fax:  
1-866-CHASE01  
1-866-242-7301  
You are using Disbo version 4.7.24713 and Ship Release 1.4.7.2 (Q51472)

Disbursing Application Version: 4.7.6059.24713 | Navy Cash Release Version: 1.4.7.2 (Q51472)
1:00:39 PM



c. Assigned Access Rights Editor

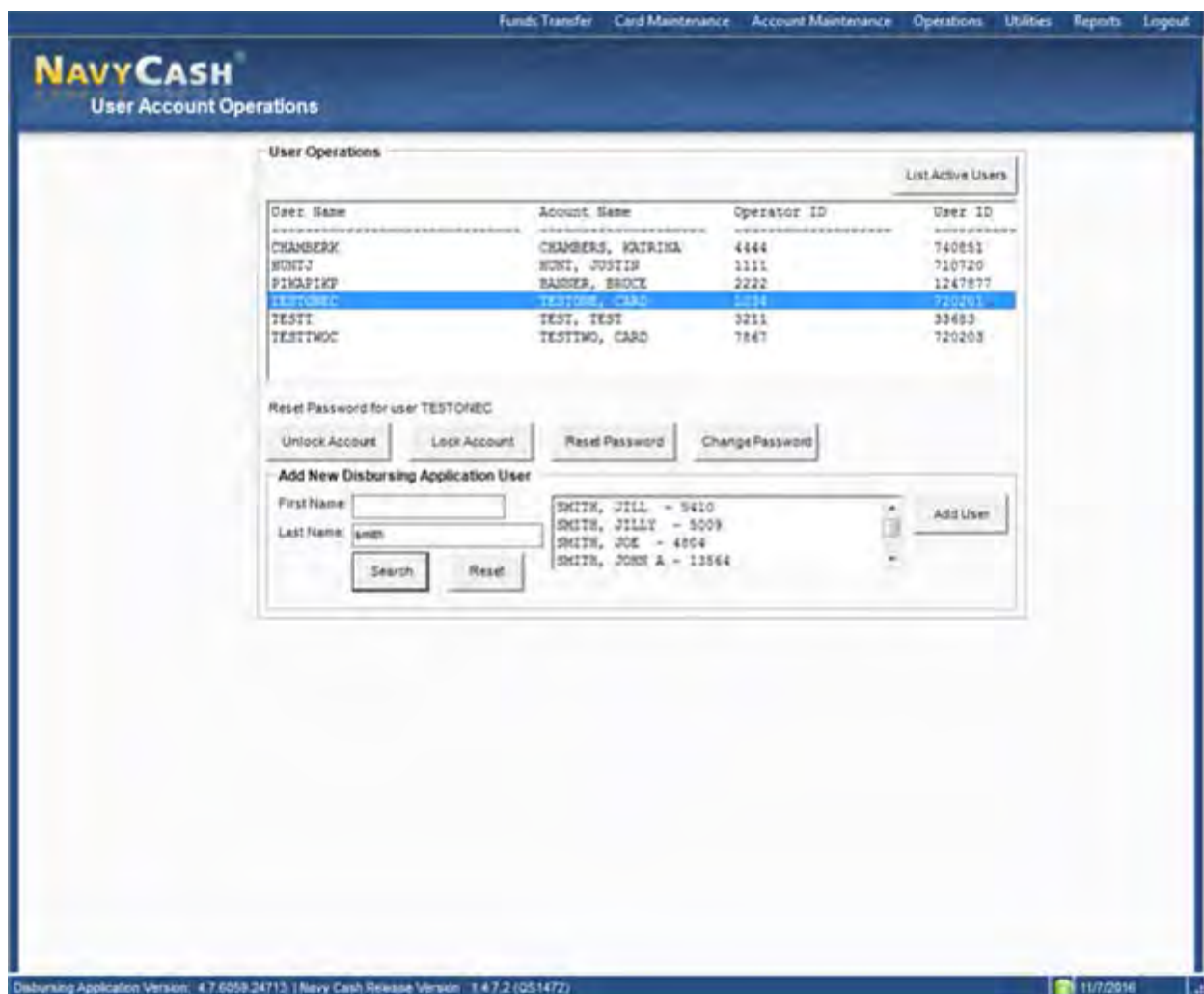
(1) The Disbursing Officer selects “Access Editor” and “Assigned Access Rights Editor” in the “Utilities” pull-down menu.

(2) Group Membership. A Navy Cash Disbursing Application user can be added to or removed from a User Group by selecting the appropriate group in the “Select Group” drop-down list, highlighting the individual’s user name in the “Available Users” or “Users in Group” list box, using the scroll bar if necessary to find the user name, and selecting either “Add” or “Remove” as appropriate. The application will ask the Disbursing Officer to verify that they want to add or remove the indicated user. When the Disbursing Officer clicks the “OK” button, the application then displays a status box to indicate that the operation was successful. Clear the status box by clicking the “OK” button.

*NOTE: User names are assigned by the Disbursing Application when a new Disbursing Application user is added (see paragraph 8.4.32.d.(8)).*

(3) Group Access. The access rights within each Disbursing Application user group cannot be modified or tailored for the individual user.





#### d. User Account Operations

(1) The Disbursing Officer selects “Access Editor” and “User Account Operations” in the “Utilities” pull-down menu.

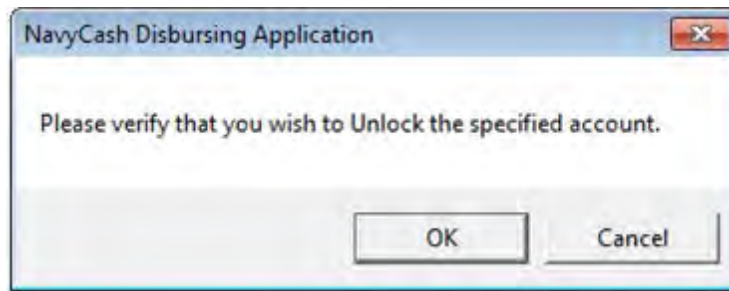
(2) Click on the “List Active Users” button to display all currently active Disbursing Application users.

(3) The status of each account, for example, locked, open, expired, is listed in the “Status” column on the far right. Use the scroll bar to view the “Status” column.

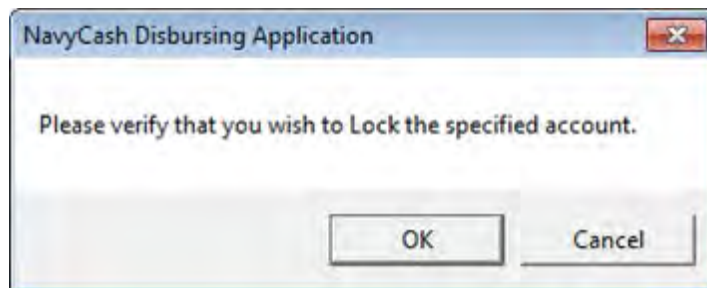
(4) Unlock Account. A user account is automatically locked if the password is entered incorrectly three times.

(a) To unlock a locked user account, the Disbursing Officer specifies a user by clicking on the user name and then clicking on the “Unlock” button. The application will ask the Disbursing Officer to verify that they want to “Unlock” the specified account by clicking the “OK” button. When the “OK” button is clicked, the application displays a status box that indicates the operation was successful. Clear the status box by clicking the “OK” button.

(b) For Disbursing Officers or Navy Cash Deputies who are locked out of their Disbursing Application user account, one can normally unlock the other; however, they may need to open a case with the Navy Cash CSU to get their account unlocked.



(5) Lock Account. To lock a user out of the Disbursing Application, for example, if a user will be on temporary duty away from the ship for an extended period, specify a user by clicking on the user name and then clicking on the "Lock" button. The application will ask the Disbursing Officer to verify that they want to "Lock" the specified account by clicking the "OK" button. When the "OK" button is clicked, the application displays a status box that indicates the operation was successful. Clear the status box by clicking the "OK" button.



(6) Reset Password. In order for an individual to change his/her password, the Disbursing Officer must first verify the individual's identity. Once this is established, the individual can then enter a new password into the system. To reset the password on a user account, the Disbursing Officer specifies a user by clicking on the user name and then clicking on the "Reset Password" button. The application will ask the Disbursing Officer to verify that they want to reset the password for the specified account by clicking the "OK" button. The user is then prompted for a new password, which becomes effective upon the next log on.

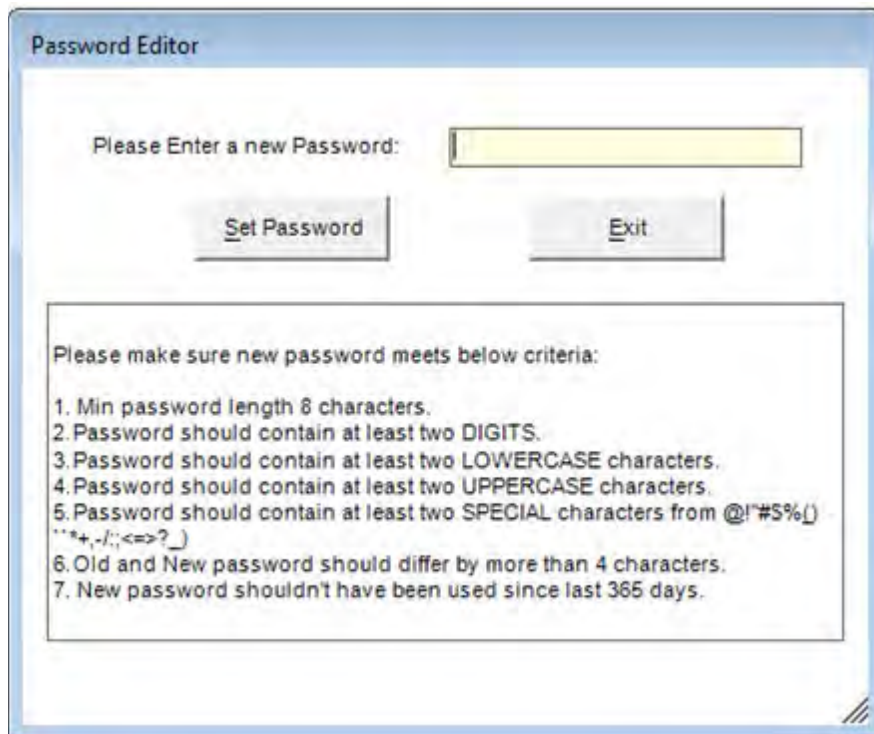


*NOTE: After the new password is set, the Disbursing Application may display an error and terminate. Simply restart the Disbursing Application and log on.*

*Password Control. Access to the Disbursing Application is controlled by password. By policy and procedure, passwords must be a minimum of 14 characters and less than 16 characters in length and must begin with an alphabetic character and should use three of four character sets, that is, upper-case letters, lower-case letters, numbers, and special characters. Passwords should be changed every six months. The Disbursing Officer shall record password changes in a locally generated and maintained log.*

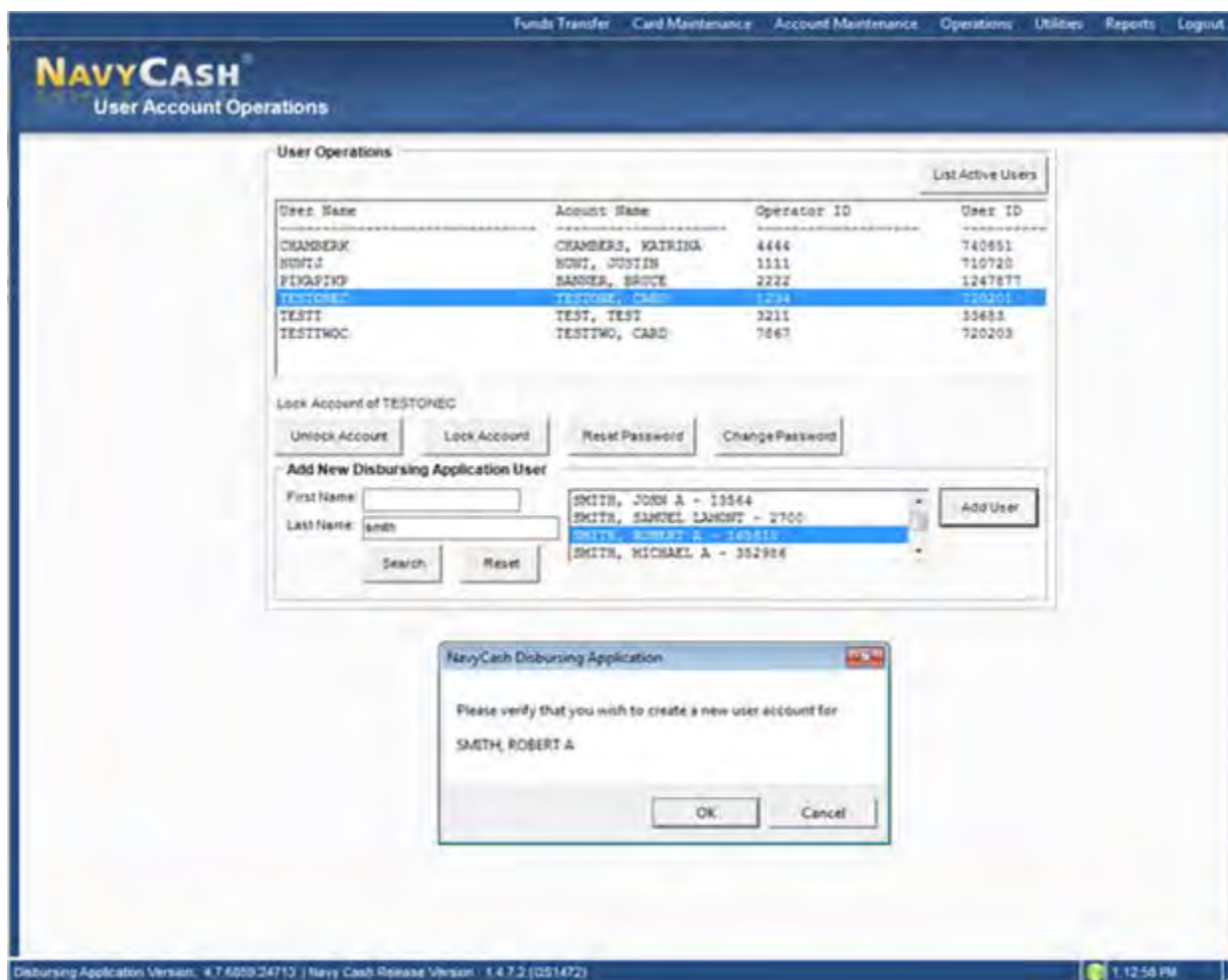
***Each operator should log off when they are through working on the system. The next operator can then log on the system by entering his or her own password. Each operator must use his or her own user ID and password when operating the Navy Cash system.***

(7) Change Password. In order for an individual to change his/her password, the Disbursing Officer must first verify the individual's identity. Once this is established, the individual can then enter a new password into the system. To change the password on a user account, the Disbursing Officer specifies a user by clicking on the user name and then clicking on the "Change Password" button. The user is then prompted for a new password, which becomes effective upon the next log on. Again, the Disbursing Officer shall record password changes in a locally generated and maintained log.

The image shows a Windows-style dialog box titled "Password Editor". It has a light blue title bar. Inside, there is a text prompt "Please Enter a new Password:" followed by a yellow rectangular input field. Below the input field are two buttons: "Set Password" and "Exit". At the bottom of the dialog, there is a section titled "Please make sure new password meets below criteria:" followed by a list of seven password requirements. The list includes minimum length, required character sets (digits, lowercase, uppercase, special), and rules about password reuse and age. The dialog box has a standard Windows icon in the bottom right corner.

***NOTE:*** Again, by policy and procedure, passwords must be a minimum of 14 characters and less than 16 characters in length and must begin with an alphabetic character. Passwords should use three of four character sets, that is, upper-case letters, lower-case letters, numbers, and special characters, and should be changed every six months.

***Each operator should log off when they are through working on the system. The next operator can then log on the system by entering his or her own password. Each operator must use his or her own user ID and password when operating the Navy Cash system.***



#### (8) Add New Navy Cash Application User

*NOTE: An individual must be a Navy Cash cardholder and have an Operator ID assigned with the “Add as Disbursing User” block checked (see paragraph 8.4.24.e.(3), Operator ID Maintenance) in order to be added to the Disbursing Application user list.*

(a) In the “First Name” and “Last Name” text boxes, Disbursing Officer enters the individual’s first and/or last name. Click on the “Search” button and select the desired individual by clicking on the appropriate name in the adjacent list box. If no entries are found, the list box will be empty, and the specified individual is probably not a Navy Cash cardholder.

(b) Click on the “Add User” button. The application will ask the Disbursing Officer to verify that they want to create a new user account for the specified individual by clicking the “OK” button. A successful operation will be indicated by a status box that displays the username and password created by the system for the new user. Before clicking the “OK” button, which will clear the status box, write this information down for the new user. The user should destroy this written note once they have changed the password (see paragraph (d) below). If an error message is displayed, write down the displayed message and contact the CSU (see paragraph 8.14).



(c) Add the new user's username to the appropriate user group through the Disbursing Application "Access Editor" screen and the "Assigned Access Rights Editor" functionality (see paragraph 8.4.32).

(d) Once the new user account has been established and his or her username has been assigned to the appropriate user group, the password assigned by the Disbursing Application must be changed by the user (see paragraph 8.4.32.d.(7) above).

(e) The Disbursing Officer must let each new Disbursing Application user know that, as a matter of policy, any Disbursing Application user who wants to perform any personal Navy Cash transactions in the Disbursing Office, for example, to add or cash out value or change a PIN, must contact the Disbursing Officer or Navy Cash Deputy. For any funds transfers, the Disbursing Officer or Navy Cash Deputy must initial in the Cardholder Signature block on the Navy Cash Daily Cash Transaction Ledger to indicate the transaction was approved.

(f) Similarly, each calendar quarter, the Cash Verification Team will generate card reports for all Navy Cash Disbursing Application users (see paragraphs 8.4.14, Card Report, and 8.11, Navy Cash Quarterly Cash Verification Team) to verify no unauthorized deposits or other unauthorized transactions were made to their accounts since the last cash verification.

### **8.4.33 Installation Alerts: Installing IAVA and Other Software Patches**

a. Information Assurance Vulnerability Management (IAVM) is an important step in maintaining the security posture of the Navy Cash system. To effectively safeguard the Navy Cash system against internal and external cyber threats, all known vulnerabilities must be patched effectively in a timely manner.

b. Installation alerts provide an automated mechanism for applying software updates to the Navy Cash system on the ship. These software updates include Information Assurance Vulnerability (IAV) patches to address applicable Information Assurance Vulnerability Alerts (IAVAs) and Bulletins (IAVBs), DMLs (data fixes) applied to the ship-side Navy Cash database, and application patches applied to the Navy Cash system.

(1) Updates generally occur automatically without any action by the Disbursing Officer, but some updates require a reboot or other intervention, so the Disbursing Officer must be proactive and verify the installation process was completed. When IAV and Navy Cash application patches have been pulled to the ship as a part of a round-trip, the "Installation Alert" pop-up window appears the next time an authorized user logs in to the Disbursing Application.



The Installation Alert window notifies the Disbursing Officer to initiate the installation process by clicking on “Install Now” or delay the installation by clicking on “Install Later”.

(2) DML patches will generally be transmitted to the ship and applied automatically without any action required by the Disbursing Officer.

c. The Disbursing Officer must install IAV and Navy Cash application patches as soon as practicable. Ideally, patches should be installed after the end of the business day, when retail outlets have closed out for the day and retail operations are at a minimum.

(1) If updates have not occurred for a while, reboot the system to attempt to force the update to restart, as there may have been an issue with the update script.

(2) The status of each patch will be transmitted back to shore automatically via a log file as a part of the next ship-initiated round trip. These log files will show a summary of the activity that occurred during the installation of a patch.

(3) IAV patches in particular require Navy-wide compliance monitoring to ensure mitigation of security vulnerabilities. For each IAVA/B, the Navy Cash team ashore must report compliance to meet established deadlines using the Vulnerability Management System (VMS) to document and track compliance status for all Navy assets.



d. Ensure Laptops Connected to Ship’s Network. The Disbursing Officer must ensure the spare laptop (and the Marine Disbursing laptop on LHA/LHDs) is powered up and connected to the ship’s network on a permanent basis using the Digital Sender LAN drop in the Disbursing Office to make certain the laptop stays up to date with security updates and other software patches. Connecting the laptop on a permanent basis will also ensure the laptop is included in the required monthly vulnerability scans conducted by the ship’s ITs. If the drop has not been used for an extended period, it may need to be reconfigured by the ITs. If there is no Digital Sender or other dedicated LAN drop for the laptop, DOs may need to disconnect the workstation to connect the laptop to the network. If that is the case, DOs must ensure the laptop is connected to the ship’s network and powered up at least once each week, preferably near the end of the week (Thursday), for at least 48 hours each time, to make certain the laptop stays up to date with security and any other patches. One recommendation is that the laptop be connected to the network every Friday and left on over the weekend. The laptop should be powered up and remain on the log-in screen. Updates will generally occur automatically, but some updates will

require a reboot, so the Disbursing Officer must be proactive and verify that the reboot process was completed. With regular updates, the spare laptop will be ready if it is ever needed as a backup and will not spend the first few hours updating anti-virus definitions and other security and software patches.

e. Verify Update Process Completed

(1) IAV and Other Software Patches. To better maintain IAVM compliance of Navy Cash servers, workstations, and laptops on board ship, Navy Cash has implemented Windows Server Update Services (WSUS) to enable IAV and other software patches, such as bug fixes and new functionality, to be provided remotely and applied automatically.

(a) After a patch or update has been reviewed, tested, and approved by the Navy Cash Technical Support group (NCTS), it is placed on a server and waits for the Navy Cash computers on each ship to check-in with the server. The server lets the computer on the ship know which patches and updates have been approved but not yet installed.

(b) When a Navy Cash computer downloads a software patch or update, the computer determines if the item can be installed immediately without adversely affecting operations, i.e., the computer will not require a reboot. Otherwise, the computer queues the patch or update for installation at a scheduled timeslot.

((1)) For Server Node-1, installation begins each Friday at 0300 GMT.

((2)) For Server Node-2, installation begins each Saturday at 0300 GMT.

((3)) For workstations/laptops, installation begins each Friday at 1000 GMT.

(2) Anti-Virus Definitions. Symantec's anti-virus LiveUpdate solution on the Navy Cash servers, workstations, and laptops has been configured to automatically retrieve virus definitions on a daily basis (at 1000 GMT) directly from Symantec (software release 1.4.6 build 3a and later).

(a) When LiveUpdate determines that a newer file is available, it initiates a download directly from Symantec. Once the download is successfully received, Symantec's anti-virus application processes the download and implements the new settings.

(b) To verify the update process was completed and the virus definitions file version is up to date, the Disbursing Officer must check the main Symantec Antivirus (or Endpoint Protection) window to confirm that the file date is not more than one day older than the present date or that the "Protection definitions are current" link is displayed.

(c) If the automated update function does not appear to be running, the updates can be applied manually by clicking on the "LiveUpdate" button or link. If the date is older than seven days, contact the Navy Cash Central Support Unit (CSU) at 1-866-662-8922 or [navycashcenter@frb.org](mailto:navycashcenter@frb.org) and request assistance.

f. IT-21 Security Practices. Disbursing should follow IT-21 security practices, e.g., auditing event logs, physical security, etc. in addition to any Navy Cash security requirements (see primarily paragraphs 8.2, General; 8.3, Navy Cash Custodial Responsibilities; and 8.4.32, Access Editor–Access Control for Disbursing Application).

(1) Monthly Vulnerability Scans. The ship's ITs are now responsible for scanning the Navy Cash system as part of their required monthly vulnerability scans and entering the results in VRAM each month. It is important that all Navy Cash system assets are scanned each month to help ensure that a 100 percent integrity scan has been achieved in VRAM.



(a) Retina Vulnerability Scanner. Retina is an enterprise vulnerability scanning tool approved for use by DoD. Ships' ITs use Retina to remotely scan all computer networks and assets on the ship to help track IAVM compliance. Navy Cash is an approved afloat system, and the Retina scanner is approved for use in scanning the Navy Cash system.

(b) Assured Compliance Assessment Solution (ACAS) Scanning Tool. The new ACAS scanning tool is replacing the old Retina scanner. A set of instructions on how to do ACAS scans of the Navy Cash system can be found on Node 1 of the Navy Cash server.

(2) Occasionally, a scan conducted on the ship may reveal a security vulnerability on the Navy Cash system that requires a patch or update. As described above in paragraph e.(1), the Navy Cash Program Office at NAVSUP manages all vulnerabilities and patches with the assistance of NCTS and Engility. Security vulnerability patches and updates are reviewed, tested, and approved in the Navy Cash lab to ensure that any patch or update applied will not damage the operation of the Navy Cash system on the ship. Approved patches and updates are provided remotely and applied automatically. At no time should a patch be applied to an afloat Navy Cash system without the direct assistance of NCTS or Engility.

(3) Any patch or update applied to the Navy Cash system without NCTS or Engility assistance is considered unauthorized and may be subject to investigation. The Navy Cash Program Office understands that Navy organizations inspecting afloat systems may insist that patches be applied immediately, but doing so would represent a departure of the Navy Cash system on the ship from the approved baseline of its ODAA type accreditation.

(4) If the ship's ITs or other personnel have questions regarding this matter or a Disbursing Officer is notified by ship ITs or other personnel that a patch or other software (HBSS, etc.) must be installed on the Navy Cash system, please contact the NAVSUP Navy Cash Program Office Information Assurance Officer (IAO) (phone (757) 443-0348) or the CSU to coordinate the technical details, since any new, untested software install like this may adversely affect Navy Cash operations on the ships if it is configured incorrectly in any way.

g. SAILOR 2.1. The SPAWAR Acquisition Integrated Logistics Online Repository (SAILOR) is an easy-to-use tool designed to deploy logistics, configuration, and technical documentation and provide a single location to obtain systems support information for programs of record, including Navy Cash. Ship's ITs supporting Navy Cash operations can find configuration and troubleshooting documents, ACAS scanning instructions, and other supporting documents for the Navy Cash system on SAILOR 2.1. The link for SAILOR 2.1 is <https://sailor.nmci.navy.mil/sailor/Home.cfm> (use email PKI certificate).

#### **8.4.34 Navy Cash System Administration Password Control**

a. Passwords are an important aspect of security for the Navy Cash system and must be controlled and protected. Any list of passwords and operating system user profiles, whether in a handwritten or printed document, must be stored in a safe at all times. When no longer needed, the list of passwords and user profiles must be properly destroyed.

b. When responding on site to trouble calls that cannot be resolved by phone, e-mail, or other distance support troubleshooting efforts like remote access, Navy Cash technical support personnel may require access to system administration (sys admin) passwords in order to access the system to troubleshoot, identify, and correct any problems. The easiest way for technical support personnel to obtain these passwords is directly from the Navy Cash Manager or Navy Cash Deputy when they report to the ship.

c. Administration Password Change Requirements

(1) Every 60 Days. To comply with Navy Information Assurance (IA) requirements for local administrator accounts, Navy Cash sys admin passwords must be changed every 60 days. A warning banner that a sys admin password change is required in *x* days will be displayed on Navy Cash servers, workstations, and laptops.

(2) As Required. The Navy Cash sys admin passwords must also be changed immediately upon the relief, transfer, separation, or discharge of the Navy Cash Manager or Navy Cash Deputy or whenever Navy Cash or other technical support personnel have been provided access to the passwords during on-site visits or remote-access sessions to troubleshoot, identify, and correct any problems with the Navy Cash system.

d. Automated Password Change Tool. To facilitate changing sys admin passwords, Navy Cash has been equipped with a password rotation tool that shows the due date for the next required password change and provides a single button that can be used to generate and change all sys admin passwords automatically.

e. Protect System Passwords. Any list of passwords and operating system user profiles, whether handwritten or printed Word document, must be stored in a safe at all times. If generated electronically, the electronic file for the list must be deleted immediately and must not be stored electronically on any hard drive or other storage media. When no longer needed, the list of passwords and user profiles must be properly destroyed.

f. Log Out. For security purposes, you are required to logout after every session. Never leave a server or workstation unattended while logged in.

## **8.5 Navy Cash Merchants, Vendors, and Foreign Concessionaires**

A detailed discussion of Navy Cash merchants is included at Appendix P. Merchants are accountable officials authorized to use Navy Cash in an official capacity. As accountable officials, Navy Cash merchants must complete and sign an FS Form 2888 accountable official enrollment form prior to being issued a Navy Cash merchant card (see paragraph 8.5.5 below).

### **8.5.1 Transient Merchants—Vendors and Foreign Concessionaires**

a. Transient merchants are generally used when Navy Cash transactions must be settled on an as-needed basis to pay a vendor or concessionaire without delay for goods or services provided. The transient merchants are usually only needed for a short time and are commonly settled to a different vendor each time they are used. Transient merchants are designed to settle to the Disbursing Office merchant open-loop account on a daily basis and not to a bank or credit union account. The Disbursing Officer then provides an ex-cash-remittance check or cash to the vendor in the amount of the Navy Cash transactions collected by the vendor. Within Navy Cash, the standard transient merchants are: Husbanding Agent, Foreign Concessionaire, College Courses, College Books, and Miscellaneous Events. While the other transient merchants were set up for fairly specific purposes, “Miscellaneous Events” was established to handle fund-raising and other events, like a Navy Wives’ bake sale or a Chief’s Mess special function.

b. The procedures below were written for currency exchange and foreign concessionaires, but they apply to transient merchants in general. Specific differences for individual transient merchants are noted where necessary.

## **8.5.2 Currency Exchange by Vendors in a Foreign Port**

Navy Cash can be used in exchange for foreign currency on board ships during a port visit. When needed, currency exchange is generally arranged through the husbanding agent as part of the Logistics Request (LOGREQ) prior to a port visit.

### **a. Preparation**

(1) Before the sale of currency begins, an exchange rate that will remain in effect throughout the port visit will be agreed upon with the currency exchange vendor. Once established, the exchange rate will not be changed.

(2) The vendor will maintain a currency exchange log and record each transaction. A sample “Currency Exchange Log” is included at paragraph 8.15.24. The vendor may use his or her own log as long as the information recorded includes the basic information in the sample log.

(3) When a ship pulls into a port, the Disbursing Officer will provide the vendor with sufficient copies of the Currency Exchange Log and issue each operator a battery-operated POS device. POSs checked out for these periodic functions should be signed out on a locally generated and maintained custody log. Following the procedures in Chapter 2 of this SOP, each POS will be set to one of the transient merchants (Husbanding Agent is generally used for the currency exchange vendor) and each operator will be assigned a separate operator ID number so the Navy Cash detail reports can be separated by operator. The vendor will use the POS(s) to record transactions and collect value from the cardholders using their Navy Cash cards to exchange for foreign currency. If the POSs are expected to be used remotely for an extended period, the Disbursing Officer should provide the operator with additional batteries.

### **b. Closeout**

(1) Closeout Day Prior to Payment. At the end of each day or, more commonly, at the end of the port visit, the vendor will bring the POS and the currency exchange logs back to the Disbursing Office for closeout and payment.

(a) Generally, the vendor must close out at the end of the business day prior to the day that payment is desired.

(b) Navy Cash transactions collected by transient merchants are settled to the Disbursing Office merchant open-loop account, but the amount is not actually transferred to the account or the new balance reflected until an Indicate End Of Day (IEOD) function and subsequent round trip between the ship and the shore are completed.

(2) Download POS and Copy Logs. The Disbursing Officer or Deputy shall make copies of the logs and then plug the POS into an available “download box” or LAN drop, e.g., in the Disbursing Office or Sales Office. When the POS comes on line with the Navy Cash server, the sales information contained on the POS will be uploaded to the Navy Cash server automatically.

(3) Generate Ship Report. As soon as the sales information on the POS is uploaded to the server on the ship, the Disbursing Officer shall use the Disbursing Application to generate and print a Merchant Sales Summary Report that shows the total amount of Navy Cash transactions collected by the vendor.

### **(4) Reconcile Navy Cash Report and Vendor Logs**

(a) If the Merchant Sales Summary Report generated by the Navy Cash system and the vendor’s currency exchange logs agree, the Disbursing Officer is ready to pay the vendor for the amount of the Navy Cash transactions collected by the vendor. If they do not agree, the

Disbursing Officer must reconcile the differences. To simplify settlement and payment, this reconciliation should be completed before initiating the IEOD function.

(b) The Disbursing Officer shall use the Navy Cash system to generate a Merchant Transactions Report for the period covered by the logs presented by the vendor and using the merchant and operator ID number that was assigned to the POS used by the vendor.

(c) There are two primary out-of-balance conditions that can occur. It is possible, however, to experience combinations of these two basic error conditions, and this must be considered when conducting the investigation.

((1)) Shortage. The total sales amount on the vendor's currency exchange log is greater than the total amount collected on the Merchant Sales Summary Report. Sales are overstated, or collections are understated. This condition occurs when a currency exchange sale was recorded but the currency or electronic cash was not collected, for example, an individual could have removed his or her Navy Cash card before the transactions was completed, or the amount collected was less than the amount of the sale. If cash (currency) is involved, it is possible that a cashier made change incorrectly during the transaction or that money was miscounted, misplaced, lost, or stolen.

((2)) Overage. The total sales amount on the vendor's currency exchange log is less than total amount collected on the Merchant Sales Summary Report. Sales are understated, or collections are overstated. This condition occurs when currency or electronic cash was collected but a sale was never recorded or was recorded at an amount less than the currency or electronic cash collected. If cash (currency) is involved, it is possible that the cashier made change incorrectly or that the money was miscounted.

(d) For either out of balance condition, the Disbursing Officer must compare the Navy Cash Merchant Transactions Report for the currency exchange vendor, which lists every Navy Cash transaction the vendor performed that day, and the vendor's currency exchange log to determine, through a process of elimination, which transactions are missing or were recorded at incorrect amounts. Probable error conditions and corrective actions:

((1)) Condition: The Merchant Transactions Report shows a Navy Cash collection transaction but a corresponding entry in the vendor's currency exchange log does not exist. Corrective Action: Disbursing Officer will first confirm that the collection reported on the Merchant Transactions Report is correct. If correct, the vendor will make a corresponding entry in the currency exchange log. If incorrect, the Disbursing Officer will reverse the Navy Cash collection by issuing a refund to the member in the amount of the original erroneous collection in Navy Cash or currency as appropriate.

((2)) Condition: The Merchant Transactions Report shows a collection transaction but recorded at an amount different than what is recorded in the currency exchange log. Corrective Action: Disbursing Officer will determine the correct amount for the transaction and, if the correct transaction amount is greater than the amount collected, the currency exchange log will be corrected and the Disbursing Officer will contact the member and request payment of the difference in Navy Cash or currency as appropriate. If the correct transaction amount is less than the amount collected, the currency exchange log will be corrected and the Disbursing Officer will refund the difference to the member in Navy Cash or currency as appropriate.

((3)) Condition: The currency exchange log shows a collection transaction occurred on the day of reconciliation but a corresponding transaction was not been recorded in the Merchant Transactions Report. Corrective Action: Disbursing Officer will confirm that the

collection entry in the currency exchange log is correct. If correct, payment was never made, and the Disbursing Officer must contact the cardholder and request payment in Navy Cash or currency as appropriate. If incorrect, the currency exchange vendor will reverse (cancel) the entry in the currency exchange log.

(e) If the investigation reveals that cash (currency) was lost, misplaced, or stolen, it should be handled in accordance with Chapter 6 of DoD FMR Volume 5 and existing procedures (which are outside the scope of Navy Cash).

(f) Once the Merchant Transactions Report and Currency Exchange Log agree, the reconciliation is successful, and the Disbursing Officer is ready to pay the vendor with a check or cash for the amount of the money exchanged using Navy Cash (see paragraphs 8.5.2.c and d below).

(g) The Disbursing Officer shall maintain any Merchant Sales Summary or Merchant Transactions Reports and any reconciliation worksheets associated with currency exchange on file for 12 months.

c. Payment

(1) Once the round trip is completed between ship and shore and the correct balance is reflected in the disbursing merchant open-loop account and the Daily Transaction Detail Report—Merchant Settlement from shore (see paragraph 8.15.8 for a sample report), the Disbursing Officer shall transfer value from the open-loop to the closed-loop account in the amount of the Navy Cash transactions collected by the vendor using the disbursing merchant card at the Kiosk or at the Disbursing Application (see paragraph 8.4.4, Funds Transfer to Chip). On the Merchant Settlement Report, the “Settlement Type” for Navy Cash transactions collected by transient merchants and settled to the disbursing merchant open-loop account will be reported as “DISBO OFF”.

(2) In the Disbursing Office, the Disbursing Officer shall then cash out the open-loop account and either cut an ex-cash remittance check to the vendor or provide the vendor cash for the total amount of their Navy Cash sales receipts.

(3) The Disbursing Officer shall record the payment to the vendor as a closed-loop-to-cash transaction on the Daily Cash Transaction Ledger in accordance with paragraphs 8.4.5 and 8.4.10. The vendor shall print and sign his or her name on the ledger for the amount of value received. If the vendor was issued a check, the Disbursing Officer shall also record the check number on the ledger.

(4) Vendor Issued Check. If the vendor was issued a check, the Disbursing Officer will post the amount of the payment to the DD 2657 as an increase to line 2.1B and line 6.9. In addition, the Disbursing Officer will update the check issue log and all other applicable documentation required by DoD FMR Volume 5 for each ex-cash check issued.

### Vendor Issued Check

DAILY STATEMENT OF ACCOUNTABILITY		1. DSSN 8888	2. DATE 3/ 3/2009	
<b>SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY</b>				
a. LINE	b. DESCRIPTION	c. TODAY	d. MONTH-TO-DATE	
1.0	ACCOUNTABILITY - Beginning of Day	1000.00		
2.1A	I CHECKS ISSUED IN PAYMENT OF VOUCHERS		25.00	
2.1B	N CHECKS ISSUED - ALL OTHERS	1000.00	11000.00	
2.3	C OTHER TRANSACTIONS (Do not report on SF 1219)			
2.34	R DISCREPANCIES IN DO ACCOUNT - CREDITS (Do not use this line)			
2.36	E PAYMENTS BY ANOTHER DO (Do not use this line)			
2.37	S TRANSFERS FROM OTHER DOs			
2.8	S OPAC PAYMENT AND COLLECTIONS			
2.9	S TOTAL ACCOUNTABILITY INCREASES	1000.00	11025.00	
3.0	GROSS ACCOUNTABILITY	1000.00	11025.00	
4.1A	Gross Disbursements		25.00	
4.1B	Less - Refunds			
4.1C	Net Disbursements		25.00	
4.1D	Less - Receipts			
4.1E	Less - Reimbursements			
4.1F	D NET EXPENDITURES		25.00	
4.2A	E DEPOSITS PRESENTED OR MAILED TO THE BANK			
4.2B	R EFT DEBIT VOUCHERS			
4.3	E OTHER TRANSACTIONS (Do not report on SF 1219)			
4.34	A DISCREPANCIES IN DO ACCOUNT - DEBITS (Do not use this line)			
4.36	S PAYMENTS FOR OTHER DOs (Do not use this line)			
4.37	S TRANSFERS TO OTHER DOs			
4.9	S TOTAL ACCOUNTABILITY DECREASES		25.00	
5.0	ACCOUNTABILITY - End of Day	11000.00	11000.00	
<b>SECTION II - DISTRIBUTION OF ACCOUNTABILITY - INCUMBENT DO</b>				
a. LINE	b. DESCRIPTION	c. DAILY INCREASE	d. DAILY DECREASE	e. MONTH-TO-DATE
6.1	DESIGNATED DEPOSITARY (See attached sheet)			
6.2A	U.S. CURRENCY/COINAGE ON HAND			10000.00
6.2B	FOREIGN CURRENCY/COINAGE ON HAND (See attached sheet)			
6.3A	UNDEPOSITED COLLECTIONS - GENERAL			
6.3B	OTHER UNDEPOSITED INSTRUMENTS ON HAND			
6.4	CUSTODY OR CONTINGENCY CASH			
6.5	FUNDS WITH AGENTS			
6.6	ADVANCES TO CONTRACTORS			
6.7	CASH IN TRANSIT			
6.8	PAYROLL CASH			
6.9	OTHER	1000.00		1000.00
7.1	DEFERRED VOUCHERS			
7.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS			
7.2B	ACCOUNTS RECEIVABLE - OTHER			
7.3	LOSS OF FUNDS			
7.4	DISHONORED CHECKS RECEIVABLE			
7.5				
7.6				
7.7				
8.0	TOTAL INCUMBENT DO ACCOUNTABILITY	1000.00		11000.00
<b>SECTION III - DISTRIBUTION OF ACCOUNTABILITY - PREDECESSOR DOs</b>				
a. LINE	b. DESCRIPTION	c. DAILY INCREASE	d. DAILY DECREASE	e. MONTH-TO-DATE
9.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS			
9.2B	ACCOUNTS RECEIVABLE - OTHER			
9.3	LOSS OF FUNDS			
9.4	OTHER			
10.0	TOTAL PREDECESSOR DOs ACCOUNTABILITY			0.00
<b>SECTION IV - DISTRIBUTION OF ACCOUNTABILITY - COMBINED</b>				
a. LINE	b. DESCRIPTION	c. DAILY INCREASE	d. DAILY DECREASE	e. MONTH-TO-DATE
11.0	TOTAL DSSN ACCOUNTABILITY	1000.00		11000.00
3. DISBURSING OFFICER NAME, RANK OR GRADE, TITLE LTJG JACK RIPPER, USS NFRS		4. DISBURSING OFFICER OR DEPUTY		5. DATE

**Vendor Issued Check**  
Post amount of payment to 2657 as an increase to line 2.1B and an increase to line 6.9

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(5) Vendor Issued Cash. If the vendor was issued cash, the Disbursing Officer will post the amount of the payment to the 2657 as a decrease to line 6.2A and an increase to line 6.9.

### Vendor Issued Cash

DAILY STATEMENT OF ACCOUNTABILITY		1. DSSN 8888	2. DATE 3/ 3/2009	
<b>SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY</b>				
a. LINE	b. DESCRIPTION	c. TODAY	d. MONTH-TO-DATE	
1.0	ACCOUNTABILITY - Beginning of Day	10000.00		
2.1A	CHECKS ISSUED IN PAYMENT OF VOUCHERS		25.00	
2.1B	CHECKS ISSUED - ALL OTHERS		10000.00	
2.3	OTHER TRANSACTIONS (Do not report on SF 1219)			
2.34	DISCREPANCIES IN DO ACCOUNT - CREDITS (Do not use this line)			
2.36	PAYMENTS BY ANOTHER DO (Do not use this line)			
2.37	TRANSFERS FROM OTHER DOs			
2.8	DFAC PAYMENT AND COLLECTIONS			
2.9	TOTAL ACCOUNTABILITY INCREASES		10025.00	
3.0	GROSS ACCOUNTABILITY	10000.00	10025.00	
4.1A	Gross Disbursements		25.00	
4.1B	Less - Refunds			
4.1C	Net Disbursements		25.00	
4.1D	Less - Receipts			
4.1E	Less - Reimbursements			
4.1F	NET EXPENDITURES		25.00	
4.2A	DEPOSITS PRESENTED OR MAILED TO THE BANK			
4.2B	EFT DEBIT VOUCHERS			
4.3	OTHER TRANSACTIONS (Do not report on SF 1219)			
4.34	DISCREPANCIES IN DO ACCOUNT - DEBITS (Do not use this line)			
4.36	PAYMENTS FOR OTHER DOs (Do not use this line)			
4.37	TRANSFERS TO OTHER DOs			
4.9	TOTAL ACCOUNTABILITY DECREASES		25.00	
5.0	ACCOUNTABILITY - End of Day	10000.00	10000.00	
<b>SECTION II - DISTRIBUTION OF ACCOUNTABILITY - INCUMBENT DO</b>				
a. LINE	b. DESCRIPTION	c. DAILY INCREASE	d. DAILY DECREASE	e. MONTH-TO-DATE
6.1	DESIGNATED DEPOSITARY (See attached sheet)			
6.2A	U.S. CURRENCY/COINAGE ON HAND		1000.00	9000.00
6.2B	FOREIGN CURRENCY/COINAGE ON HAND (See attached sheet)			
6.3A	UNDEPOSITED COLLECTIONS - GENERAL			
6.3B	OTHER UNDEPOSITED INSTRUMENTS ON HAND			
6.4	CUSTODY OR CONTINGENCY CASH			
6.5	FUNDS WITH AGENTS			
6.6	ADVANCES TO CONTRACTORS			
6.7	CASH IN TRANSIT			
6.8	PAYROLL CASH			
6.9	OTHER	1000.00		1000.00
7.1	DEFERRED VOUCHERS			
7.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS			
7.2B	ACCOUNTS RECEIVABLE - OTHER			
7.3	LOSS OF FUNDS			
7.4	DISHONORED CHECKS RECEIVABLE			
7.5				
7.6				
7.7				
8.0	TOTAL INCUMBENT DO ACCOUNTABILITY	1000.00	1000.00	10000.00
<b>SECTION III - DISTRIBUTION OF ACCOUNTABILITY - PREDECESSOR DOs</b>				
a. LINE	b. DESCRIPTION	c. DAILY INCREASE	d. DAILY DECREASE	e. MONTH-TO-DATE
9.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS			
9.2B	ACCOUNTS RECEIVABLE - OTHER			
9.3	LOSS OF FUNDS			
9.4	OTHER			
10.0	TOTAL PREDECESSOR DOs ACCOUNTABILITY			0.00
<b>SECTION IV - DISTRIBUTION OF ACCOUNTABILITY - COMBINED</b>				
a. LINE	b. DESCRIPTION	c. DAILY INCREASE	d. DAILY DECREASE	e. MONTH-TO-DATE
11.0	TOTAL DSSN ACCOUNTABILITY	1000.00	1000.00	10000.00
3. DISBURSING OFFICER NAME, RANK OR GRADE, TITLE LTJG JACK RIPPER, USS NFRS		4. DISBURSING OFFICER OR DEPUTY		5. DATE

**Vendor Issued Cash**  
Post amount of payment to 2657 as a decrease to line 6.2A and an increase to line 6.9

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d. Contingency Alternative — Closeout and Payment

(1) On an exception basis, in the event that paying the vendor cannot wait until an IEOD and round trip between ship and shore have been completed, the Disbursing Officer can provide the vendor an ex-cash check or cash based on the logs provided by the vendor and the Merchant Sales Summary Report. If the logs and Navy Cash report do not agree, the Disbursing Officer must reconcile the differences following the procedures above before initiating payment.

(2) The Disbursing Officer shall create a Journal Voucher, OF 1017-G, to record the amount of the ex-cash remittance check or the cash issued to the vendor.

(a) On the journal voucher, annotate the transaction as “Closed-Loop-to-Cash”, have the vendor print and sign his or her name for the amount of the check or cash received, and, if the vendor was issued a check, record the check number.

(b) Retain the journal voucher and Merchant Sales Summary Report to substantiate the value of Navy Cash transactions collected by the vendor and the amount of the check or cash issued to the vendor.

(3) Vendor Issued Check. If the vendor was issued a check, the Disbursing Officer will post the amount of the payment to the DD 2657 as an increase to line 2.1B and line 6.2A.

(a) The Disbursing Officer must update the check issue log and all other applicable documentation required by DoD FMR Volume 5 for each ex-cash check issued.

(b) Cash on hand (6.2A) should equal physical cash plus the value of the Navy Cash transactions collected by the vendor as reflected on the journal voucher, Merchant Sales Summary Report, and amount of the ex-cash check issued to the vendor.

(c) Once the IEOD and round trip are completed and the correct balance is reflected in the Merchant Settlement Report and Disbursing Office merchant open-loop account (either later that day or first thing the next day), the Disbursing Officer shall transfer the value from the open-loop to the closed-loop account using the Disbursing Office merchant card at the Kiosk or at the Disbursing Application (see paragraph 8.4.4, Funds Transfer to Chip).

(d) The Disbursing Officer shall then cash out the closed-loop account, annotate the closed-loop-to-cash transaction as a payment to the vendor on the Daily Cash Transaction Ledger, and keep the cash in the Navy Cash safe/box.

(e) The Disbursing Officer shall post the amount of the payment to the DD 2657 as a decrease to line 6.2A and an increase to line 6.9.

## Contingency Alternative – Vendor Issued Check

DAILY STATEMENT OF ACCOUNTABILITY		1. DSSN 8888	2. DATE 3/ 6/2009	
<b>SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY</b>				
a. LINE	b. DESCRIPTION	c. TODAY	d. MONTH-TO-DATE	
1.0	ACCOUNTABILITY - Beginning of Day	13200.00		
2.1A	I CHECKS ISSUED IN PAYMENT OF VOUCHERS		25.00	
2.1B	N CHECKS ISSUED - ALL OTHERS	1000.00	14000.00	
2.3	C OTHER TRANSACTIONS (Do not report on SF 1219)			
2.3A	R DISCREPANCIES IN DO ACCOUNT - CREDITS (Do not use this line)			
2.3B	A PAYMENTS BY ANOTHER DO (Do not use this line)			
2.3C	S TRANSFERS FROM OTHER DOs			
2.8	E OPAC PAYMENT AND COLLECTIONS			
2.9	TOTAL ACCOUNTABILITY INCREASES	1000.00	14025.00	
3.0	GROSS ACCOUNTABILITY	14000.00	14025.00	
4.1A	Gross Disbursements		25.00	
4.1B	Less - Refunds			
4.1C	Net Disbursements		25.00	
4.1D	Less - Receipts			
4.1E	Less - Reimbursements			
4.1F	D NET EXPENDITURES		25.00	
4.2A	E DEPOSITS PRESENTED OR MAILED TO THE BANK			
4.2B	C EFT DEBIT VOUCHERS			
4.3	R OTHER TRANSACTIONS (Do not report on SF 1219)			
4.3A	E DISCREPANCIES IN DO ACCOUNT - DEBITS (Do not use this line)			
4.3B	A PAYMENTS FOR OTHER DOs (Do not use this line)			
4.3C	S TRANSFERS TO OTHER DOs			
4.9	TOTAL ACCOUNTABILITY DECREASES		25.00	
5.0	ACCOUNTABILITY - End of Day	14000.00	14000.00	
<b>SECTION II - DISTRIBUTION OF ACCOUNTABILITY - INCUMBENT DO</b>				
a. LINE	b. DESCRIPTION	c. DAILY INCREASE	d. DAILY DECREASE	e. MONTH-TO-DATE
6.1	DESIGNATED DEPOSITARY (See attached sheet)			
6.2A	U.S. CURRENCY/COINAGE ON HAND	1000.00		10000.00
6.2B	FOREIGN CURRENCY/COINAGE ON HAND (See attached sheet)			
6.3A	UNDEPOSITED COLLECTIONS - GENERAL			
6.3B	OTHER UNDEPOSITED INSTRUMENTS ON HAND			
6.4	CUSTODY OR CONTINGENCY CASH			
6.5	FUNDS WITH AGENTS			
6.6	ADVANCES TO CONTRACTORS			
6.7	CASH IN TRANSIT			
6.8	PAYROLL CASH			
6.9	OTHER			4000.00
7.1	DEFERRED VOUCHERS			
7.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS			
7.2B	ACCOUNTS RECEIVABLE - OTHER			
7.3	LOSS OF FUNDS			
7.4	DISHONORED CHECKS RECEIVABLE			
7.5				
7.6				
7.7				
8.0	TOTAL INCUMBENT DO ACCOUNTABILITY	1000.00		14000.00
<b>SECTION III - DISTRIBUTION OF ACCOUNTABILITY - PREDECESSOR DOs</b>				
a. LINE	b. DESCRIPTION	c. DAILY INCREASE	d. DAILY DECREASE	e. MONTH-TO-DATE
9.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS			
9.2B	ACCOUNTS RECEIVABLE - OTHER			
9.3	LOSS OF FUNDS			
9.4	OTHER			
10.0	TOTAL PREDECESSOR DOs ACCOUNTABILITY			0.00
<b>SECTION IV - DISTRIBUTION OF ACCOUNTABILITY - COMBINED</b>				
a. LINE	b. DESCRIPTION	c. DAILY INCREASE	d. DAILY DECREASE	e. MONTH-TO-DATE
11.0	TOTAL DSSN ACCOUNTABILITY	1000.00		14000.00
3. DISBURSING OFFICER NAME, RANK OR GRADE, TITLE LTJG JACK RIPPER, USS NFRS		4. DISBURSING OFFICER OR DEPUTY		5. DATE

**Vendor Issued Check**  
 Post amount of payment to 2657 as  
 an increase to line 2.1B and  
 an increase to line 6.2A

DD FORM 2657

# Contingency Alternative—Vendor Issued Check—IEOD and Round Trip Completed

DAILY STATEMENT OF ACCOUNTABILITY		1. DSSN 8888	2. DATE 3/ 7/2009	
<b>SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY</b>				
a. LINE	b. DESCRIPTION	c. TODAY	d. MONTH-TO-DATE	
1.0	ACCOUNTABILITY - Beginning of Day	14000.00		
2.1A	CHECKS ISSUED IN PAYMENT OF VOUCHERS		25.00	
2.1B	CHECKS ISSUED - ALL OTHERS		14000.00	
2.3	OTHER TRANSACTIONS (Do not report on SF 1219)			
2.34	DISCREPANCIES IN DO ACCOUNT - CREDITS (Do not use this line)			
2.36	PAYMENTS BY ANOTHER DO (Do not use this line)			
2.37	TRANSFERS FROM OTHER DOs			
2.8	OPAC PAYMENT AND COLLECTIONS			
2.9	TOTAL ACCOUNTABILITY INCREASES		14025.00	
3.0	GROSS ACCOUNTABILITY	14000.00	14025.00	
4.1A	Gross Disbursements		25.00	
4.1B	Less - Refunds			
4.1C	Net Disbursements		25.00	
4.1D	Less - Receipts			
4.1E	Less - Reimbursements			
4.1F	NET EXPENDITURES		25.00	
4.2A	DEPOSITS PRESENTED OR MAILED TO THE BANK			
4.2B	EFT DEBIT VOUCHERS			
4.3	OTHER TRANSACTIONS (Do not report on SF 1219)			
4.34	DISCREPANCIES IN DO ACCOUNT - DEBITS (Do not use this line)			
4.36	PAYMENTS FOR OTHER DOs (Do not use this line)			
4.37	TRANSFERS TO OTHER DOs			
4.9	TOTAL ACCOUNTABILITY DECREASES		25.00	
5.0	ACCOUNTABILITY - End of Day	14000.00	14000.00	
<b>SECTION II - DISTRIBUTION OF ACCOUNTABILITY - INCUMBENT DO</b>				
a. LINE	b. DESCRIPTION	c. DAILY INCREASE	d. DAILY DECREASE	e. MONTH-TO-DATE
6.1	DESIGNATED DEPOSITARY (See attached sheet)			
6.2A	U.S. CURRENCY/COINAGE ON HAND		1000.00	9000.00
6.2B	FOREIGN CURRENCY/COINAGE ON HAND (See attached sheet)			
6.3A	UNDEPOSITED COLLECTIONS - GENERAL			
6.3B	OTHER UNDEPOSITED INSTRUMENTS ON HAND			
6.4	CUSTODY OR CONTINGENCY CASH			
6.5	FUNDS WITH AGENTS			
6.6	ADVANCES TO CONTRACTORS			
6.7	CASH IN TRANSIT			
6.8	PAYROLL CASH			
6.9	OTHER	1000.00		5000.00
7.1	DEFERRED VOUCHERS			
7.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS			
7.2B	ACCOUNTS RECEIVABLE - OTHER			
7.3	LOSS OF FUNDS			
7.4	DISHONORED CHECKS RECEIVABLE			
7.5				
7.6				
7.7				
8.0	TOTAL INCUMBENT DO ACCOUNTABILITY	1000.00	1000.00	14000.00
<b>SECTION III - DISTRIBUTION OF ACCOUNTABILITY - PREDECESSOR DOs</b>				
a. LINE	b. DESCRIPTION	c. DAILY INCREASE	d. DAILY DECREASE	e. MONTH-TO-DATE
9.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS			
9.2B	ACCOUNTS RECEIVABLE - OTHER			
9.3	LOSS OF FUNDS			
9.4	OTHER			
10.0	TOTAL PREDECESSOR DOs ACCOUNTABILITY			0.00
<b>SECTION IV - DISTRIBUTION OF ACCOUNTABILITY - COMBINED</b>				
a. LINE	b. DESCRIPTION	c. DAILY INCREASE	d. DAILY DECREASE	e. MONTH-TO-DATE
11.0	TOTAL DSSN ACCOUNTABILITY	1000.00	1000.00	14000.00
3. DISBURSING OFFICER NAME, RANK OR GRADE, TITLE LTJG JACK RIPPER, USS NFRS		4. DISBURSING OFFICER OR DEPUTY		5. DATE

**Vendor Issued Check  
IEOD and Round Trip Completed**  
Post amount of payment to 2657 as  
a decrease to line 6.2A and  
an increase to line 6.9

DD FORM 2657

(4) Vendor Issued Cash. If the vendor was issued cash, the Disbursing Officer will post the amount of the payment to the 2657 as a decrease to line 6.2A and an increase to line 6.9.

(a) Navy Cash cash (6.9) should equal physical cash plus the value of the Navy Cash transactions collected by the vendor as reflected on the journal voucher, the Merchant Sales Summary Report, and the amount of the cash issued to the vendor.

(b) Once the IEOD and round trip are completed and the correct balance is reflected in the Merchant Settlement Report and Disbursing Office merchant open-loop account (either later that day or first thing the next day), the Disbursing Officer shall transfer the value from the open-loop to the closed-loop account using the Disbursing Office merchant card at the Kiosk or at the Disbursing Application (see paragraph 8.4.4, Funds Transfer to Chip).

(c) The Disbursing Officer shall then cash out the closed-loop account, annotate the closed-loop-to-cash transaction as a payment to the vendor on the Daily Cash Transaction Ledger, and keep the cash in the Navy Cash safe/box.

(d) No additional entries are required on the DD 2657.

### **8.5.3 Concessionaire Sales by Vendors in a Foreign Port**

a. In some foreign ports, the Navy Exchange (NEX) Europe District and the NEX Yokosuka, Japan, contract with certain vendors to sell merchandise on board ships. The Navy Cash system can be used to accommodate these sales.

b. As a part of the contract agreement, the foreign concessionaires pay a commission to the ship and NEX based on a percentage of the total retail value of gross sales as outlined in each concessionaire's contract. The concessionaire will pay 50 percent of the commission to the ship's Sales Officer prior to the vendor leaving the ship. The concessionaire will pay the remaining 50 percent of the commission to the NEX District Office from which the contract was let.

c. Preparation. When the ship pulls into port, the Sales Officer will check out the appropriate number of battery-operated POS devices from the Disbursing Office to issue to each vendor. If the POSs are expected to be used remotely for an extended period, the Sales Officer should provide each vendor with additional batteries. *Following the procedures in Chapter 2 of this SOP, each POS will be set to the "Foreign Concessionaire" transient merchant and each operator will be assigned a separate operator ID so the Navy Cash detail reports can be separated by operator.* The vendor will be responsible for the POS device and use it to record transactions and collect value from the cardholders using their Navy Cash cards. POSs checked out for these periodic functions should be signed out on a locally generated and maintained custody log.

#### **d. Closeout**

(1) Closeout Day Prior to Payment. At the end of each day or, more commonly, at the end of the port visit, each vendor will report to the Sales Officer and present the POS and all appropriate paperwork for closeout and payment.

(a) Generally, the vendor must close out at the end of the business day prior to the day that payment is desired.

(b) Navy Cash transactions collected by transient merchants are settled to the Disbursing Office merchant open-loop account, but the amount is not actually transferred to the account or the new balance reflected until an Indicate End Of Day (IEOD) function and subsequent round trip between the ship and the shore are completed.

(1) Download POS and Copy Logs. The Sales Officer shall make copies of the Concessionaire Number Control Logs and the totals of the SS-141 forms and then plug the POS into one of the available Navy Cash “download boxes” or LAN drops, for example, in the Disbursing Office or Sales Office. When the POS comes on line with the Navy Cash server, the sales information contained on the POS will be uploaded to the Navy Cash server automatically.

(2) Generate Ship Report. As soon as the sales information on the POS is uploaded to the server on the ship, the Sales Officer or Disbursing Officer shall use the Disbursing Application to generate and print a Merchant Transactions Report sorted by Operator ID that shows the total amount of Navy Cash transactions collected by each operator.

(3) Reconcile Navy Cash Report and Vendor Logs

(a) If the Merchant Transactions Report generated by the Navy Cash system and the vendor’s Concessionaire Number Control Logs and the totals of the SS-141 forms agree, the Sales Officer is ready to ask the Disbursing Officer to pay the vendor for the amount of the Navy Cash transactions collected by the vendor. If they do not agree, the Sales Officer must reconcile the differences. To simplify settlement and payment, this reconciliation should be completed before the Disbursing Officer initiates the IEOD function.

(b) The Sales Officer shall use the Merchant Transactions Report for the time period covered by the logs presented by the vendor and, using the merchant and operator ID numbers that were assigned to the POSs used by the vendor, reconcile the differences following the procedures outlined above (see paragraph 8.5.2.b (4)) before initiating payment.

(c) If the investigation reveals that cash was lost, misplaced, or stolen, it should be handled in accordance with Chapter 6 of DoD FMR Volume 5 and existing procedures (which are outside the scope of Navy Cash).

(d) Once the Merchant Transactions Report and the vendor’s Concessionaire Number Control Logs and the totals of the SS-141 forms agree, the reconciliation is successful, and the Sales Officer is ready to ask the Disbursing Officer to pay the vendor with a check or cash for the amount of the Navy Cash transactions collected by the vendor (see paragraphs 8.5.3.e and f below).

(e) The Sales Officer shall maintain any Merchant Sales Summary or Merchant Transactions Reports and any reconciliation worksheets associated with foreign concessionaire sales on file for 12 months.

e. Payment

(1) Once a round trip is completed between ship and shore and the correct balance is reflected in the Disbursing Office merchant open-loop account and the Daily Transaction Detail Report—Merchant Settlement (see paragraph 8.15.8 for a sample report), the Disbursing Officer shall transfer value from the open- to the closed-loop account in the amount of the Navy Cash transactions collected by the vendor using the disbursing merchant card at the Kiosk or at the Disbursing Application (see paragraph 8.4.4, Funds Transfer to Chip). On the Merchant Settlement Report, the “Settlement Type” for Navy Cash transactions collected by transient merchants and settled to the Disbursing Office merchant open-loop account will be reported as “DISBO OFF”.

(2) In the Disbursing Office, the Disbursing Officer shall then cash out the closed loop and either cut an ex-cash remittance check to the vendor or provide the vendor cash for the total amount of their Navy Cash sales receipts.

(3) The Disbursing Officer shall record the payment to the vendor as a closed-loop-to-cash transaction on the Daily Cash Transaction Ledger in accordance with paragraphs 8.4.5 and 8.4.10. The vendor shall print and sign his or her name on the ledger for the amount of value received. If the vendor was issued a check, the Disbursing Officer shall also record the check number on the ledger.

(4) Vendor Issued Check. If the vendor was issued a check, the Disbursing Officer will post the amount of the payment to the DD 2657 as an increase to line 2.1B and line 6.9. In addition, the Disbursing Officer will update the check issue log and all other applicable documentation required by DoD FMR Volume 5 for each ex-cash check issued.

(5) Vendor Issued Cash. If the vendor was issued cash, the Disbursing Officer will post the amount of the payment to the 2657 as a decrease to line 6.2A and an increase to line 6.9.

f. Contingency Alternative — Closeout and Payment

(1) On an exception basis, in the event that paying the vendor cannot wait until an IEOD and round trip between ship and shore have been completed, the Disbursing Officer can provide the vendor an ex-cash check or cash based on the Merchant Transactions Report generated by the Navy Cash system, the vendor's Concessionaire Number Control Logs, and the totals of the SS-141 forms, all of which would be provided by the Sales Officer. If the logs and Navy Cash report do not agree, the Sales Officer must reconcile the differences before requesting the Disbursing Officer to initiate payment.

(2) The Disbursing Officer shall create a Journal Voucher, OF 1017-G, to record the amount of the ex-cash remittance check or cash amount issued to the vendor.

(a) On the journal voucher, annotate the transaction as "Closed-Loop-to-Cash", have the vendor print and sign his or her name for the amount of the cash or check received, and, if the vendor was issued a check, record the check number.

(b) Retain the journal voucher, the Merchant Transactions Report generated by the Navy Cash system, the vendor's Concessionaire Number Control Logs, and the totals of the SS-141 forms to substantiate the value of Navy Cash transactions collected by the vendor.

(3) Vendor Issued Check. If the vendor was issued a check, the Disbursing Officer will post the amount of the payment to the DD 2657 as an increase to line 2.1B and line 6.2A.

(a) The Disbursing Officer must update the check issue log and all other applicable documentation required by DoD FMR Volume 5 for each ex-cash check issued.

(b) Cash on hand (6.2A) should equal physical cash plus the value of the Navy Cash transactions collected by the vendor as reflected on the journal voucher, Merchant Transactions Report generated by the Navy Cash system, vendor's Concessionaire Number Control Logs, totals of the SS-141 forms, and amount of the ex-cash check issued to the vendor.

(c) Once the IEOD and round trip are completed and the correct balance is reflected in the Merchant Settlement Report and Disbursing Office merchant open-loop account (either later that day or first thing the next day), the Disbursing Officer shall transfer the value from the open- to the closed-loop account using the Disbursing Office merchant card at the Kiosk or at the Disbursing Application (see paragraph 8.4.4, Funds Transfer to Chip).

(d) The Disbursing Officer shall then cash out the closed loop, annotate the closed-loop-to-cash transaction as a payment to the vendor on the Daily Cash Transaction Ledger, and keep the cash in the Navy Cash safe/box.

(e) The Disbursing Officer shall post the amount of the payment to the 2657 as a decrease to line 6.2A and an increase to line 6.9.

(4) Vendor Issued Cash. If the vendor was issued cash, the Disbursing Officer will post the amount of the payment to the 2657 as a decrease to line 6.2A and an increase to line 6.9.

(a) Navy Cash cash (6.9) should equal physical cash plus the value of the Navy Cash transactions collected by the vendor as reflected on the journal voucher, Merchant Transactions Report generated by the Navy Cash system, vendor's Concessionaire Number Control Logs, totals of the SS-141 forms, and amount of the cash issued to the vendor.

(b) Once the IEOD and round trip are completed and the correct balance is reflected in the Merchant Settlement Report and Disbursing Office merchant open-loop account (either later that day or first thing the next day), the Disbursing Officer shall transfer the value from the open- to the closed-loop account using the Disbursing Office merchant card at the Kiosk or at the Disbursing Application (see paragraph 8.4.4, Funds Transfer to Chip).

(c) The Disbursing Officer shall then cash out the closed loop, annotate the closed-loop-to-cash transaction as a payment to the vendor on the Daily Cash Transaction Ledger, and keep the cash in the Navy Cash safe/box.

(d) No additional entries are required on the DD 2657.

g. The Sales Officer will record the amount of the commissions received by the ship from the foreign concessionaire vendors as a contribution to Ship's Store Profit Navy (SSPN) in the ROM II system following the procedures outlined in the ROM II User's Guide.

#### **8.5.4 Activating Merchants In Navy Cash**

Navy Cash merchants are accountable officials who are authorized to use Navy Cash in an official capacity. As accountable officials, Navy Cash merchants must complete and sign an FS Form 2888 accountable official enrollment form prior to being issued a Navy Cash merchant card (see paragraph 8.5.5 below).

a. Activate a Private Merchant. To activate a merchant who settles to a bank or credit union checking account ashore or to a Navy Cash merchant card open-loop account on the ship, the Disbursing Officer must contact the CSU. In the request to activate the merchant, the Disbursing Officer must include the information needed to enroll the new merchant (see paragraph 8.4.17). If the merchant elects to settle to a bank or credit union account, the request should include the routing number and account number for the settlement account. The request should also indicate whether the merchant wants to settle on a daily or weekly basis to the checking account specified or to the open-loop account. By default, private merchants are initially set up to settle on a daily basis. These options can be changed at any time by sending a request to the CSU. If the merchant elects to establish a Navy Cash merchant account without a corresponding checking account, funds will be transferred only to the open-loop account. Once the merchant is enrolled ashore, the new account information will be updated on the ship when the next round trip is completed between ship and shore. At the same time, the ship's current merchant list will be updated with the new standard merchant, if necessary. The merchant's Navy Cash merchant card will be forwarded to the ship automatically. For merchants who elect to settle on a weekly basis, deposits are initiated on the following schedule: 8th, 15th, 22nd, and 28th of each month. The deposit on the 8th of the month will include any transactions that posted on the 29th, 30th, and 31st of the previous month.



b. Activate a Generic Private, Staff, Air Wing, or Squadron Merchant. Recognizing the named private merchants established within Navy Cash will not cover every situation, a set of generic private, staff, air wing, and squadron merchants has also been established. Generic merchants can be used to activate a merchant not specifically named in the Navy Cash merchant listing. Individual ships are responsible for managing the cross references between the standard generic merchant names and the actual merchants assigned.

(1) Settle Only to Open-Loop Account. Generic private, staff, air wing, and squadron merchants are set up to settle on a daily basis and to settle only to the merchant's open-loop account. If a ship wants to link a bank or credit union account to a generic merchant, they can do so by updating the account through either the Disbursing Application (see paragraph 8.4.18, Account Information Update) or the ACH Funding tab on the Cardholders screen on the Navy Cash Disbursing Website (see paragraph 8.14 and Appendix E), or by sending a request to the CSU by phone or email (see paragraph 8.14.2). However, the merchant will continue to settle to the open-loop account.

(2) Option to Settle Daily or Weekly. If the ship wants to change the daily or weekly settlement schedule for any merchant, they must send the request to the CSU.

(3) Managing Generic Merchant Cards and Accounts for Reuse

(a) Turn In Cards. When the need for a generic merchant is over, the account will no longer be used. A generic merchant can be reused when a new requirement emerges by contacting the CSU and providing the new account information. The PINs for the merchant cards must be changed by the new “merchants” when the cards are reissued.

(b) Zero Out Closed and Open Loop. Before the cards are turned back in, all the funds remaining on a generic merchant card must be removed, and the balance for both the open- and closed-loop accounts must be zero. The Accountable Official can push the funds from the closed and open loop back to the linked bank/credit union account (if an account has been linked) using the Kiosk. Alternatively, the Accountable Official can move the funds from the open- to the closed-loop account using the Kiosk, and cash out the closed loop at Disbursing.

(c) Change Linked Account Number to All “9’s”. When a card is turned back in, the Disbursing Officer must change the linked bank/credit union account number for each merchant to all “9’s” by entering the “9” digit 17 times in the “Bank Account Number” field using either the Disbursing Application (see paragraph 8.4.18, Account Information Update) or the ACH Funding tab on the Cardholders screen on the Navy Cash Disbursing Website (see paragraph 8.14 and Appendix E) or by sending a request to the CSU by phone or email (see paragraph 8.14.2). This helps ensure funds are not inadvertently transferred to an account that was “owned” by the previous Accountable Official who was assigned to that merchant. If funds are transferred in error before the new Accountable Official requests a change in the linked account number, the transfer request will be returned due to an invalid account number, and the funds will not be transferred to the incorrect account.

(d) Linked Account Changed When Merchant Card Reused. When a generic merchant card is reissued, if a new Accountable Official wants to link a bank/credit union account, the Disbursing Officer must update the linked account information immediately using either the Disbursing Application or Disbursing Website or by sending a request to the CSU. *Remember, Navy Cash sales receipts will only be settled to the open-loop account. Also, the PIN for the newly assigned merchant card must be changed by the new Accountable Official when the card is issued.*

c. Confirm Linked Account. The Disbursing Officer must ensure newly assigned private and generic private, staff, air wing, or squadron merchants use the Account Information screen on the Navy Cash Cardholder Website ([www.navycash.com](http://www.navycash.com)) to confirm that the “Linked Bank Account” information associated with their Navy Cash merchant card has been updated to reflect the correct bank or credit union account prior to requesting any transfers at the Navy Cash Kiosk to or from their open- or closed-loop account and bank or credit union account.

d. Activate an LOA Merchant. To activate a merchant who settles to a Line Of Accounting (LOA), for example, a second ship’s store when only one ship’s store was set up during implementation, the Disbursing Officer must contact the CSU to indicate which merchant to enroll. Once the merchant is enrolled, the new account information will be updated on the ship when the next end-of-day round trip is completed between ship and shore. At the same time, the ship’s current merchant list will be updated with the new merchant, if necessary. The merchant’s Navy Cash merchant card will be forwarded to the ship automatically. To add a new vending machine to an existing merchant, the Disbursing Officer simply goes to the “Vending and Ship’s Store” link in the Disbursing Application (see paragraph 8.4.25.a). No transactions can occur at the new vending machine until the CAD terminal ID number is associated with the machine in the Disbursing Application.

e. New Equipment. It is the responsibility of the ship to install any new equipment and pull the cabling from the nearest Navy Cash router to the new equipment. The Navy Cash depot and field support contractor can advise the ship on the nearest available router. Any costs associated with this effort, including travel, will be borne by the ship. The ship can contract directly with the Navy Cash depot and field support contractor to pull cable, hook up the equipment, or come on board after the installation is complete to set up the new equipment in the Navy Cash system configuration.

#### **8.5.5 Navy Cash Accountable Official Cards, Enrollment Forms, Card Limits**

a. Accountable Official Cards. Navy Cash merchant cards must only be issued to accountable officials who are authorized to use Navy Cash in an official capacity. Navy Cash accountable official cards are not for personal use. The personal funds of merchant cardholders must not be loaded onto the cards. The funds loaded onto the cards must be limited to money held by the merchant cardholders in their official capacity as accountable officials. Each merchant cardholder is responsible and accountable for all funds loaded onto her/his accountable official card and may be held pecuniarily liable for the loss or misuse of such funds. All transactions involving funds on Navy Cash accountable official cards shall be reported in appropriate accountability statements in accordance with applicable regulations, policies, and procedures.

b. Accountable Official Enrollment Form. As accountable officials, Navy Cash merchants must complete and sign an FS Form 2888, Application Form for U.S. Department of the Treasury Accountable Official Stored Value Card (SVC), prior to being issued a Navy Cash merchant card. A copy of FS Form 2888 is included at Appendix F, Navy Cash Enrollment Forms. The form is also available on the Treasury Fiscal Service Navy Cash website ([navycash.gov](http://navycash.gov)).

(1) On CVNs, LHAs, and LHDs, because of the higher card limits associated with their Navy Cash merchant cards, the accountable official enrollment form for the Disbursing Officer, MWR Officer, and Wardroom Mess Treasurer must also be signed by the ship's

Commanding Officer (CO). A copy of the CO's appointment letter to the accountable official signed by the CO may be attached to the FS Form 2888 in lieu of the CO's signature on the form.

(2) Transfer of Responsibility Upon Relief. At turnover, the relieving accountable official must complete and sign a new FS Form 2888. The relieved and relieving accountable officials must confirm that the account balance (both closed and open loop) on the Navy Cash merchant card is zero or be able to account fully for any funds remaining in the closed- and open-loop accounts. The Personal Identification Number (PIN) for the merchant card must be changed by the relieving accountable official at turnover.

(3) Forward Signed Accountable Official Enrollment Forms to Treasury Agent. The Disbursing Officer must send the original hardcopy accountable official enrollment forms, signed by the accountable officials, to the Treasury Agent, where they will be digitally scanned and stored electronically in the document storage system ashore. All enrollment forms will be retained ashore for seven years past the termination of the Agency Agreement with the Treasury Agent for Navy Cash. The electronic image shall be considered the legal equivalent of the original.

(a) Accountable official enrollment forms (2888s) shall be forwarded to the Treasury Agent at least once every 30 days. Enrollment forms for accountable officials (2888s) and individual cardholders (2887s) and rules of behavior forms must be sent in separate packages. Accountable official enrollment forms contain sensitive personal information and must be sent via traceable means, e.g., FedEx, UPS, registered mail. Do not send enrollment forms via fax, digital sender, or email.

(b) Double-pack all enrollment forms, with the Treasury Agent address below on each envelope/package, to protect against possible damage during shipping and handling.

FRB-TCC  
Attention: Forms  
3913 Riga Blvd  
Tampa, FL 33619  
(866) 662-8922

(c) Send Email Notification to Treasury Agent. Send an email notification to the Treasury Agent Scanning Operations Center at [navycashcenter@frb.org](mailto:navycashcenter@frb.org) for each package of enrollment forms sent. This email notification enables the Treasury Agent to verify that every package sent and all the enrollment forms have been received. Include the following information in the email: date package was sent, number of FS 2888 enrollment forms in package, carrier name (e.g., FedEx, UPS, registered mail, etc.), tracking information, and the ship's name and Point Of Contact (POC) on the ship (phone number and email address). A sample memorandum is included at paragraph 8.15.27. To report all of the required information, fill out the memorandum, and send it as an attachment to the email notification. Include a copy of the memorandum in the package with the enrollment forms. Finally, retain a copy of each email and memorandum sent on file for inspection.

(4) Retain Copy of Signed Accountable Official Enrollment Forms on Board. Copies of signed hardcopy accountable enrollment forms shall be maintained on board ship in a separate binder for reference and inspection for three years from the date of signature, unless the accountable official is still on the ship. Because the FS 2888 contains sensitive personal information, the binder must be kept in the safe.

c. Accountable Official Card Limits

(1) Standard Closed-Loop Load and Debit Limits

(a) \$50,000 for accountable official cards issued to Disbursing Officers, MWR Officers, and Wardroom Mess Treasurers on CVNs, LHAs, and LHDs.

(b) \$10,000 on all other ships and for all other accountable officials.

(2) Standard Transfer Limits Between the Closed and Open Loop

(a) \$50,000 for accountable official cards issued to MWR and Wardroom Mess Treasurers and \$5,000 for all other accountable officials on CVNs, LHAs, and LHDs.

(b) \$10,000 for accountable official cards issued to MWR Officers and Wardroom Mess Treasurers and \$2,500 for all other accountable officials on all other ships

(3) Standard ACH Transfer Limit. For merchants who settle to bank or credit union accounts, a \$5,000 daily maximum limit has been pre-set on funds transfers from a bank or credit union account to the closed- and/or open-loop accounts.

(4) These transfer limits do not apply to Line Of Accounting (LOA) Navy Cash merchants (Disbursing, Sales, and Food Service), who settle through the Disbursing Officer at EOM, or to the transient merchants (Foreign Concessionaire, Husbanding Agent, College Courses, College Books, Miscellaneous Events), who settle to the Navy Disbursing Office merchant open-loop account on a daily basis.

**Accountable Official Standard Card Limits**

**CLOSED-LOOP LOAD/DEBIT LIMITS**

<b>LARGE DECKS</b> (CVNs, LHAs, LHDs)	<b>SMALL DECKS</b> (LPDs, LSDs, LCCs, ASs, CGs, DDGs)
\$50,000 <ul style="list-style-type: none"><li>• MWR</li><li>• Wardroom Mess–Food</li><li>• Navy Disbursing Office</li></ul>	\$10,000 <ul style="list-style-type: none"><li>• All Accountable Officials</li></ul>
\$10,000 <ul style="list-style-type: none"><li>• Rest of Accountable Officials</li></ul>	

**TRANSFER LIMITS BETWEEN CLOSED AND OPEN LOOP**

<b>LARGE DECKS</b> (CVNs, LHAs, LHDs)	<b>SMALL DECKS</b> (LPDs, LSDs, LCCs, ASs, CGs, DDGs)
\$50,000 <ul style="list-style-type: none"><li>• MWR</li><li>• Wardroom Mess–Food</li></ul>	\$10,000 <ul style="list-style-type: none"><li>• MWR</li><li>• Wardroom Mess–Food</li></ul>
\$5,000 <ul style="list-style-type: none"><li>• Rest of Accountable Officials</li></ul>	\$2,500 <ul style="list-style-type: none"><li>• Rest of Accountable Officials</li></ul>

d. Track Status of Accountable Official Cards and Enrollment Form. The Disbursing Officer is required to track the individuals who have been assigned as accountable officials for

each of the Navy Cash merchants activated on the ship and the accountable officials who have signed an FS 2888 and been issued an accountable official Navy Cash merchant card.

(1) The merchants on a ship are initially set up from a standard set of Navy Cash merchants based on the size of the ship and the requirements stated by the ship. Over time, some ships request additional standard merchants be activated. As result, the set of merchants activated on each ship is somewhat unique.

(2) The Disbursing Officer can determine the actual merchants activated on the ship by using the Navy Cash Disbursing Website ([www.navycash.com](http://www.navycash.com)). Under the “Ships” tab, after selecting the appropriate ship’s name, the “Merchants” tab displays the activated, or “Enrolled Merchants”, on that particular ship (see Appendix E).

(3) Generate Roster of Navy Cash Merchants Activated

(a) To help develop a roster to track accountable officials and determine which accountable officials must sign the FS 2888, three sample rosters have been developed: for CGs, DDGs, LPDs, LSDs, and ASs; for LHAs, LHDs, and LCCs; and for CVNs (see paragraph 8.15.29).

(b) The sample rosters indicate the Navy Cash merchants who have no need for a Navy Cash card in the course of their operations. These merchants should not be issued Navy Cash accountable official cards. If they have not been issued cards, they do not have to sign the FS Form 2888. If the Disbursing Officer recovers the Navy Cash merchant cards from these accountable officials, they do not have to sign the FS Form 2888.

(c) The Disbursing Officer can modify the appropriate roster to reflect the actual merchants activated on the ship.

(d) An up-to-date copy of the customized roster, indicating the Navy Cash merchants activated on the ship, the assigned accountable officials, the accountable officials who have signed an FS 2888, and the accountable officials who have been issued an accountable official Navy Cash merchant card, must be retained in the binder of signed FS 2888 enrollments forms on file for inspection.

e. Liability for Loss or Theft, Unauthorized Use, or Fraud. The Navy Cash funds pool backs the electronic stored value that has been issued. The money in this pool falls into one of two categories. The first represents stored value which has been received by the Navy through the Ship's Store, vending machines, other retail operations, and Food Service. These funds constitute receipts of the United States. The second represents stored value which "belongs" to individual Sailors. This money, while belonging to the Sailors, is under the control of the government. Both categories of funds are public money. In the event of a deficit to the Navy Cash funds pool due to the loss, theft, unauthorized use, or fraudulent use of an accountable official card; the return of an ACH transaction tied to an accountable official card; or for any other reason related to an accountable official card, liability shall be apportioned as follows:

(1) Disbursing Officer. In the event of a loss of funds related to an accountable official card issued to a Disbursing Officer, liability shall be apportioned according to the rules and procedures set forth in DoD FMR, Volume 5, Chapter 6. Those rules currently provide that, when there is evidence of fraud, any loss of funds is considered a major loss, and the steps that must be taken include a formal investigation and a criminal investigation if one is warranted. The investigation must be completed and forwarded through the Commanding Officer to DFAS-NPD/IN within 90 days from discovery of the loss. DFAS-NPD/IN reviews the report of the investigation, obtains legal review from DFAS-DGC, and then forwards the report of the

investigation and makes a recommendation to the Director, Policy and Performance Management (DFAS-NP), who makes the final decision on liability for each case.

(a) When relief of liability is granted for the loss, DFAS-NPD/IN provides the Disbursing Officer instructions to remove the deficiency, including an appropriation for the funding to remove the loss of funds and reimburse the funds pool for the amount of the loss.

(b) When relief of liability is denied and losses cannot otherwise be recovered from the accountable individual, then the Navy is responsible for identifying the appropriation and funding necessary to resolve the loss. NAVSUP shall take the appropriate steps to coordinate with U.S. Fleet Forces Command to identify the correct line of accounting to reimburse the funds pool for the amount of the loss.

(2) MWR Officer, Wardroom Mess Treasurer, or Other Accountable Official. In the event of a loss of funds related to an accountable official card issued to an MWR Officer, Wardroom Mess Treasurer, or other accountable official, liability shall be apportioned according to the rules and procedures set forth in Article 0814, U.S. Navy Regulations (1990). Those rules currently require Commanding Officers to recommend or convene an investigation under the provisions of the Manual of the Judge Advocate General.

(a) For accountable officials, the ideal method for resolving a loss of funds is recovery from the beneficiary of the loss, e.g., recovery of missing cash from the finder, or, in cases where the accountable official is denied relief of liability, collection from the accountable official to reimburse the funds pool for the amount of the loss.

(b) When losses cannot otherwise be recovered, then the Navy is responsible for identifying the appropriation and funding necessary to resolve the loss. NAVSUP shall take the appropriate steps to coordinate with U.S. Fleet Forces Command to identify the correct line of accounting to reimburse the funds pool for the amount of the loss.

### **8.5.6 Vendors Activating Miscellaneous Events Transient Merchant**

a. INTRODUCTION. The following provides basic procedures for vendors using the Miscellaneous Events transient merchant to collect payments on board ship. For Disbursing Officers, more detailed procedures can be found in paragraphs 8.5.1 and 8.5.2 above and Appendix P.

b. TRANSIENT MERCHANTS. Generally used when Navy Cash transactions must be settled on an as-needed basis to pay a vendor for goods or services provided, transient merchants are ordinarily only needed for a short time and are commonly settled to a different vendor each time they are used. Within Navy Cash, the standard transient merchants are: Husbanding Agent, Foreign Concessionaire, College Courses, College Books, and Miscellaneous Events. Transient merchants are included in the merchants set up for each and every Navy Cash ship.

(1) Miscellaneous Events Merchant. While the other transient merchants were set up for fairly specific purposes, Miscellaneous Events (MISC EVENTS) was established to handle fund-raising and other events, like a Navy Spouses' bake sale, the Navy Marine Corps Relief Society (NMCRS) annual active duty fund drive, a Chief's Mess special function, cruise book sales, and the Combined Federal Campaign (CFC) annual fundraising drive.

(2) Transient merchants are designed to settle to the Disbursing Office merchant open-loop account on a daily basis and not to a bank or credit union account. The Disbursing Officer then provides an ex-cash-remittance check or cash to the vendor in the amount of the

Navy Cash transactions collected by the vendor. Transient merchant cards are not required and are not issued.

(3) The standard Navy Cash transient merchant names cannot be changed to accommodate a short-term need on a ship. For example, if the generic merchant MISC EVENTS has been assigned to the NMCRS annual fund drive, MISC EVENTS will appear on the POS screen and in Navy Cash reports related to the NMCRS fund drive.

c. SET UP A POINT OF SALE (POS) DEVICE. The POS is a portable, hand-held device that is used to record payment transactions and collect value from cardholders' Navy Cash cards.

(1) Assign Appropriate Merchant. To enable a vendor to record and collect Navy Cash payment transactions using the Miscellaneous Events merchant, the Disbursing Officer must first set up a POS for the MISC EVENTS transient merchant, selecting the merchant from the list of merchants available on the Navy Cash server. A POS must be online to the Navy Cash server to access the ship's current merchant list, select the appropriate merchant, and log on an operator.

(2) Operator IDs. The Disbursing Officer must also assign a separate four-digit Navy Cash operator ID to each of the merchant's authorized operators, so the Navy Cash detail reports can be separated by operator.

(3) If available, additional POSs can be configured by the Disbursing Officer and issued as needed. All POSs must be returned to the Disbursing Office as soon as the event is over.

(4) For more detailed instructions on configuring and operating the POS, refer to the Navy Cash SOP, Chapter 2, POS, CAD, & Kiosk Operating Procedures.

d. START OF BUSINESS DAY—ACCEPT PAYMENTS

(1) Operator Logon. As a reminder, an authorized operator must log on to the POS device using his/her assigned four-digit operator ID before starting any transactions. To log on, the device must be online to the Navy Cash server. If the POS is to be operated in the offline mode, it can be taken to one of the available Navy Cash "download boxes" to log on an operator.

(2) Payment Transactions

(a) Cardholder initiates transaction by inserting Navy Cash card into POS device and entering PIN.

(b) Operator, following instructions on screen, enters payment amount and presses green key.

(c) Cardholder approves payment by pressing the "confirm" key, and the money is taken off the closed loop immediately.

(d) For more detailed payment procedures, refer to paragraph 2.2.6, Normal Mode - Purchases, in Chapter 2 of the Navy Cash SOP.

(3) Offline, Portable Mode. In most cases, a vendor will operate the POS in the offline, portable mode. The portable POS device stores the value of each payment transaction within the device, so it must be protected like a cash box. When operated in the portable mode, the operator should make sure the POS has fresh batteries and additional batteries are readily available. See Chapter 2 of the Navy Cash SOP for more detailed instructions on operating the POS.



(4) Transaction Log. The vendor is required to maintain a separate log and record each transaction. In the unlikely event that a POS is lost or destroyed before the payment transaction data stored in the POS is downloaded to the server, Navy Cash Technical Support (NCTS) personnel may be able to reconstruct the payment transactions using the documented transactions recorded in the log or from copies of sales receipts.

e. END OF BUSINESS DAY—DOWNLOAD TRANSACTIONS AND CLOSEOUT

(1) Closeout Day Prior to Payment. At the end of the business day or at the end of the event, the vendor must bring the POS device and the transaction logs back to the Disbursing Office for closeout and payment.

(a) Generally, the vendor must close out at the end of the business day prior to the day that payment is desired.

(b) Navy Cash payment transactions collected by transient merchants are settled to the Disbursing Office merchant open-loop account, normally within 24 to 72 hours, but the amount is not actually transferred to the account or the new balance reflected until an Indicate End Of Day (IEOD) function and subsequent round trip between the ship and shore are completed.

(2) Download POS and Copy Transaction Logs. The Disbursing Officer will make copies of the logs and then plug the POS into an available "download box" or LAN drop, e.g., in the Disbursing Office. When the POS comes on line with the Navy Cash server on the ship, the payment transaction data contained on the POS will be uploaded to the server automatically.

(3) Generate Ship Report. As soon as the transaction information on the POS is uploaded to the server on the ship, the Disbursing Officer will use the Disbursing Application to generate and print a Merchant Sales Summary Report that shows the total amount of Navy Cash transactions collected by the Miscellaneous Events merchant.

(4) Reconcile Navy Cash Report and Vendor Logs

(a) If the Merchant Sales Summary Report generated by the Navy Cash system and the vendor's transaction logs agree, the Disbursing Officer is ready to pay the vendor for the amount of the Navy Cash transactions collected by the Miscellaneous Events merchant. If they do not agree, the Disbursing Officer and the vendor must reconcile the differences. To simplify settlement and payment, this reconciliation should be completed before initiating the IEOD function.

(b) The Disbursing Officer shall use the Disbursing Application to generate a Merchant Transactions Report for the period covered by the logs presented by the vendor and using the merchant and operator ID number that was assigned to the POS used by the vendor.

(c) There are two primary out-of-balance conditions that can occur. It is possible, however, to experience combinations of these two basic error conditions, and this must be considered when conducting the investigation.

((1)) Shortage. The total sales amount on the vendor's transaction log is greater than the total amount collected on the Merchant Sales Summary Report. Sales are overstated, or collections are understated. This condition occurs when a sale was recorded but the currency or electronic cash was not collected, for example, an individual could have removed his or her Navy Cash card before the transactions was completed, or the amount collected was less than the amount of the sale. If cash (currency) is involved, it is possible that a cashier made

change incorrectly during the transaction or that money was miscounted, misplaced, lost, or stolen.

((2)) Overage. The total sales amount on the vendor's transaction log is less than total amount collected on the Merchant Sales Summary Report. Sales are understated, or collections are overstated. This condition occurs when currency or electronic cash was collected but a sale was never recorded or was recorded at an amount less than the currency or electronic cash collected. If cash (currency) is involved, it is possible that the cashier made change incorrectly or that the money was miscounted.

(d) For either out of balance condition, the Disbursing Officer and vendor must compare the Navy Cash Merchant Transactions Report for the Miscellaneous Events merchant, which lists every Navy Cash transaction the vendor performed that day, and the vendor's transaction log to determine, through a process of elimination, which transactions are missing or were recorded at incorrect amounts. Probable error conditions and corrective actions:

((1)) Condition: The Merchant Transactions Report shows a Navy Cash collection transaction but a corresponding entry in the vendor's transaction log does not exist. Corrective Action: Disbursing Officer and vendor will first confirm that the collection reported on the Merchant Transactions Report is correct. If correct, the vendor will make a corresponding entry in the transaction log. If incorrect, the Disbursing Officer will reverse the Navy Cash collection by issuing a refund to the member in the amount of the original erroneous collection in Navy Cash or currency as appropriate.

((2)) Condition: The Merchant Transactions Report shows a collection transaction but recorded at an amount different than what is recorded in the transaction log. Corrective Action: Disbursing Officer and vendor will determine the correct amount for the transaction and, if the correct transaction amount is greater than the amount collected, the transaction log will be corrected, and the Disbursing Officer or vendor will contact the member and request payment of the difference in Navy Cash or currency as appropriate. If the correct transaction amount is less than the amount collected, the log will be corrected and the Disbursing Officer will refund the difference to the member in Navy Cash or currency as appropriate.

((3)) Condition: The transaction log shows a collection transaction occurred on the day of reconciliation, but a corresponding transaction was not been recorded in the Merchant Transactions Report. Corrective Action: Disbursing Officer and vendor will confirm that the collection entry in the log is correct. If correct, payment was never made, and the Disbursing Officer or vendor must contact the cardholder and request payment in Navy Cash or currency as appropriate. If incorrect, the vendor will reverse (cancel) the entry in the transaction log.

(e) If the investigation reveals that cash (currency) was lost, misplaced, or stolen, it should be handled in accordance with Chapter 6 of DoD FMR Volume 5 and existing procedures (which are outside the scope of Navy Cash).

(f) Once the Merchant Transactions Report and transaction log agree, the reconciliation is successful, and the Disbursing Officer is ready to pay the vendor with a check or cash for the total amount of payment transactions collected using Navy Cash (see paragraphs below).

(g) The Disbursing Officer shall maintain any Merchant Sales Summary or Merchant Transactions Reports and any reconciliation worksheets associated with the payment transactions collected on file for 12 months.

(5) Payment

(a) Once the round trip is completed between ship and shore and the correct balance is reflected in the Disbursing merchant open-loop account and Daily Transaction Detail Report-Merchant Settlement from shore, the Disbursing Officer shall transfer value from the open to the closed loop in the amount of the Navy Cash transactions collected by the vendor using the Disbursing merchant card at the Kiosk or at the Disbursing Application. On the Merchant Settlement Report, the "Settlement Type" for Navy Cash transactions collected by transient merchants and settled to the Disbursing merchant open-loop account will be reported as "DISBO OFF".

(b) In the Disbursing Office, the Disbursing Officer shall then cash out the closed loop and either cut an ex-cash remittance check to the vendor or provide the vendor cash for the total amount of their Navy Cash sales receipts.

(c) The Disbursing Officer shall record the payment to the vendor as a closed-loop-to-cash transaction on the Daily Cash Transaction Ledger in accordance with paragraphs 8.4.5 and 8.4.10 in the Navy Cash SOP. The vendor shall print and sign his or her name on the ledger for the amount of value received. If the vendor was issued a check, the Disbursing Officer shall also record the check number on the ledger.

(d) The Disbursing Officer shall post the amount of the payment to the DD 2657 in accordance with the procedures outlined in paragraph 8.5.2 above.

(6) Contingency Alternative - Closeout and Payment

(a) On an exception basis, in the event that paying the vendor cannot wait until an IEOD and round trip between ship and shore have been completed, the Disbursing Officer can provide the vendor an ex-cash check or cash based on the logs provided by the vendor and the Merchant Sales Summary Report. If the logs and Navy Cash report do not agree, the Disbursing Officer must reconcile the differences following the procedures above before initiating payment.

(b) The Disbursing Officer shall create a Journal Voucher, OF 1017-G, to record the amount of the ex-cash remittance check or the cash issued to the vendor.

((1)) On the journal voucher, annotate the transaction as "Closed-Loop-to-Cash", have the vendor print and sign his or her name for the amount of the check or cash received, and, if the vendor was issued a check, record the check number.

((2)) Retain the journal voucher and Merchant Sales Summary Report to substantiate the value of Navy Cash transactions collected by the vendor and the amount of the check or cash issued to the vendor.

(c) The Disbursing Officer shall post the amount of the payment to the DD 2657 in accordance with the procedures outlined in paragraph 8.5.2 above.

f. **END OF DAY REPORTS**

(1) Ship Reports. At the end of the business day, particularly for multi-day events, the Miscellaneous Events merchant should review the daily Navy Cash Merchant Sales Summary Report for accuracy. The Disbursing Officer can generate the Merchant Sales Summary Report and Merchant Transactions Report at the Navy Cash workstation in the Disbursing Office by entering the correct start and end dates in the "View Reports" link in the Navy Cash application (see paragraph 8.4.22 of the Navy Cash SOP). *In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).*

(2) Shore Reports. Successful processing of the EOD round trip sends a series of Navy Cash reports to the ship from the shore side. These shore reports are generated automatically, and, when they are received, the Navy Cash system places them into a shore reports directory by date, with one sub-directory for each report date. Each day, the Miscellaneous Events merchant should obtain a copy of the Miscellaneous Events Daily Transaction Detail Report from the Disbursing Officer for reconciliation and management purposes.

(3) Daily Reconciliation. Each day, the Miscellaneous Events merchant should validate that the payment transactions total less any refunds for the day equals the sales total reported on the Merchant Sales Summary Report and Daily Transaction Detail Report (samples of these reports included at the end of this document). Reconciling payment transactions at the end of each day simplifies reconciliation at the end of the event. This step compares the (electronic) cash collected (the sales value from the Navy Cash reports) to the transaction log and the daily payment receipts. If both numbers match, there is no discrepancy. If the numbers do not match, an error has occurred that must be investigated and resolved. Review the Miscellaneous Events sales receipts for the payments received that day to determine if a payment was not properly receipted or an incorrect contribution amount was deducted from a Navy Cash card.

(4) Merchant Settlement Reports. Merchant settlement reports list all Navy Cash deposits made to the Disbursing Office open-loop account and can be used to assist in reconciling the account. These shore reports can be obtained from the Disbursing Officer.

(5) Reconciliation Reports. Reconciliation reports, which are generated for all merchants, segregate transactions that were collected in the offline mode but were not processed on the same day they were collected. Reported separately, these collections can then be added to the totals for the appropriate day if desired. These shore reports can be obtained from the Disbursing Officer.

## **8.6 Miscellaneous Payments to Navy Cash Card**

a. The Disbursing Office will follow existing procedures to pay laundry claims, travel reimbursements, transfer of ship's store profits to the recreation fund, or other miscellaneous payments. The payment can be made by cash or Treasury check, and the value can be added to the cardholder's or merchant's Navy Cash card following the "Funds Transfer to Chip" procedures in paragraph 8.4.4 above. *(For the transfer (distribution) of ship's store profits to the recreation fund (MWR), see Chapter 5, paragraph 5.10, of this SOP and Chapter 8, Part D, paragraph 8300, of the Ship's Store Afloat Manual (P-487) for additional details.)*

b. The one stipulation in making the payment by cash is that the amount of cash accountability on the Disbursing Officer's DD 2657 must be higher than the amount of the miscellaneous payment. This would generally only be a problem in the distribution of ship's store profits to MWR, which can result in a relatively large payment. To further clarify, the Disbursing Officer must compare line 6.2A (U.S. Currency/Coinage on Hand) on the DD 2657 to the amount of the miscellaneous payment. If the amount of the payment exceeds the cash accountability shown on line 6.2A, the payment must be made by Treasury check. Disbursing Officers must never make entries on the DD 2657/SF 1219 that would result in their cash accountability being negative.

c. Prepare an SF 1034, Public Voucher for Purchases and Services Other Than Personal, for the amount of the miscellaneous payment using the appropriate accounting data.

d. Payment by Treasury Check. If the payment must be made by Treasury check, the Disbursing Officer will process the SF 1034 using the normal Public Voucher (PV) payment procedures in the DoD FMR, Volume 5.

(2) The amount of the SF 1034 will be posted on the DD 2657 on lines 2.1A and 4.1A.

(3) If the cardholder or merchant is going to cash the check and load the value on the Navy Cash card, they can sign the check over to the Disbursing Officer, and the value can be loaded on the card in accordance with paragraph 8.4.4, Funds Transfer to Chip. The entire amount of the 1034 must be loaded on the Navy Cash card; partial payments are not authorized.

(4) The value transferred to the Navy Cash card will be posted on the DD 2657 as an increase to line 6.3B and a decrease to line 6.9.

e. Payment by Cash. If the payment can be made by cash, the Disbursing Officer will process the SF 1034 using the normal PV payment procedures in the DoD FMR, Volume 5.

(1) If the cardholder or merchant is going to give the cash back to the Disbursing Officer to load on the Navy Cash card, the cash can be loaded on the Navy Cash card (see paragraph 8.4.4, Funds Transfer to Chip. The entire amount of the 1034 must be loaded on the Navy Cash card; partial payments are not authorized.

(2) The Disbursing Officer will record the transfer of the payment to the Navy Cash card as a cash transaction on the Daily Cash Transaction Ledger in accordance with paragraph 8.4.10. The individual shall sign the Daily Cash Transaction Ledger for the amount of value received. Record the SF 1034 voucher number on the Daily Cash Transaction Ledger.

(3) The amount of the 1034 will be posted on the DD 2657 as an increase to line 4.1A and a decrease to line 6.2A4.

(4) The cash amount transferred to the cardholder or merchant Navy Cash card will be posted on the DD 2657 as an increase to line 6.2A and a decrease to line 6.9.

## **8.7 Collections from Portable Point of Sale Devices (POSS)**

a. When a LAN drop is not accessible, the Disbursing Officer will issue the merchant a hand-held battery-operated POS point of sale device in accordance with Chapter 2 of this SOP. If the POS is expected to be used remotely for an extended period, the Disbursing Officer should make sure the merchant has additional batteries readily available. The merchant will be accountable for this device and use it to collect value from the cardholders' Navy Cash cards. The user will be required to sign out the POS on a locally generated and maintained custody log. Since a portable POS stores the value of sales transactions, it should be protected like a cash box. When being transported off the ship and over water, the POS should be carried in a waterproof container equipped with a flotation device. The merchant is also required to maintain a separate log and record each transaction.

b. At the end of each business day, the merchant will upload the information from the POS to the Navy Cash server by simply plugging the POS into any Navy Cash LAN drop. The information will be uploaded automatically. Paragraph 2.2.6 contains more detailed procedures.

c. At the end of the current business day, the Navy Cash server will generate a report showing the name of the merchant account to which the money will be settled, the number of transactions, and the total dollar value.

d. Disbursing Officer and responsible individual must compare report to the merchant's transaction log to verify that the amounts reported by the Navy Cash server are correct.

e. When the daily files are sent ashore as a part of the end-of-day process, the Treasury Agent will settle the appropriate amount of money from the funds pool to the appropriate account.

## **8.8 Negative Navy Cash and Marine Cash Account Balances**

a. Electronic Transactions Dishonored and Returned. To keep demands on ship communications to a minimum, Navy Cash was designed to work on a store-and-forward basis. Generally, transactions are only transmitted ashore when the ship completes a round trip between ship and shore. This store-and-forward design affects the timing for processing Navy Cash transactions. Navy Cash lets cardholders transfer value to their Navy Cash cards from their bank or credit union accounts and spend that money on board ship immediately, before the funds are actually transferred from their accounts ashore into the Navy Cash funds pool. This immediate availability of funds is like the cashing of personal checks that Navy Cash serves to replace. However, a cardholder can potentially request a transfer at the Kiosk from their bank or credit union account ashore without having the funds to back the request or from an account that has been closed or inaccurately identified, e.g., incorrect account number. The Automated Clearing House (ACH) Return Codes and Notification Codes are included in paragraph 8.15.22.

b. Negative Balances. If a transfer request is returned for Non-Sufficient Funds (NSF) or any other reason, Navy Cash reverses the credit to the open-loop account. If any of the funds have been moved from the open-loop to the closed-loop account in the meantime, a negative Navy Cash or Marine Cash account balance generally results. The amount of any negative balance represents a debt to the U.S. Treasury's Navy Cash funds pool, and, on the ship, the Disbursing Officer is responsible for collecting on that debt.

c. Commanding Officer's Responsibilities. The Commanding Officer will be responsible for establishing a Navy Cash policy for the command that identifies the limits on size, number, suspension of a cardholder's card for misuse, and disciplinary repercussions associated with Non-Sufficient Funds (NSF) or other returned transactions. Suggested Courses of Action (COAs) for returned transactions that result in a negative Navy/Marine Cash account balance are presented in Appendix L. When a transaction is returned for whatever reason, it will be dealt with in the following manner.

### **8.8.1 Collecting on Negative Balances**

a. Treasury Agent Action. On receipt of a returned transaction, the Treasury Agent will reverse the credit (apply a negative credit for the same value) to the cardholder's Navy Cash open-loop account. If the cardholder has moved funds from the open- to the closed-loop account, a negative Navy Cash balance may result. the Treasury Agent will also put a block on the cardholder's Navy Cash access to the bank or credit union account to prevent additional transactions from being requested, dishonored, and returned prior to clearing the negative balance. Once the transaction has been cleared, access to the bank or credit union account will be restored.

b. Negative Balance Reporting. Negative accounts will be added to the Daily Negative Balance Report and Returned Items Detail Report (see paragraphs 8.15.5 and 8.15.6), which are sent to disbursing on a daily basis.

c. Negative Balance Notification at Kiosk. When cardholder's open-loop account balance is negative, a message will be displayed on the Kiosk after they enter their PIN notifying them that the account is negative and asking them to go to Disbursing to arrange to clear their negative balance. With automatic representment, transactions returned for Non-Sufficient Funds (NSF) will normally be cleared automatically on the next pay day when the transaction is represented.

d. Automatic Representment. Navy Cash implemented automatic representment to reduce the workload associated with managing and collecting on negative account balances.

(1) ACH Transfer Requests Returned for NSF. With automatic representment, if a cardholder's ACH transfer request at the Kiosk is returned for NSF, the ACH transaction will automatically be presented up to two more times on successive pay days.

(2) The Disbursing Officer no longer collects on any negative balance resulting from an ACH transfer request covered by automatic representment until after the second ACH representment is returned. However, the Disbursing Officer must ensure the cardholder's Navy Cash access to a bank or credit union account ashore remains blocked until the negative balance is resolved and the balance is zero or positive.

(3) Pay day is on the 1st and 15th of each month. If the 1st or 15th falls on a weekend or holiday, pay day is the duty day preceding the weekend or holiday. The ACH representment file will be created one day prior to pay day, so the receiving banks or credit unions can debit the accounts first thing on pay day. For example, if the 15th falls on a Monday and is a holiday, the ACH representment file will be created on the 11th, and the accounts will be debited on pay day on the 12th. If the first representment is also returned for NSF, the ACH transfer request will be represented automatically a second time on the following pay day.

(4) For a returned transaction covered by automatic representment, the Disbursing Officer only collects on the negative balance if the ACH transaction is returned a third time, that is, the initial ACH transfer request plus the two representments. To assist the Disbursing Officer in collecting on any debt owed the U.S. Treasury's Navy Cash funds pool, the Daily Negative Balance Report has been modified as a part of implementing automatic representment. The report now indicates if an account is negative due to a transaction that is covered by automatic representment by listing the details of the pending representments (see paragraph e.(1) below). The Disbursing Officer can use the options detailed in paragraph e.(6) below, i.e., deposit cash or check to open loop, closed- to open-loop transfer, change or initiate split pay, or immediate collection from pay, to collect on this debt in the amount of the negative balance.

(5) Specific Characteristics

(a) Funds Held for Five Days. When a returned transaction is represented, the funds will not be posted immediately but will be held for five business days to ensure the cardholder cannot use those funds until it is reasonably certain the represented transaction will not be returned for NSF as well.

(b) Returned Transactions of \$5 or More. To avoid the potential for multiple bounced check fees for small transactions, automatic ACH representment will proceed only if the value of the returned transaction is \$5 or more. With Navy Cash, some cardholders transfer as little as 50 cents from their bank or credit union accounts. In some cases, even these small transactions are returned for NSF, and banks and credit unions may charge a bounced check fee. There is a risk that automatic representments for these very small transactions would also be returned for NSF and additional bounced check fees. The amount of \$5 was selected to balance



the desire to protect the individual cardholder with the need to reduce Disbursing workload. The Navy Cash program will review this floor limit annually.

(c) Because Navy Cash access to a bank or credit union account is blocked automatically when a transfer request is returned for NSF and an open-loop account goes negative, a cardholder may opt to go to Disbursing to clear a negative balance and unblock access. Just prior to initiating automatic representment, the Navy Cash system ashore checks the account balance. If the account is no longer negative, i.e., the account balance is “zero” or positive, the transaction returned for NSF will not be represented. It is important to note that the cardholder must clear the negative balance in sufficient time for a round trip to be completed between ship and shore. Although a zero or positive balance will be reflected on the ship immediately, the new account balance must be posted ashore before the Navy Cash system checks the account balance. If the account balance ashore is still negative, the returned ACH transaction will be represented. Cardholders should be sure there are sufficient funds available in their bank or credit union account to cover any representment.

(6) Limitations

(a) At Implementation. Automatic representment only works with ACH transactions that are processed after it is implemented on the ship. Negative balances incurred before automatic representment was implemented will not be processed, and the Disbursing Officer continues to be responsible for collecting on those negative balances.

(b) Only ACH Transfer Requests Over \$5 Returned for NSF. With Navy Cash implementation of automatic representment, only an ACH request of \$5 or more that is returned for NSF will be represented. A cardholder’s open-loop account balance can go negative for other reasons, and the Disbursing Officer is still responsible for collecting on those debts.

((1)) Other ACH Transfer Requests Returned. When an ACH transfer request is returned, it may have been for less than \$5, or the bank or credit union account may have been closed, the account information invalid, the account not authorized for ACH transactions, etc. If a transaction is returned for invalid account information, Navy Cash automatically blocks Navy Cash access to the bank or credit union account. In addition to collecting on any negative balance, the Disbursing Officer should work with the cardholder to update any invalid bank or credit union account information, so Navy Cash ACH access can be unblocked.

((2)) Insufficient Funds in Open-Loop Account. When a Navy Cash card is used ashore, amount of the purchase or ATM withdrawal may have exceeded the available balance. The ATM withdrawal or debit card purchase may have been allowed, rather than denied, because the financial network was not available, the merchant did not have an online authorization, the transaction was below the merchant’s floor limit, there was a hold on the account, etc.

((3)) Timing of Navy Cash Transaction Processing. When a cardholder uses a Navy Cash card ashore, either to get cash at an ATM or to purchase something at a restaurant or store, the new balance in the open-loop account is reflected ashore immediately, but isn’t reflected on the ship until the next end-of-day processing is completed between ship and shore. If the cardholder got back to the ship and checked the open-loop account balance before this processing was completed, the Kiosk would have shown the old balance not the new balance. If the cardholder transferred money to the closed loop based on the old balance, the open-loop account may have ended up with a negative balance once all the transactions ashore and on the ship were fully processed.

((4)) Recurring Payments. When cardholders use Navy Cash cards for recurring payments they pre-authorized, they may have forgotten to add money to their open-loop accounts to cover the cost of the payments. A recurring payment that exceeds the available balance will be declined, but only if the merchant tries to get authorization first. If the merchant is “force posting” the transaction without getting prior authorization, a recurring payment that exceeds the available balance will result in a negative balance.

e. Disbursing Officer Action. The amount of a negative balance represents a debt to the U.S. Treasury funds pool. Even though the amount of that debt is not part of his or her accountability, the Disbursing Officer is responsible for collecting on that debt. With automatic representment, the majority of returned ACH transactions and resulting negative balances will be handled automatically. However, the Disbursing Officer shall:

(1) Review Negative Balance and Returned Items Detail Reports Daily

(a) Daily Negative Balance Report. The Daily Negative Balance Report lists all Navy Cash accounts with negative balances (see sample report at paragraph 8.15.5).

((1)) Automatic Representment Pending. If someone’s account is negative because of an ACH transfer request returned for NSF and covered by automatic representment, the details of the pending representment are listed on the report immediately below the line of account data. The details include the ACH representment count and the date and amount of the representment. *The Disbursing Officer does not need to take any collection action (but can if the cardholder desires) on negative accounts for which details are listed, because representment actions are pending.*

- If the ACH REPRESENTMENT COUNT = 0, the ACH transfer request is scheduled to be represented for the first time on the date shown.
- If the ACH REPRESENTMENT COUNT = 1, either the ACH transfer request was represented on the (past) date and is in the five-day waiting period, or the ACH transfer request is scheduled to be represented for the second time on the (future) date .
- If the ACH REPRESENTMENT COUNT = 2, the ACH transfer request was represented a second time on the (past) date and is in the five-day waiting period.

((2)) No Representment Pending. If the second automatic representment fails, no details are listed on the report below the account, because no further representments are pending. If someone’s account is negative because of Navy Cash card transactions not covered by automatic representment, no details are listed on the report below the account. *The Disbursing Officer should initiate collection action immediately on all negative accounts for which no details are listed, because no representments are pending.*

((3)) Funds Held for Five Days. When a returned ACH transfer request is represented, the funds are not posted immediately but are held for five business days to ensure the cardholder cannot use the funds until it is reasonably certain the represented transaction will not be denied and returned as well. The cardholder’s negative balance will continue to appear on the Daily Negative Balance Report until the five-day waiting period is over.

(b) Returned Items Detail Report. To assist the Disbursing Officer in investigating negative balances, the Returned Items Detail Report (see sample report at paragraph 8.15.6) provides more details for ACH transactions that were processed and returned for NSF or that were not processed and were returned because of invalid account information, e.g., the date the ACH transfer request was made and the date and the reason it was returned (again, ACH Return Codes and Notification Codes are included in paragraph 8.15.22).

Cardholders who appear on the report because of invalid account information should be contacted so they can update their bank or credit union account information.

(2) Within 30 Days of Transfer or Discharge. Ensure cardholders within 30 days of transfer or discharge are not listed on the Negative Balance Report. See paragraph 8.4.16, Before Cardholders Leave the Ship for a Pending Transfer or Discharge.

(3) Notify Cardholder. As appropriate, immediately notify in writing any cardholder whose negative balance is listed on the Negative Balance Report with no representment details and, therefore, with no representment actions pending (see paragraph 8.15.7 for sample emails and include the cardholder's chain of command for second and third occurrences). Once notified, the cardholder shall report to disbursing **within two working days** to establish how his or her Navy Cash balance will be restored to \$0 or greater.

(4) Disciplinary Action. **Within five working days** of receiving pertinent Negative Balance Report, recommend, through the individual's chain of command, any disciplinary action considered necessary if willful negligence or fraud is suspected (see Appendix L).

(5) Collect on Negative Balance. For each negative balance listed on the Daily Negative Balance Report with no representments pending, if no response is received from the cardholder **within 10 working days** after receipt of the pertinent Negative Balance Report, the Disbursing Officer will produce a DD 139 and present it to the Personnel Officer on board, who will apply a pay checkage (DS01) to the individual's pay account. The Company Code for Navy Cash is D411179.

(a) Cardholder Disputes Transaction. If a cardholder reports they have submitted a claim to dispute the transaction as unauthorized and does not want to make a payment to clear the negative balance until they have heard from the Treasury Agent bank about the results of the claim, the Disbursing Officer must contact the CSU and ask them to confirm whether or not the cardholder has a dispute in process.

(b) Delay Collecting on Negative Balance. If the cardholder does have a dispute in process, resolving the dispute can take 30 or more days. The Disbursing Officer may delay collecting on the negative balance **for up to 45 days**. If, after 45 days, the cardholder's open-loop account is still negative, the Disbursing Officer must contact the CSU again to confirm the dispute is still pending.

((1)) If the claim has been processed and approved, the negative balance should clear shortly and drop off the negative balance report.

((2)) If the claim has been denied, the cardholder must be notified to report to Disbursing to clear the negative balance. If the dispute is still in process, the Disbursing Officer may delay collecting on the negative balance **for an additional 15 days**, and then must repeat the process.

((3)) The Disbursing Officer must let the cardholder know that Navy Cash access to his or her home bank or credit union account will remain blocked until the negative balance is cleared. The Disbursing Officer must not unblock access until the cardholder's open-loop account balance is zero or positive.

(c) Document Response Received from CSU. The Disbursing auditors from the Field Examination Group (FEG) look at the collection of negative account balances during an audit and report on the number of delinquent accounts that have negative balances that are more than 10 days old. To document the reason for delay in collecting on a negative balance for a cardholder disputing a transaction, retain a copy of the emails exchanged with the CSU

indicating that a dispute is pending on file for inspection (if contacting the CSU by phone, request an email response from them for retention).

(6) Collection Options. There are several options available to collect on the amount of a negative balance. The Disbursing Officer must ensure that the cardholder's access to his or her home bank or credit union account remains blocked until the negative balance is cleared (see paragraph 8.8.2, Blocking and Unblocking Access to Home Accounts). Do not unblock access until the cardholder's open-loop account balance is zero or positive.

(a) Deposit Cash or Check to Open-Loop Account. The Disbursing Officer can have the cardholder provide cash at the Disbursing Office and transfer the value directly to the cardholder's open-loop account (see paragraph 8.4.8, Deposit Cash to Strip).

(b) Closed- to Open-Loop Account Transfer. The Disbursing Officer can have the cardholder transfer any value in the closed loop on his/her Navy Cash card to the open-loop account by escorting the cardholder to the Kiosk, and verifying that the funds are transferred to the open loop.

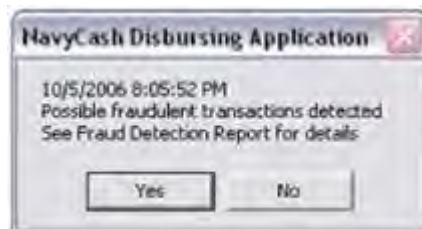
(c) Change or Initiate Split Pay Option (SPO). The Disbursing Officer may, with the approval of the cardholder, change or initiate the cardholder's split pay payroll amount, which is transferred directly to the cardholder's open-loop account on payday, to cover the amount of the negative balance.

(d) Immediate Collection from Pay. The Disbursing Officer can initiate an immediate collection from pay to clear the amount of any negative balance by producing a DD 139 Pay Adjustment Authorization. The Disbursing Officer will present the DD 139 to the Personnel Officer on board, who will then have a "DS01" Format Identifier posted to in the DMO system in accordance with the DMO Procedural Training Guide. The Company Code for Navy Cash is D411179. When DFAS-CL receives the information from the DMO system, the debt will be reconciled with the Treasury Agent via a collection from the cardholder's military pay account. This option is also appropriate for cardholders who have left the ship but are still in the service.

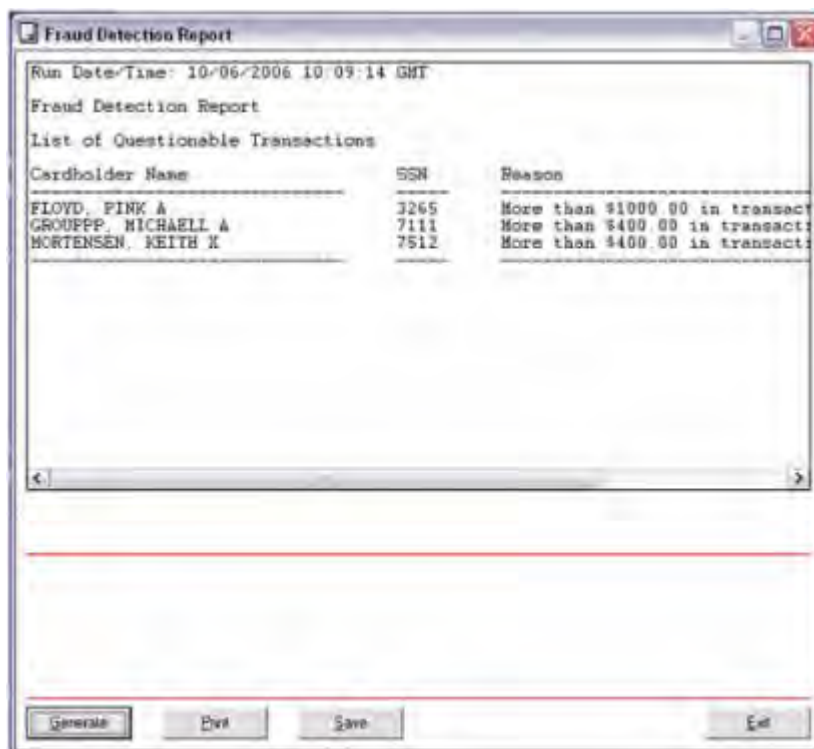
(e) Within Final 30 Days of Being Discharged. If a cardholder is within the final 30 days of being discharged from the Navy or Marine Corps and has a negative Navy Cash balance, the Disbursing Officer's only option is to produce a DD 139 and present it to the Personnel Officer on board, who will post a "DS01" indebtedness to the cardholder's military pay account. DS01 must be posted prior to the cardholder's separation date. (See paragraph 8.4.16 for procedures when a cardholder is leaving the service or transferring to an activity that does not have Navy Cash.)

f. Automated Controls. To prevent cardholders from abusing the system, Navy Cash automatically blocks Navy Cash access to a bank or credit union account when ACH transactions are returned for NSF and the open-loop account balance goes negative. For the first or second NSF, the block is temporary, until the account balance returns to zero or a positive amount. For the third return, the block is "permanent", and the Disbursing Officer must decide whether or not to unblock access when the account balance returns to zero or a positive amount. It is important to realize that **every** NSF transaction advances the counter. To be clear, with automatic representment, a single ACH transfer request returned for NSF could result in a cardholder's Navy Cash ACH access being blocked permanently if both representments are also returned for NSF. It is also important to realize that these controls do not go into place until the bank receives

the information. Therefore, the cardholder may have the opportunity to create multiple NSF transactions before these automated controls are implemented.



g. Fraud Detection Report. In the event the Disbursing Application detects possible fraudulent ACH activity on the ship, a pop-up window will appear automatically. If the Disbursing Officer clicks the "Yes" button, the Fraud Detection Report will be displayed. The report is intended to reduce the number of negative account balances, particularly when ship's communications are not available. If the round trips between ship and shore do not take place, cardholders could pull non-existent funds from their bank or credit union account to the closed- or open-loop account several times before Disbursing would see the Negative Balance and Returned Items Detail Reports. Fraud Detection Reports will include cardholders who have made more than \$400 in transfers from a bank or credit union account since the last round trip and cardholders who have made more than \$1,000 in transfers from a bank or credit union account over a seven day period. The Fraud Detection Report can also be generated, viewed, and printed on the ship at any time, by clicking on the report name in the "Operations Reports" block on the "View Reports" screen in the Disbursing Application, filling in an end date, and clicking on the "Generate" button. The report will display any possible fraudulent transaction events leading up to that end date.



h. Manual Controls. Manual controls provide additional options to prevent abuse of the system or to discipline a cardholder who continues to have problems with negative account

balances. Manual controls can be put into effect through either the Disbursing Application (see paragraph 8.4.18, Account Information Update) or the Navy Cash Disbursing Website (see paragraph 8.14 and Appendix E), or by sending a request to the CSU by phone or email (see paragraph 8.14).

(1) Navy Cash Card Limits. The maximum amount that can be transferred from a bank or credit union account ashore and/or the maximum amount that can be loaded on the closed loop can be reduced. For cardholders, the maximum closed-loop load limit is \$1,000, and the maximum bank or credit account to closed- or open-loop account transfer amount is \$400 per day. For merchants, the maximum closed-loop load and debit limit is \$10,000 (\$50,000 for a limited number of merchants on a limited number of ships), and the maximum bank or credit union account to closed- or open-loop account transfer amount is \$5,000 per day.

(2) Blocking Navy Cash Access to Bank and Credit Union Accounts Ashore. Navy Cash ACH access to a cardholder's bank or credit union account can be blocked. Blocking access is an option available to discipline a cardholder who continues to have problems with negative account balance (see paragraph 8.8.2, Blocking and Unblocking Access to Home Accounts, below).

(3) Guidelines for Negative Account Balances. Appendix L provides recommendations for taking action in the case of a cardholder whose Navy Cash open-loop account balance is negative. These guidelines are based on the number of times a cardholder's account has gone negative and are listed in order of severity, from least severe to most severe. These guidelines are offered as suggestions only; the actual action taken is at the discretion of the cardholder's chain of command.

(4) Timeliness of Updates. Any updates done through the Disbursing Application are effective immediately on board the ship and will regulate any subsequent cardholder transactions at the Kiosk. Updates done through the Navy Cash Disbursing Website do not go into effect on board the ship until a round trip is completed between ship and shore. Updates done through the CSU do not go into effect on board the ship until the CSU receives the information, processes the request, and a round trip is completed between ship and shore.

i. Out-of-Service Debt. Even if a member leaves the service before settling a negative account balance, the Defense Finance and Accounting Service (DFAS), Directorate of Debt and Claims Management, and the Department of the Treasury, Bureau of the Fiscal Service (Fiscal Service), are responsible for collecting delinquent debts owed the government by former military members. Debt collection procedures for the Government are detailed in Book 31 of the Code of Federal Regulations, Chapter 9, Parts 900-904. A debt notice will be sent through the U.S. Postal Service using the mailing address provided by the Master Military Pay Account. If the Postal Service returns the debt notice as undeliverable, an attempt will be made to obtain a current mailing address through the commercial credit bureau network and various other government databases. Whether or not a current mailing address is found, DFAS and Treasury are required by law to continue with the debt collection process. Thus, even if they cannot contact the former member, the debt must be reported to commercial credit bureaus as a "collection account", and the former member's Federal income tax refund will be offset by the Department of the Treasury for payment towards the debt. They are also required by law to report the delinquent account to private collection agencies through the U.S. Department of the Treasury.

## 8.8.2 Blocking and Unblocking Access to Home Accounts

An authorized Disbursing Officer or Deputy can block or unblock a cardholder's ACH access to their home bank or credit union account through either the Disbursing Application or the Navy Cash disbursing website, or by sending a request to the CSU by phone or email.

a. When a Navy or Marine Cash cardholder's ACH access privileges are blocked, the account information is updated as follows on the Navy Cash disbursing website:

- (1) The "ACH Allowed" flag is set to "N".
- (2) The "ACH Decline Count" is set to "99".
- (3) The "99" code indicates that the ACH privileges on the account were deliberately blocked by either a Customer Service Representative (CSR) or authorized disbursing personnel. Even if the account balance returns to \$0 or greater, the blockage is not removed.
- (4) This "99" account blockage can only be removed by authorized disbursing personnel or by the CSR at the request of authorized disbursing personnel.

b. When an ACH transaction is returned with a code other than R01/R09/NSF, the account is automatically blocked, and account information is updated as follows on the website:

- (1) The "ACH Allowed" flag is set to "N".
- (2) The "ACH Decline Count" is set to "98".
- (3) Note that the "98" indicates that the ACH privileges were blocked automatically due to an ACH return other than NSF, for example, an invalid account number, a closed account, or an account that is not authorized for ACH transactions, such as a Navy Federal Credit Union (NFCU) savings account. It is expected that if ACH privileges are blocked immediately for these types of returned transactions, account balances will not go as far into a negative status for what may well be an inadvertent error in recording account information.
- (4) This "98" account blockage can only be removed by authorized disbursing personnel or by the CSR at the request of authorized disbursing personnel. The request should include new or updated home bank or credit union account information that has been validated by the Disbursing Office so that any errors in the account information on file can be corrected.

### c. Summary of ACH Decline Counts

0,1,2,3	Number of returns for NSF	Allow unblock
90,91, 92,93	Blocked on transfer Previous value 0,1,2,3	Allow unblock
95	No linked account information provided during enrollment	Allow unblock if bank or credit union account and ABA numbers updated
96	Unacceptable NFCU account provided	Allow unblock if account number updated
97	Technical error processing account	Allow unblock if error corrected
98	Return other than NSF, e.g., invalid account number	Allow unblock if bank or credit union account and ABA numbers updated
99	Manually blocked by disbursing	Allow unblock

d. Again, updates to Navy Cash card access done through the Disbursing Application are effective immediately on board ship and will regulate any subsequent funds transfer requests the cardholder attempts at the Kiosk. Updates done through the Navy Cash Disbursing Website do not go into effect on board ship until a round trip is completed between ship and shore. Updates done through the CSU do not go into effect on board ship until the CSU receives the information, processes the request, and a round trip is completed between ship and shore.

e. Daily Blocked Account Report. This shore report lists all cardholders whose access to their linked bank or credit union account is blocked. The report includes cardholders' first and last name, the last four of their SSN, their account number, and their decline count. The Disbursing Officer should review the Daily Blocked Account Report on a daily basis. The report will make it easier for disbursing to research the cause when cardholders find that they do not have access to their linked bank or credit union account at the Navy Cash Kiosk. Cardholders who appear on the report because of unacceptable or invalid account information (decline counts 96 or 98) should be contacted so they can update their home bank or credit union account information (see paragraph 8.4.18, Account Information Update).

f. *Blocking access* only prevents Navy Cash access to bank and credit union accounts from the ship. The card can still be used for signature-based purchases ashore, even when the open-loop account balance is negative, at merchants who process transactions in an offline mode. *Suspending an account* only prevents online ATM withdrawals and online PIN-based and signature-based purchases ashore. Neither blocking Navy Cash access to bank and credit union accounts nor suspending the open-loop account disables the closed loop on a Navy Cash card; the individual can still use the value in the closed-loop account for purchases on the ship.

## **8.9 EOM Reconciliation and Reporting of eFunds in Disbursing Officer's Safe**

a. EOM Reporting. At the end of each month, the Disbursing Officer is responsible for coordinating all Navy Cash collections that must be registered to a Line of Accounting (LOA) through the monthly returns, i.e., the SF 1219, Statement of Accountability. This includes the sale of meals in the general mess, the sale of merchandise in the ship's store and vending machines, and Navy Cash activity in Navy disbursing and in Marine disbursing (when embarked). The Navy Cash EOM Procedures Worksheet at Appendix R consolidates the procedures for the various steps and phases of the EOM process for disbursing, sales, and food service.

b. Prepare and Submit Reports on Time. The Disbursing Officer's Statement of Accountability (SF 1219) must be prepared and submitted on time, i.e., NLT 1000 EDST on the first calendar day of the following month or, if it falls on a weekend or holiday, on the last business day of the month. In order to make certain the 1219 is submitted on time, Navy Cash must be closed out prior to 2100Z on the 27th of each month or, if the 27th falls on a weekend or holiday, on the business day prior. The Disbursing Officer, Sales Officer, Food Service Officer, and Marine Disbursing Officer (when embarked) should coordinate to establish a closeout date each month. The EOM process generally begins in the Sales Office as much as five days before the 27th of the month. At the same time, the Disbursing Office, Food Service Office, and Marine Disbursing Office (when embarked) should begin to pull together the figures needed to meet their own monthly reporting responsibilities.

c. EOM Indicators. Successful processing of the manual Indicate End of Day (IEOD) EOM close-out on the ship sends the EOM close-out indicators for Disbursing, Food Service, and Marine Disbursing to the Navy Cash backend ashore. *EOM indicators for the vending*



*machines and Ship's Store are sent to the Navy Cash back-end at the first IEOD completed after closing out the vending and Ship's Store merchants (parents) at the Navy Cash Application. As soon as the EOM close-out indicators are received and processed by the Navy Cash backend ashore, the SF 215 deposit data and SF 5515 debit data for Navy Disbursing, Sales, Food Service, and Marine Disbursing (if a Marine Disbursing Officer is embarked) are automatically posted directly to Treasury's Collections Information Repository (CIR).*

d. EOM Shore Reports and EOM Summary Report. Successful processing of the IEOD round trip at EOM sends the EOM shore reports to the ship (see paragraph 8.4.21), including the Monthly Transaction Detail Reports and the End of Month Summary Report. The Navy Cash End Of Month Summary report (see paragraph 8.15.30) contains a summary of the shore totals for Navy Disbursing, Sales, Food Service, and Marine Disbursing (*if a Marine Disbursing Officer is embarked*) and includes the deposit ticket (SF 215) numbers, dates, and amounts and the debit voucher (SF 5515) numbers, dates, and amounts that were reported to Treasury's CIR by the Navy Cash backend ashore.

e. Reset DASR to Zero. Before starting the process to close out the LOA merchants, the Disbursing Officer must reset the Safe Bank Transactions functionality for the next month's reports. To zero out the Disbursing Accountability Summary Report (DASR) starting balance, the Disbursing Officer must enter a "Deposit To Bank" or "Deposit to Safe" transaction type for the total amount carried on the DASR at the end of the month. This action shall be done in accordance with paragraph 8.4.23, Safe Bank Transactions.

f. Close Out Line-of-Accounting Merchants

(1) The Sales Officer will compare the EOM Summary Report and the Ship's Store, Vending Soda, Vending Store Items, and Hangar Bay Sales Monthly Transaction Detail Reports. The totals from each report should match. The Sales Officer will **use the EOM Summary Report** to enter the Ship's Store, Vending Soda, Vending Store Items, and Hangar Bay Sales Navy Cash numbers for the month into ROM and prepare the Memorandum Cash Sales Invoice (DD 1149) in accordance with existing procedures.

(2) The Food Service Officer will compare the EOM Summary Report and the General Mess and General Mess Surcharges Monthly Transaction Detail Reports. The totals from each report should match. The Food Service Officer will **use the EOM Summary Report** to include the General Mess and General Mess Surcharges Navy Cash numbers for the month in the Monthly General Mess Operating Statement (NS 1359) in accordance with existing procedures.

g. Post Navy Cash Numbers on Daily Statement of Accountability (DD 2657) for Day. The Sales Officer submits the 1149, and the Food Service Officer, the 1359, to the Disbursing Officer. The Disbursing Officer will **use the EOM Summary Report** numbers to verify the Navy Cash numbers on the 1149 and 1359 and prepare deposit tickets (SF 215s) as appropriate. The Disbursing Officer will compare the EOM Summary Report and the Disbursing Monthly Transaction Detail Report. The totals from each report should match. The Disbursing Officer will **use the EOM Summary Report** numbers to report the Navy Cash Disbursing numbers and prepare either a debit voucher (SF 5515) or deposit ticket (SF 215) as appropriate. The deposit ticket and debit voucher numbers in the EOM Summary Report must be reflected on the Disbursing Officer's DD 2657 for the day.

(1) The Sales Officer's 1149 totals and the Food Service Officer's 1359 totals are entered on line 4.1E; the disbursing activity totals for Navy Cash transactions are entered on line 6.9; and the totals for the SF 5515s and SF 215s prepared above are entered on line 4.2A.

(2) Ensure line 6.9 Month-to-Date column is "zero" on DD 2657 for the day on which Navy Cash is closed out for the month and for each subsequent day until the actual end of the month. After Navy Cash close out, any Navy Cash business on the remaining days of the month is reported in the next month.

(3) Update Schedule of Deposit Activity (SODA) with all Navy Cash 5515s/215s.

(4) Ensure the Navy Cash numbers in the SODA, 215s, and 5515s all match the numbers in the Voucher Activity section of the EOM Summary Report.

h. At Actual End of Month, Close Out the SF 1219. At the actual end of the accounting period (month), close out the Disbursing Officer's Statement of Accountability (SF 1219). Send the 1219 via Navy message and email (include the EOM Summary Report) to DFAS Cleveland NLT 1000 EDST on the first calendar day of the following month.

(1) A copy of the Monthly Transaction Summary Report (shore report that summarizes all merchant figures for the month), EOM Summary Report, SF 215 deposit tickets and SF 5515 debit vouchers, and complete DD 2657 packages for each day of the month shall be retained as part of the monthly financial returns with each SF 1219 at EOM.

(2) DFAS Cleveland uses the Treasury CIR to verify the Navy Cash 5515s and 215s entered by the Navy Cash backend ashore and reported in the Disbursing Officer's 1219 and reconciles accounts.

(3) DFAS Cleveland reports monthly on the status of Monthly Returns (1219s), including the timeliness of reporting and any out-of-balance conditions.

(4) The 1219 must be submitted NLT 1000 EDST on the first calendar day of the following month or, if it falls on a weekend or holiday, on the last business day of the month. Do not hold up the 1219 message/email reports because of Navy Cash. If a ship is out of communications and unable to close out at the end of month, the Fleet Support Groups (FSGs) at the NAVSUP Fleet Logistics Centers (FLCs) in Norfolk, San Diego, and Yokosuka will be available to help them close out (see paragraph 8.14.5).

i. Prepare SF 215 Deposit Tickets. When preparing the hard copy SF 215s (see Figure 3, Example of Standard Form (SF) 215 Deposit Ticket) :

(1) Block 1: Enter the "SF 215 Voucher" (deposit) number from the EOM Summary Report.

(2) Block 2: Enter the "Date Prepared" from the EOM Summary Report.

(3) Block 7: Enter Navy Cash Disbursing Closed Loop (*Note: If the amount is positive, an SF 215 will be created, and, if the amount is negative, an SF 5515 will be generated*), Navy Cash Disbursing Concessionaires, Navy Cash Ship's Store Sales, Navy Cash General Mess Food, or Navy Cash General Mess Surcharges, as appropriate.

(4) Block 9: Enter "NAVY CASH ELECTRONIC FUNDS" and your ship's name, for example, USS NEVERSAIL (DDG 10).

(5) **Do not mail the original hard copy SF 215.** The original SF 215 will be placed in the retained returns, and a copy will be placed in the monthly returns.

STANDARD FORM 215 (REV. 5-96) PRESCRIBED BY DEPT OF TREASURY 1 TPM 1-0006		215-103		DEPOSIT TICKET		DEPARTMENT OF THE TREASURY FINANCIAL MANAGEMENT SERVICE NSN 7540-01-019-0452																	
VOUCHER NUMBER		DATE OF DEBIT TO US TREASURY'S ACCOUNT		8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)		AMOUNT																	
1	2	3	4	5	6	M	M	D	D	Y	Y	8	7	8	2	2	3	9	9	4	.	9	0
(10) DEPOSITARY USE PREPARED BY: VERIFIED BY: DEPOSITED BY:												(11) NAME AND ADDRESS OF DEPOSITARY 01 - SHIP STORE (NWCF)											
(12) DEPOSITOR'S TITLE, DEPARTMENT, OR AGENCY AND ADDRESS NAVY CASH ELECTRONIC FUNDS USS NEVERSAIL (DDG 10)												(13) I CERTIFY THAT THE ABOVE AMOUNT HAS BEEN RECEIVED FOR CREDIT TO THE ACCOUNT OF U.S. TREASURY ON DATE SHOWN SUBJECT TO ADJUSTMENT OF UNCOLLECTIBLE ITEMS INCLUDED THEREIN AUTHORIZED SIGNATURE _____ CONFIRMED DATE M M D D Y Y 0 6 3 0 1 2											

**Figure 3. Example of Standard Form (SF) 215 Deposit Ticket**

j. Prepare SF 5515 Debit Vouchers. When preparing the hard copy SF 5515s (see Figure 4, Example of Standard Form (SF) 5515 Debit Voucher):

- (1) Block 1: Enter the “SF 5515 Voucher” number from the EOM Summary Report.
- (2) Block 2: Enter the “Date Prepared” from the EOM Summary Report.
- (3) Block 7: Enter Navy Cash Disbursing Closed Loop (Note: If the amount is positive, an SF 215 will be created, and, if the amount is negative, an SF 5515 will be generated) or Navy Cash Disbursing Open Loop, as appropriate.
- (4) Block 9: Enter “NAVY CASH ELECTRONIC FUNDS” and your ship’s name, for example, USS NEVERSAIL (DDG 10).
- (5) **Do not mail the original hard copy SF 5515s.** The original SF 5515s will be placed in the retained returns, and a copy will be placed in the monthly returns.

STANDARD FORM 5515 (REV. 5-96) PRESCRIBED BY DEPT OF THE TREASURY 1 TPM 1-0006		5515-103		DEBIT VOUCHER		DEPARTMENT OF THE TREASURY FINANCIAL MANAGEMENT SERVICE	
VOUCHER NUMBER		DATE PREPARED		8-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)		AMOUNT	
30	557	03	28	03	00008782	18,353.85	
(14) <input type="checkbox"/> UNCOLLECTIBLE ITEM <input checked="" type="checkbox"/> OTHER (Specify in Block 9)				(15) DEBITARY USE			
(16) DEBITOR'S TITLE, DEPARTMENT, OR AGENCY AND ADDRESS NAVY CASH ELECTRONIC FUNDS USS NEVERSAIL DDG-10				(17) NAME AND ADDRESS OF DEBITARY 00 = CASH TO CHIP TRANSACTIONS			
(18) I CERTIFY THAT THE ABOVE AMOUNT HAS BEEN RECEIVED FOR CREDIT TO THE ACCOUNT OF U.S. TREASURY ON DATE SHOWN SUBJECT TO ADJUSTMENT OF UNCOLLECTIBLE ITEMS INCLUDED THEREIN AUTHORIZED SIGNATURE _____ CONFIRMED DATE M M D D Y Y 0 6 3 0 1 2				(19) DEBITARY USE ORIGINAL			

**Figure 4. Example of Standard Form (SF) 5515 Debit Voucher**

k. Reconciliation

(1) Difference in EOM Summary Report and Monthly Transaction Detail Reports. If there is a difference in the Navy Cash totals reported in the EOM Summary Report from shore and the Monthly Transaction Detail Reports from shore for Navy Disbursing, Sales, Food Service, or Marine Disbursing, the Disbursing Officer must send an email to the Navy Cash

Settlement Group at the Treasury Agent at [navycashcenter@frb.org](mailto:navycashcenter@frb.org) and to the appropriate Fleet Support Group (FSG) at the NAVSUP Fleet Logistics Center (FLC) in Norfolk, San Diego, or Yokosuka to alert them about these differences and to request assistance as needed in resolving them. Since the SF 215 deposit data and SF 5515 debit data for the month for Navy Disbursing, Sales, Food Service, and Marine Disbursing (*when embarked*) were automatically sent by the Navy Cash backend ashore directly to Treasury's CIR as soon as the EOM indicators were received and processed by the backend, the EOM Summary Report must be used to report Navy Cash numbers for the month, and any difference must be resolved and any necessary adjustment must be made in the next month's business.

(2) Difference in EOM Summary Report and ROM or FSM Reports. Similarly, if there is a difference in the Navy Cash totals reported in the EOM Summary Report and the totals reported in the Disbursing Activity, ROM, or FSM, the basic business rule is the Navy Cash figures reported in the EOM Summary Report are always correct. The Disbursing Officer, Sales Officer, Food Service Office, and Marine Disbursing Officer (*when embarked*) must use the EOM Summary Report to report their Navy Cash numbers for the month. The out-of-balance condition must be investigated, and Appendix R, End-Of-Month Procedures Worksheet, includes basic guidelines for reconciliation and determining the cause of any out-of-balance condition. Any differences must be resolved and any necessary adjustment must be made in the next month's business. Again, the Disbursing Officer must send an email to the Treasury Agent Navy Cash Settlement Group at [navycashcenter@frb.org](mailto:navycashcenter@frb.org) and to the appropriate FSG at the NAVSUP FLC in Norfolk, San Diego, or Yokosuka to alert them about these differences and to request assistance as needed in resolving them.

1. Shore Reports Available on Navy Cash Disbursing Website. If there are any problems downloading the EOM Summary Report, or any other shore reports, one option is to download the report using Navy Cash Disbursing Website ([www.navycash.com](http://www.navycash.com)) (see Appendix E).

**NAVYCASH**

My Account

Ships

Cardholders

Visitor Cards

Merchants

**Reports**

Ship And Shore Reports 1 Report(s)

Location:

Report Name:

Report Timeline:

Batch:

Start Date:

End Date:

**EOM\_VOUCHER\_SUMMARY\_REPORT\_M**

NavyCash EOM Voucher Summary Report

Report Date: 08/27/2017 1:54:42 AM | Report Type: 00

Contact Help Privacy Cookie

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- (1) The “Reports” page is used to manage “Ship Reports”. To locate the EOM Summary Report, click on the “Reports” tab, and select the appropriate report in the “Report Name” drop-down list (EOM\_VOUCHER\_SUMMARY\_REPORT\_M).
- (2) Select the appropriate ship (UIC) from the “Location” drop-down list.
- (3) Once an appropriate “Location” has been selected, a batch ID number can be selected from the “Batch” drop-down list, or, alternatively, an appropriate “Start Date” and “End Date” can be entered.
- (4) Once the appropriate search criteria have been entered, click the “Search” button.
- (5) “Report Name”, “Location”, and “Start Date” are required fields. If a “*Please enter all search criteria*” message is displayed, ensure an appropriate value has been entered in each required field.
- (6) Click on the report name to display the report information.
- (7) For printing, and to make the report readable and line up correctly without too many adjustments, we recommend downloading and saving the report file to a folder. Then, right click the file name, and select “Open with” WordPad or Microsoft Word. Use the “Page Setup” window to change the “Orientation” to “Landscape” and set all the “Margins” to 0.5 inches. Finally, change the font size to “8”.

## **8.10 Sample Disbursing Forms**

### **8.10.1 DD 2657, Daily Statement of Accountability**

March 26, 2001:

- 1) Cash to Closed-Loop transactions totaling \$300.00 for the day
  - a) Line 6.2A increases by \$300
  - b) Line 6.9 decreases by \$300
- 2) Note that overall accountability does not change – cash justified by Navy Cash server report

March 27, 2001:

- 1) Closed-Loop to Cash transactions totaling \$200.00 for the day
  - a) Line 6.2A decreases by \$200
  - b) Line 6.9 increases by \$200
- 2) Note that overall accountability does not change – cash justified by Navy Cash server report

March 31, 2001:

- 1) End of Month collections done from Ship Store and General Mess
  - a) Ship store turns in collection for \$600
  - b) General Mess turns in collection for \$200
  - c) Line 4.1E increased by \$800
  - d) Line 4.2A increased by \$800
  - e) Serial number issued to deposits in accordance with EOM Summary Report
- 2) Closed-loop transactions zeroed out and funds reported
  - a) Line 6.9 increased \$100
  - b) Line 4.2A decreased by \$100
  - c) Serial number issued to deposit in accordance with EOM Summary Report
  - d) Note that overall accountability is updated for the month

# SAMPLE DD 2657 DATED 26 MAR 01

DAILY STATEMENT OF ACCOUNTABILITY		DSSN 5555	DATE 010326	
<b>SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY</b>				
a.LINE	b.DESCRPTION	c.TODAY	d.MONTH-TO-DATE	
1.0	ACCOUNTABILITY - Beginning of Day	1000.00	1000.00	
2.1A	CHECKS ISSUED IN PAYMENT OF VOUCHERS	0.00	0.00	
2.1B	CHECKS ISSUED - ALL OTHERS	0.00	0.00	
2.3	OTHER TRANSACTIONS (Do not report on SF 1219)	0.00	0.00	
2.34	DISCREPANCIES IN DO ACCOUNT - CREDITS (Do not use)			
2.36	PAYMENTS BY ANOTHER DO (Do not use)			
2.37	TRANSFERS FROM OTHER DOs	0.00	0.00	
2.8	OPAC PAYMENTS AND COLLECTIONS	0.00	0.00	
2.9	TOTAL ACCOUNTABILITY INCREASES	0.00	0.00	
3.0	GROSS ACCOUNTABILITY	1000.00	1000.00	
4.1A	Gross Disbursements	0.00	0.00	
4.1B	Less - Refunds	0.00	0.00	
4.1C	Net Disbursements	0.00	0.00	
4.1D	Less - Receipts	0.00	0.00	
4.1E	Less - Reimbursements	0.00	0.00	
4.1F	NET EXPENDITURES	0.00	0.00	
4.2A	DEPOSITS PRESENTED OR MAILED TO BANK	0.00	0.00	
4.2B	EFT DEBIT VOUCHERS	0.00	0.00	
4.3	OTHER TRANSACTIONS (Do not report on SF 1219)	0.00	0.00	
4.34	DISCREPANCIES IN DO ACCOUNT - DEBITS (Do not use)			
4.36	PAYMENTS FOR OTHER DOs (Do not use)			
4.37	TRANSFERS TO OTHER DOs	0.00	0.00	
4.9	TOTAL ACCOUNTABILITY DECREASES	0.00	0.00	
5.0	ACCOUNTABILITY - End of Day	1000.00	1000.00	
<b>SECTION II - DISTRIBUTION OF ACCOUNTABILITY - INCUMBENT DO</b>				
a.LINE	b.DESCRPTION	DAILY INCREASE	DAILY DECREASE	MONTH- TO-DATE
6.1	DESIGNATED DEPOSITARY	0.00	0.00	0.00
6.2A	U.S. CURRENCY/COINAGE ON HAND	300.00	0.00	1300.00
6.2B	FRGN CRRY/CHNGE ON HAND	0.00	0.00	0.00
6.3A	UNDEPOSITED COLLECTIONS - GENERAL	0.00	0.00	0.00
6.3B	OTHER UNDEPOSITED INSTRUMENTS ON HAND	0.00	0.00	0.00
6.4	CUSTODY OR CONTINGENCY CASH	0.00	0.00	0.00
6.5	FUNDS WITH AGENTS	0.00	0.00	0.00
6.6	ADVANCES TO CONTRACTORS	0.00	0.00	0.00
6.7	CASH IN TRANSIT	0.00	0.00	0.00
6.8	PAYROLL CASH	0.00	0.00	0.00
6.9	OTHER	0.00	300.00	-300.00
7.1	DEFERRED VOUCHERS	0.00	0.00	0.00
7.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS	0.00	0.00	0.00
7.2B	ACCOUNTS RECEIVABLE - OTHER	0.00	0.00	0.00
7.3	LOSS OF FUNDS	0.00	0.00	0.00
7.4	DISHONORED CHECKS RECEIVABLE	0.00	0.00	0.00
7.5				
7.6				
7.7				
8.0	TOTAL INCUMBENT DO ACCOUNTABILITY	300.00	300.00	1000.00
<b>SECTION III - DISTRIBUTION OF ACCOUNTABILITY - PREDECESSOR DOs</b>				
9.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS	0.00	0.00	0.00
9.2B	ACCOUNTS RECEIVABLE - OTHER	0.00	0.00	0.00
9.3	LOSS OF FUNDS	0.00	0.00	0.00
9.4	OTHER	0.00	0.00	0.00
10.0	TOTAL PREDECESSOR DO's ACCOUNTABILITY	0.00	0.00	0.00
<b>SECTION IV - DISTRIBUTION OF ACCOUNTABILITY - COMBINED</b>				
11.0	TOTAL DSSN ACCOUNTABILITY	300.00	300.00	1000.00
3. DISBURSING OFFICER NAME, RANK OR GRADE, TITLE		4.DISBURSING OFFICER OR DEPUTY SIGNATURE		5.DATE
FRED UMDS				

DD Form 2657

# SAMPLE DD 2657 DATED 27 MAR 01

DAILY STATEMENT OF ACCOUNTABILITY		DSSN 5555	DATE 010327	
<b>SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY</b>				
a.LINE	b.DESCRPTION	c.TODAY	d.MONTH-TO-DATE	
1.0	ACCOUNTABILITY - Beginning of Day	1000.00	1000.00	
2.1A	CHECKS ISSUED IN PAYMENT OF VOUCHERS	0.00	0.00	
2.1B	CHECKS ISSUED - ALL OTHERS	0.00	0.00	
2.3	OTHER TRANSACTIONS (Do not report on SF 1219)	0.00	0.00	
2.34	DISCREPANCIES IN DO ACCOUNT - CREDITS (Do not use)	0.00	0.00	
2.36	PAYMENTS BY ANOTHER DO (Do not use)			
2.37	TRANSFERS FROM OTHER DOs	0.00	0.00	
2.8	OPAC PAYMENTS AND COLLECTIONS	0.00	0.00	
2.9	TOTAL ACCOUNTABILITY INCREASES	0.00	0.00	
3.0	GROSS ACCOUNTABILITY	1000.00	1000.00	
4.1A	Gross Disbursements	0.00	0.00	
4.1B	Less - Refunds	0.00	0.00	
4.1C	Net Disbursements	0.00	0.00	
4.1D	Less - Receipts	0.00	0.00	
4.1E	Less - Reimbursements	0.00	0.00	
4.1F	NET EXPENDITURES	0.00	0.00	
4.2A	DEPOSITS PRESENTED OR MAILED TO BANK	0.00	0.00	
4.2B	EFT DEBIT VOUCHERS	0.00	0.00	
4.3	OTHER TRANSACTIONS (Do not report on SF 1219)	0.00	0.00	
4.34	DISCREPANCIES IN DO ACCOUNT - DEBITS (Do not use)			
4.36	PAYMENTS FOR OTHER DOs (Do not use)			
4.37	TRANSFERS TO OTHER DOs	0.00	0.00	
4.9	TOTAL ACCOUNTABILITY DECREASES	0.00	0.00	
5.0	ACCOUNTABILITY - End of Day	1000.00	1000.00	
<b>SECTION II - DISTRIBUTION OF ACCOUNTABILITY - INCUMBENT DO</b>				
a.LINE	b.DESCRPTION	DAILY INCREASE	DAILY DECREASE	MONTH- TO-DATE
6.1	DESIGNATED DEPOSITARY	0.00	0.00	0.00
6.2A	U.S. CURRENCY/COINAGE ON HAND	0.00	200.00	1100.00
6.2B	FRGN CRRY/CHNGE ON HAND	0.00	0.00	0.00
6.3A	UNDEPOSITED COLLECTIONS - GENERAL	0.00	0.00	0.00
6.3B	OTHER UNDEPOSITED INSTRUMENTS ON HAND	0.00	0.00	0.00
6.4	CUSTODY OR CONTINGENCY CASH	0.00	0.00	0.00
6.5	FUNDS WITH AGENTS	0.00	0.00	0.00
6.6	ADVANCES TO CONTRACTORS	0.00	0.00	0.00
6.7	CASH IN TRANSIT	0.00	0.00	0.00
6.8	PAYROLL CASH	0.00	0.00	0.00
6.9	OTHER	200.00	0.00	-100.00
7.1	DEFERRED VOUCHERS	0.00	0.00	0.00
7.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS	0.00	0.00	0.00
7.2B	ACCOUNTS RECEIVABLE - OTHER	0.00	0.00	0.00
7.3	LOSS OF FUNDS	0.00	0.00	0.00
7.4	DISHONORED CHECKS RECEIVABLE	0.00	0.00	0.00
7.5				
7.6				
7.7				
8.0	TOTAL INCUMBENT DO ACCOUNTABILITY	200.00	200.00	1000.00
<b>SECTION III - DISTRIBUTION OF ACCOUNTABILITY - PREDECESSOR DOs</b>				
9.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS	0.00	0.00	0.00
9.2B	ACCOUNTS RECEIVABLE - OTHER	0.00	0.00	0.00
9.3	LOSS OF FUNDS	0.00	0.00	0.00
9.4	OTHER	0.00	0.00	0.00
10.0	TOTAL PREDECESSOR DO's ACCOUNTABILITY	0.00	0.00	0.00
<b>SECTION IV - DISTRIBUTION OF ACCOUNTABILITY - COMBINED</b>				
11.0	TOTAL DSSN ACCOUNTABILITY	200.00	200.00	1000.00
3. DISBURSING OFFICER NAME, RANK OR GRADE, TITLE		4.DISBURSING OFFICER OR DEPUTY SIGNATURE		5.DATE
FRED UMDS				

DD Form 2657



# SAMPLE DD 2657 DATED 31 MAR 01

DAILY STATEMENT OF ACCOUNTABILITY		DSSN 5555	DATE 010331	
<b>SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY</b>				
a.LINE	b.DESCRPTION	c.TODAY	d.MONTH-TO-DATE	
1.0	ACCOUNTABILITY - Beginning of Day	1000.00	1000.00	
2.1A	CHECKS ISSUED IN PAYMENT OF VOUCHERS	0.00	0.00	
2.1B	CHECKS ISSUED - ALL OTHERS	0.00	200.00	
2.3	OTHER TRANSACTIONS (Do not report on SF 1219)	0.00	0.00	
2.34	DISCREPANCIES IN DO ACCOUNT - CREDITS (Do not use)			
2.36	PAYMENTS BY ANOTHER DO (Do not use)			
2.37	TRANSFERS FROM OTHER DOs	0.00	0.00	
2.8	OPAC PAYMENTS AND COLLECTIONS	0.00	0.00	
2.9	TOTAL ACCOUNTABILITY INCREASES	0.00	200.00	
3.0	GROSS ACCOUNTABILITY	1000.00	1200.00	
4.1A	Gross Disbursements	0.00	0.00	
4.1B	Less - Refunds	0.00	0.00	
4.1C	Net Disbursements	0.00	0.00	
4.1D	Less - Receipts	0.00	0.00	
4.1E	Less - Reimbursements	800.00	800.00	
4.1F	NET EXPENDITURES	-800.00	-800.00	
4.2A	DEPOSITS PRESENTED OR MAILED TO BANK	700.00	900.00	
4.2B	EFT DEBIT VOUCHERS	0.00	0.00	
4.3	OTHER TRANSACTIONS (Do not report on SF 1219)	0.00	0.00	
4.34	DISCREPANCIES IN DO ACCOUNT - DEBITS (Do not use)			
4.36	PAYMENTS FOR OTHER DOs (Do not use)			
4.37	TRANSFERS TO OTHER DOs	0.00	0.00	
4.9	TOTAL ACCOUNTABILITY DECREASES	-100.00	100.00	
5.0	ACCOUNTABILITY - End of Day	1100.00	1100.00	
<b>SECTION II - DISTRIBUTION OF ACCOUNTABILITY - INCUMBENT DO</b>				
a.LINE	b.DESCRPTION	DAILY INCREASE	DAILY DECREASE	MONTH- TO-DATE
6.1	DESIGNATED DEPOSITARY	0.00	0.00	0.00
6.2A	U.S. CURRENCY/COINAGE ON HAND	0.00	0.00	1100.00
6.2B	FRGN CRRY/CHNGE ON HAND	0.00	0.00	0.00
6.3A	UNDEPOSITED COLLECTIONS - GENERAL	0.00	0.00	0.00
6.3B	OTHER UNDEPOSITED INSTRUMENTS ON HAND	0.00	0.00	0.00
6.4	CUSTODY OR CONTINGENCY CASH	0.00	0.00	0.00
6.5	FUNDS WITH AGENTS	0.00	0.00	0.00
6.6	ADVANCES TO CONTRACTORS	0.00	0.00	0.00
6.7	CASH IN TRANSIT	0.00	0.00	0.00
6.8	PAYROLL CASH	0.00	0.00	0.00
6.9	OTHER	100.00	0.00	0.00
7.1	DEFERRED VOUCHERS	0.00	0.00	0.00
7.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS	0.00	0.00	0.00
7.2B	ACCOUNTS RECEIVABLE - OTHER	0.00	0.00	0.00
7.3	LOSS OF FUNDS	0.00	0.00	0.00
7.4	DISHONORED CHECKS RECEIVABLE	0.00	0.00	0.00
7.5				
7.6				
7.7				
8.0	TOTAL INCUMBENT DO ACCOUNTABILITY	100.00	0.00	1100.00
<b>SECTION III - DISTRIBUTION OF ACCOUNTABILITY - PREDECESSOR DOs</b>				
9.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS	0.00	0.00	0.00
9.2B	ACCOUNTS RECEIVABLE - OTHER	0.00	0.00	0.00
9.3	LOSS OF FUNDS	0.00	0.00	0.00
9.4	OTHER	0.00	0.00	0.00
10.0	TOTAL PREDECESSOR DO's ACCOUNTABILITY	0.00	0.00	0.00
<b>SECTION IV - DISTRIBUTION OF ACCOUNTABILITY - COMBINED</b>				
11.0	TOTAL DSSN ACCOUNTABILITY	100.00	0.00	1100.00
3. DISBURSING OFFICER NAME, RANK OR GRADE, TITLE		4.DISBURSING OFFICER OR DEPUTY SIGNATURE		5.DATE
FRED UMIDS				

DD Form 2657

### **8.10.2 Schedule of Deposit Activity (SODA)**

Deposits Reported and Confirmed This Month:

*NOTE: By virtue of the CIR system, all Navy Cash deposits are confirmed as they are created. Therefore they will all be reported under section 20.1 of the SODA. In addition, there is no need to have the hard copy SF 215/5515 since these deposits are already confirmed.*

- a. On 3/28/01, deposit of \$200 reported to voucher the ex-cash check cut for the exchange of foreign currency.
- b. On 3/31/01, deposits from the General Mess and Ship's Store are reported for \$200 and \$600 respectively.
- c. On 3/31/01, Navy Cash closed-loop transactions reported as a negative deposit (SF 5515).

# SAMPLE SCHEDULE OF DEPOSIT ACTIVITY

PAGE 1

## SCHEDULE OF DEPOSIT ACTIVITY

ORGANIZATION: USS NAVYCASH  
 LOCATION: NS SAN DIEGO  
 DSSN: 5555 DO: FRED UMIDS PERIOD OF REPORT: JAN 2003

20.0 DEPOSITS OR DEBIT VOUCHERS REPORTED THIS MONTH

20.1 REPORTED THIS MONTH OR CONFIRMED THIS MONTH OR EARLIER  
 {CONFIRMATION COPY IS ENCLOSED HEREWITH}

DEPOSIT NO./ DEBIT VOUCHER NO.	DATE PRESENTED OR MAILED YYMMDD	DATE CONFIRMED YYMMDD	AMOUNT
109000	010331	010331	-100.00
109001	010331	010331	600.00
109003	010331	010331	200.00
108790	010328	010328	200.00

20.1 NET OF 20.1 ITEMS 900.00

20.2 DEPOSITS REPORTED THIS MONTH BUT UNCONFIRMED

DEPOSIT NUMBER	DATE PRESENTED OR MAILED YYMMDD	AMOUNT
-------------------	---------------------------------------	--------

20.2 TOTAL OF 20.2 ITEMS 0.00

20.0 TOTAL REPORTED THIS MO. (20.1 + 20.2) (ENTER ON LINE 4.2) 900.00

30.0 TOTAL UNCONFIRMED DEPOSITS BF (LINE 34.0 PREVIOUS MONTH) 0.00

31.0 DEPOSITS REPORTED PREVIOUS MONTHS  
 {CONFIRMATION COPY IS ENCLOSED HEREWITH}

DEPOSIT NUMBER	DATE PRESENTED OR MAILED YYMMDD	DATE CONFIRMED YYMMDD	AMOUNT
-------------------	---------------------------------------	-----------------------------	--------

\*\*\* Continued on next page \*\*\*

# SAMPLE SCHEDULE OF DEPOSIT ACTIVITY

PAGE 2

## SCHEDULE OF DEPOSIT ACTIVITY

ORGANIZATION: USS NAVYCASH  
 LOCATION: NS SAN DIEGO  
 DSSN: 5555 DO: FRED UMIDS PERIOD OF REPORT: JAN 2003

20.0 DEPOSITS OR DEBIT VOUCHERS REPORTED THIS MONTH

20.1 REPORTED THIS MONTH OR CONFIRMED THIS MONTH OR EARLIER  
 {CONFIRMATION COPY IS ENCLOSED HEREWITH}

DEPOSIT NO./ DEBIT VOUCHER NO.	DATE PRESENTED OR MAILED YYMMDD	DATE CONFIRMED YYMMDD	AMOUNT
109000	010331	010331	-100.00
109001	010331	010331	600.00
109003	010331	010331	200.00
108790	010328	010328	200.00

20.1 NET OF 20.1 ITEMS 900.00  
 20.2 DEPOSITS REPORTED THIS MONTH BUT UNCONFIRMED

DEPOSIT NUMBER	DATE PRESENTED OR MAILED YYMMDD	AMOUNT
-------------------	---------------------------------------	--------

20.2 TOTAL OF 20.2 ITEMS 0.00  
 20.0 TOTAL REPORTED THIS MO. (20.1 + 20.2) (ENTER ON LINE 4.2) 900.00  
 30.0 TOTAL UNCONFIRMED DEPOSITS BF (LINE 34.0 PREVIOUS MONTH) 0.00  
 31.0 DEPOSITS REPORTED PREVIOUS MONTHS  
 {CONFIRMATION COPY IS ENCLOSED HEREWITH}

DEPOSIT NUMBER	DATE PRESENTED OR MAILED YYMMDD	DATE CONFIRMED YYMMDD	AMOUNT
-------------------	---------------------------------------	-----------------------------	--------

\*\*\* Continued on next page \*\*\*

### **8.10.3 SF 1219**

- a. Once the DD 2657 has been closed out for month end reconciliation and the SODA has been updated, the SF 1219 can be closed out, all in accordance with paragraph 8.9.
- b. If the DD 2657, the SODA, and all collection data are entered correctly, the SF 1219 will run automatically in the Defense MilPay Office (DMO) system
- c. The Ship's Store and General Mess collections, \$600 and \$200 respectively, are reported within DMO. They appear in section 2 of the 1219 automatically.
- d. All deposit data entered under the SODA function will automatically appear under Section II part B.

# SAMPLE SF 1219

PAGE 1

FM DFAS CLEVELAND CENTER  
TO DFAS OPLOC SAN DIEGO CA CODE FDAB  
UNCLAS //N07200//  
SUBJ: MSG RPT OF STMT OF ACCTBLTY AND DISB AND COLL//  
SYMBOL 5555 DISBOFF FRED UMIDS  
PERIOD OF ACCOUNT 01MAR01 THRU 31MAR01

## SECTION I PART A

1.0	Total Accountability Beginning of Period		1000.00
2.1	Checks Issued on U.S. Treasury	200.00	
2.3	Other Transactions		
2.34	Discrepancies in D.O. Accounts - Credits	0.00	
2.36	Payments by Another D.O.	0.00	
2.37	Transfers from other Disbursing Officers	0.00	
2.8	OPAC Payments and Collections	0.00	
2.9	Total Increases in Accountability		200.00
3.0	Gross Accountability		1200.00
4.1	Net Disbursements	-800.00	
4.2	Deposits Presented or Mailed to Bank	900.00	
4.3	Other Transactions		
4.34	Discrepancies in D.O. Accounts - Debits	0.00	
4.36	Payments for Another D.O.	0.00	
4.37	Transfers to other Disbursing Officers	0.00	
4.9	Total Decreases in Accountability		100.00
5.0	Total Accountability Close of Period		1100.00

## SECTION I PART B

	Cash on Deposit in Designated Depository		
6.1	( )		0.00
6.2	Cash on Hand ( 0.00 Foreign Funds)		1100.00
6.3	Cash - Undeposited Collections		0.00
6.4	Custody or Contingency Cash		0.00
6.5	Cash in Custody of Gov. Cshrs ( 0.00 Frgn Funds)		0.00
6.6	Advances to Contractors		0.00
6.7	Cash in Transit ( 0.00 Frgn Funds)		0.00
6.8	Payroll Cash ( 0.00 Frgn Funds)		0.00
6.9	Other Cash Items		0.00
7.1	Deferred Chgs - Vouchered Items ( 0.00 Frgn Funds)		0.00
7.2	Receivables - Check Overdrafts		0.00
7.3	Losses of Funds		0.00
7.4	Receivables - Dishonored Checks		0.00
8.0	Total of My Accountability		1100.00

## SECTION I PART C

9.2	Receivables - Check Overdrafts		0.00
9.3	Losses of Funds		0.00
9.4	Other Accountability		0.00
10.0	Total Predecessor Officers Accountability		0.00
11.0	Total Disbursing Office Accountability		1100.00

I CERTIFY THAT THIS IS A TRUE AND CORRECT STATEMENT OF ACCOUNTABILITY  
FOR THE PERIOD STATED AT THE OFFICE REFERRED TO ABOVE.

FRED UMIDS  
D.O. Name

216-555-1212  
Phone Number

# SAMPLE SF 1219

PAGE 2

## SECTION II PART A

(1)	(2)	(3)	(4)	(5)
5555	200.00			200.00

## SECTION II PART B

DT/DV	NUMBER	DOC DATE	DATE PRESENTED/ MAILED TO BANK	AMOUNT
DV	109000	010331	010331	-100.00
DT	109001	010331	010331	600.00
DT	109003	010331	010331	200.00
DT	108790	010328	010328	200.00
				900.00

## 2. DISBURSEMENTS AND COLLECTIONS:

CODE	APPRO/SUB	PROG ELE/ BUD PROJ	REIM SOURCE	AMOUNT
	DISBURSEMENTS TOTAL			0.00
7	97X4930.NC1A			600.00
7	1711453.2241			200.00
	COLLECTIONS TOTAL			800.00//

## 8.11 Navy Cash Quarterly Cash Verification Team

### 8.11.1 Public Funds

a. All funds collected, disbursed, or maintained by the Disbursing Officer, Deputies, and Agents are to be considered public funds. Therefore, responsible individuals will be required to show auditable proof for the disposition of those funds. Any accountable items, to include cash, checks, Navy Cash card stock, and the like, will be verified in the same manner as prescribed within the DoD FMR Volume 5 Appendix A.

b. The Cash Verification Team (CVT) shall use the Navy Cash Transaction Ledger as well as the Disbursing Officer's Disbursing Accountability Reports, to include the Disbursing Transaction Detail Report, to substantiate all funds being held on line 6.9 of the DD 2657. A sample Cash Verification Team Navy Cash Checklist is included at paragraph 8.15.25.

c. All Navy Cash funds collected and reported as deposits on the SF 1219 can be substantiated by the End Of Month reports generated by the Navy Cash System. For example, the Disbursing Officer reports a \$10,000 deposit on line 4.2 of the SF 1219 for the Ship's Store. There should be a corresponding End Of Month report showing \$10,000 in electronic collections for the same month.

d. Required Navy Cash Accountability Documentation. The CVT shall verify that the Daily Cash Transaction Ledger(s) and Disbursing Transactions Detail Report (*sorted by operator*) are retained with each DD 2657 and that the Monthly Transaction Summary Report (*shore report summarizing merchant figures for month*), EOM Summary Report, SF 215s/5515s, and complete DD 2657 packages for each day of month are retained as part of monthly financial returns with each SF 1219 at EOM.

e. Disposition of Funds on Selected Navy Cash Merchant Cards

(1) Disbursing Office Merchant Navy Cash Card. The CVT shall confirm that the Disbursing Office merchant Navy Cash card account balance is zero (both closed and open loop) and review the disposition of deposits, withdrawals, or transfers made with the Disbursing Office merchant card since the last quarterly cash verification.

(a) For details on the use of the Disbursing Office merchant open- and closed-loop accounts, see paragraphs 8.4.9, Correcting Unmatched Chip-to-Chip Transactions; 8.4.12.c.(2), Restoring Value on Lost, Stolen, or Damaged Visitor Cards; and 8.5.1, Transient Merchants —Vendors and Foreign Concessionaires.

(2) Generic Private, Staff, Air Wing, Squadron Merchant Navy Cash Cards. The CVT shall verify that all generic merchant cards not currently assigned to and in use by a Navy Cash merchant are in the custody of the Disbursing Officer; confirm that the account balance for the generic merchant cards in custody is zero (both closed and open loop); and review the disposition of deposits, withdrawals, or transfers made with those generic merchant cards since the last quarterly cash verification.

(a) Generic private, staff, air wing, squadron merchant Navy Cash cards are used to activate a merchant not specifically named in the Navy Cash merchant listing. For details on the use of generic merchant Navy Cash cards, see paragraph 8.5.4.b, Activate a Generic Private, Staff, Air Wing, or Squadron Merchant, and Appendix P, Navy Cash Merchants. There are fifteen generic private merchants within Navy Cash, PRIVATE ONE through PRIVATE FIFTEEN. PRIVATE SIX through PRIVATE FIFTEEN are generally assigned to large-deck ships only.



(3) Generate and Print Transaction Histories. The CVT shall go to the Navy Cash Cardholder Website (www.navycash.com) and generate and print the “Transaction History” information for each of the selected Navy Cash merchant cards (Disbursing Office and Generic Private, Staff, Air Wing, and Squadron Merchants) to cover the period from the date and time of the last quarterly cash verification to the present date and time. To log in to the website, merchants need a username and password. The first time merchants access the website, they use their 16-digit Mastercard® card number and PIN. They are then asked to set up a username and password and set up answers to two security questions. The CVT shall obtain the Transaction History information for each of the selected Navy Cash merchant cards in turn, i.e., the Disbursing Office merchant card and the generic merchant cards in custody.

(a) Confirm Closed- and Open-Loop Balance is Zero. The Transaction History lists both closed- and open-loop transactions. Any balance other than zero in the closed- and/or open-loop account in any of the selected Navy Cash merchant cards (Disbursing Office and Generic Private, Staff, Air Wing, and Squadron Merchants) shall be noted in the CVT report sent to the Commanding Officer, and this same discrepancy shall again be reviewed during the next quarter’s cash verification.

(b) Review Disposition of Funds. The CVT shall review the Transaction History to ensure any remaining balances other than zero in the selected Navy Cash merchant cards closed- and/or open-loop accounts (Disbursing Office and Generic Private, Staff, Air Wing, and Squadron Merchants) agree with the transactions in the respective Transaction History reports. The CVT shall also review the Transaction History to verify that no unauthorized deposits, withdrawals, or transfers were made using the Disbursing Officer merchant Navy Cash card closed- and open-loop accounts or the generic merchant card closed- and open-loop accounts since the last quarterly cash verification.

(c) Include Transaction Histories in CVT Report. The CVT shall include a copy of the Transaction History reports for the Disbursing Office merchant card and each of the generic merchant cards reviewed as an enclosure to the CVT report sent to the Commanding Officer.

f. Navy Cash Disbursing Application Users. The CVT shall generate card reports for the Navy Cash cards of all Navy Cash Disbursing Application users (see paragraph 8.4.14, Card Report). The card reports will be used to verify that no unauthorized deposits were made to their closed-loop accounts since the last quarterly cash verification. To generate a Card Report, select “Card Report” in the “Card Maintenance” pull-down menu, insert the cardholder’s card into the POS, click the “Get Chip Info” button, select start and end dates for the report, and click on the generate button. This will produce a report on the screen which displays a breakdown of all transactions that have occurred on the closed loop. If a hardcopy printout is required, click on the Print button and a paper report will be generated.

g. Retain Copy of CVT Report on File for Inspection. The Disbursing Officer shall retain a copy of the CVT report and all enclosures on file for inspection.

h. Clear Any Balance Other Than Zero. The Disbursing Officer must clear any remaining balances (closed and/or open loop) after thoroughly researching the source of funds credited to the Disbursing Office merchant card and to any of the generic merchant cards. If needed, the Disbursing Officer may contact the Navy Cash CSU (see paragraph 8.14.1) or the Navy Cash FSGs (see paragraph 8.14.5) for assistance.

### **8.11.2 Navy Cash Card Stock**

The CVT shall verify all blank Navy Cash card stock by count against the Bulk Card Log, and the audit shall be documented as the next entry in the Bulk Card Log. The CVT shall also check the expiration dates on the cards. The Disbursing Officer shall collect and destroy any cards that have expired or will soon expire (see paragraph 8.3.1.j).

### **8.12 Navy Cash Equipment Checklist**

A sample Navy Cash Equipment Checklist is included at Appendix G. This checklist must be tailored for each ship to reflect the equipment that is actually installed as a part of the Navy Cash installation. The checklist provides an aid to assist in troubleshooting any equipment or software problems and should also be used to review the status of all the ship's Navy Cash devices on a periodic basis.

### **8.13 Managing and Requisitioning Spares**

a. Initial Outfitting. Certain spare parts and consumable items are provided as "push" material during installation of the Navy Cash system. The materials and quantities are itemized on a DD Form 1149, which will be signed for by the Supply Officer, Stock Control Officer, or Disbursing Officer. These spares and consumable items must be accounted for in the Supply Officer's custody in accordance with the guidelines established in Chapter Six of NAVSUP P-485, Afloat Supply Procedures.

(1) Navy Cash system components are assigned Allowance Parts List numbers (APLs), which will be updated as required. Ships are responsible for their ASI updates to get the most accurate Navy Cash parts information. Updates to the COSAL for the Navy Cash system will be done quarterly. APL identification number 00044461CL applies to the Navy Cash system.

(2) For most installations, there will not be any outstanding requisitions. The receipt document is entered into Supply and Financial Management (SFM) using the "receipt not from due" processing option and "stock control" option for receipt processing in RSUPPLY (see NAVSUP P-485, paragraph 6695, Processing Receipts Not From Due). For documentation information, the support contractor's Routing Identifier (RI) is QWR and Unit Identification Code (UIC) is Q99513. The dollar amount can be derived from latest COSAL information.

b. Operating Space Items (OSIs)

(1) Point-Of-Sale Devices (POSs). A number of spare POSs are normally held in ready reserve for periodic functions such as MWR sales, husbanding agent sale of currency, and concessionaire sales. These units should be accounted for as OSIs. The Disbursing Officer is responsible for control of all spare POSs held in ready reserve. POSs that have transactions recorded (stored) but not yet downloaded to the Navy Cash server should be kept in either the Sales or Disbursing Officer's safe. A POS OSI without stored transactions should be kept in a safe or limited access space that is locked when not occupied, such as the Disbursing Office or Sales Office. Spare POSs not being held in reserve for periodic functions (and without transactions stored on them) should be maintained as HM&E or OSI stock items in a secure storeroom (see paragraph 8.3.3, Custody of Spare POSs and CADs).

(2) Card Access Devices (CADs). Spare vending machine CADs should be maintained as stock items in a secure storeroom, with the following exception. When a CAD has been removed from a vending machine but still has transactions recorded (stored) on it that have

not yet been downloaded to the Navy Cash server, it should also be kept in a safe, e.g., the Disbursing or Sales Officer's safe (see paragraph 8.3.3, Custody of Spare POSs and CADs).

c. Inventory Control. Regardless of the physical storage location for Navy Cash spares, the spares provided during the Navy Cash installation shall be accounted for in the same manner as other repair parts provided during an equipment installation and shall be added to the ship's COSAL allowance for stock under the control of the LSs. Failure to maintain inventory control over the Navy Cash items can result in missing items, especially during turnover of key personnel. Maintaining inventory control over the Navy Cash spares will also help to ensure the correct inventory level is maintained as demand data is accumulated. Inventory of the Navy Cash spares must be completed twice annually.

d. Failed Equipment. Whenever a piece of Navy Cash equipment, such as a POS, CAD, or switch, fails, the failure must be reported to the CSU (see paragraph 8.14 below). To assist in reporting hardware, software, communications, or operational problems, the Navy Cash Trouble Call Worksheet (see paragraph 8.15.26) lays out the information the Disbursing Officer, or designated representative, should have available before contacting the CSU. The CSU will assign a case number, which should be recorded on the Trouble Call Worksheet. The CSU will handle the trouble call directly if at all possible or forward the call to the proper person. When directed to return failed equipment to the Navy Cash depot (CADs and POSs with stuck transactions are sent to Gemalto Cogent), record the traceable tracking number and date shipped on the Trouble Call Worksheet. The case number assigned by the CSU and the equipment serial number should be included with all Navy Cash equipment returns, so a copy of the Trouble Call Worksheet should be included with all equipment returned to the depot.

SHIPPING ADDRESS AND CERTIFIED MAILING ADDRESS NAVY CASH DEPOT

Engility Corporation  
ATTN: Navy Cash Depot  
7580 Metropolitan Drive, Suite 207  
San Diego, CA 92108  
Phone: (619) 278-5472 (*Shipment related issues only*)

SHIPPING ADDRESS Gemalto COGENT

Gemalto Cogent  
ATTN: Ryan Settle, Navy Cash Equipment Return  
3300 Acorn Street  
Williamsburg, VA 23188  
Phone: (757) 564-4604 (*Shipment related issues only*)

e. Mailing or Shipping Equipment with Batteries Contained in the Equipment.

(1) Hazardous Materials Regulations. Batteries are classified as dangerous goods when packaging and transporting them. If improperly handled, packaged or stored, batteries represent a risk for corrosive and flammable chemicals and for electrical fires. Although alkaline dry cells are not regulated as hazardous materials, all cells or batteries can cause fires from short circuits if terminals are not protected. Lithium batteries, on the other hand, are regulated as hazardous materials. Regulations differ depending on the type of cells or batteries (lithium metal or lithium ion), the mass of lithium contained in or the equivalent Watt-hour (Wh) rating of the cells or batteries, and whether the cells or batteries are being mailed or shipped without equipment, with equipment, or in equipment. Batteries that have been depleted or will no longer be used must be disposed of locally following proper procedures. Lithium batteries that have been recalled or damaged or otherwise identified as defective must be disposed of locally following proper procedures and must never be mailed or shipped.

(2) Keycorp K22. The K22 Point-Of-Sale device (POS) (*on ships with release v1.4.6.3*) uses "AA" alkaline cells to provide power when used in the portable mode. The K22 also contains a lithium-metal battery (button cell) that powers the device clock and backup RAM. In preparing a K22 for mailing or shipping, the "AA" alkaline batteries must be removed from the device, but the lithium-metal backup battery (button cell) must remain in the device. If the backup battery is removed from a K22 with stuck transactions that is being shipped to Gemalto Cogent, those transactions will be lost and cannot be verified without a written log to document sales transactions. *As a reminder, the lithium-metal backup battery(button cell) in the K22 must be replaced every two years. CR-1220 batteries are available through the supply system under stock number 9G 6135-01-263-3611 and have an estimated life span of two years. If the lithium battery is not changed and the battery dies at a time the K22 is holding transactions, those transactions will be lost and cannot be verified without a written log to document sales transactions.*

(3) Ingenico iPA280. The iPA280 POS (*on ships with release v1.4.7.x*) uses a rechargeable lithium-ion battery to provide power when used in the portable mode. In preparing an iPA 280 for mailing or shipping, the rechargeable lithium-ion battery must be removed from the device. The iPA280 also contains a backup battery (button cell) to prevent data loss during exchange of the rechargeable battery. This backup battery (button cell) is imbedded in the device on the motherboard and cannot be removed.

(4) U.S. Postal Service (USPS). In May 2012 , the USPS removed its prohibition against mailing lithium metal or lithium-ion batteries within the United States or its territories. In November 2012, the USPS removed its prohibition against mailing lithium metal or lithium-ion batteries internationally or to or from any Army Post Office (APO), Fleet Post Office (FPO), or Diplomatic Post Office (DPO) locations. Certain limited quantities of lithium metal or lithium-ion batteries installed in the equipment they are intended to operate can be mailed domestically and internationally or to or from APO, FPO, or DPO locations when not restricted or prohibited by the destination country or APO, FPO, or DPO location. For specific country restrictions, see the applicable Individual Country Listing in the International Mail Manual. For specific APO, FPO, or DPO restrictions, see the information for the destination ZIP Code in the article titled "Overseas Military/Diplomatic Mail" published in each issue of the Postal Bulletin. Lithium batteries packed with equipment and lithium batteries sent separate from equipment are prohibited internationally. Damaged, defective, or recalled batteries are prohibited and may not be mailed either domestically or internationally under any circumstances.

(5) Packaging K22s or iPA 280s for Shipment. Packages prepared for shipment (by USPS, UPS, FedEx, etc.) are likely to travel by air for at least one flight segment and must be treated as air shipments. To meet domestic and international regulations and requirements for mailing or shipping by surface (rail, highway, and water) and air (cargo and passenger aircraft), small consumer-type lithium cells and batteries like the backup batteries (button cells) in the K22 and iPA280 may be sent in a single shipment with the following restrictions. These restrictions represent the lowest common denominator and qualify a package for mailing and shipment by surface (rail, highway, and water) and air (cargo and passenger aircraft) by USPS, UPS, FedEx, military air, etc.

(a) The batteries must be installed in the equipment being shipped.

(b) Each shipment may contain a maximum of four lithium cells or two lithium batteries. For the K22s and iPA 280s, this limits the shipment to four K22s or iPA 280s. The

lithium-metal backup batteries (button cells) installed in the K22 and the iPA 280 contain less than 0.3 grams of lithium.

(c) The batteries installed in equipment must be protected from damage and short circuit.

(d) The equipment must be equipped with an effective means of preventing it from being turned on or activated.

(e) The equipment must be wrapped in plastic to make it waterproof, and it must be contained in a strong sealed package and cushioned to prevent movement or damage. The net weight of the package can be no more than 5.5 pounds (2.5 kilograms). The package must have an accompanying document included in the package (see paragraph 8.15.31). Lithium battery handling labels are not required and are, in fact, prohibited for packages mailed via USPS internationally.

## **8.14 Navy Cash Support**

### **8.14.1 Customer Service Call Centers**

a. Cardholder Support. The CSC is responsible for answering Navy Cash cardholder questions. For example, if there is a question about a particular transaction or if a card needs to be reported as lost or stolen and the Disbursing Officer is not available (e.g., after hours in a liberty port), the cardholder contacts the CSC. The phone number and website address listed below for the CSC are printed on the back of the Navy Cash card.

Navy Cash Customer Service Center (CSC):

Phone: 1-866-3NAVYCASH  
1-866-362-8922

Website: [www.navycash.com](http://www.navycash.com)

email address: [navycash@frb.org](mailto:navycash@frb.org)

Fax: 1 813 533-5711

b. Disbursing Office/Merchant Support. The CSU is responsible for answering Disbursing Office and merchant questions.

Navy Cash Central Support Unit (CSU):

Phone: 1-866-6NAVYCASH  
1-866-662-8922

Website: [www.navycash.com](http://www.navycash.com)

email address: [navycashcenter@frb.org](mailto:navycashcenter@frb.org)

Fax: 1-813-533-5711

c. Trouble Calls. One of the responsibilities of the Treasury Agent is to report to NAVSUP and the Fiscal Service the volume and type of trouble calls handled and the time it takes to resolve each issue. This includes hardware, software, communications, operational, and cardholder issues. In order to track this information in a central location, all trouble calls, whether forwarded by phone call or email, should be directed to the CSU. The CSU will handle the trouble calls directly if at all possible, particularly cardholder service issues, or forward the call to the proper person. Each issue will be handled as quickly as possible. Email trouble calls can include the appropriate support personnel as additional addressees.

(1) Trouble Call Worksheet. To assist in reporting hardware, software, communications, or operational problems, the Navy Cash Trouble Call Worksheet (see

paragraph 8.15.26) lays out the information the Disbursing Officer, or designated representative, should have available before contacting the CSU.

(2) Returning Failed Equipment. When directed to return failed equipment to the Navy Cash depot, record the traceable tracking number and date shipped on the Trouble Call Worksheet. The case number assigned by the CSU and the equipment serial number should be included with all Navy Cash equipment returns.

SHIPPING ADDRESS AND CERTIFIED MAILING ADDRESS NAVY CASH DEPOT

Engility Corporation  
ATTN: Navy Cash Depot  
7580 Metropolitan Drive, Suite 207  
San Diego, CA 92108  
Phone: (619) 278-5472 (*Shipment related issues only*)

SHIPPING ADDRESS GEMALTO COGENT

Gemalto Cogent  
ATTN: Ryan Settle, Navy Cash Equipment Return  
3300 Acorn Street  
Williamsburg, VA 23188  
Phone: (757) 564-4604 (*Shipment related issues only*)

d. Escalation Procedures. In responding to trouble calls, the overall goal for the CSU is to open a case and reply to the ship with an email containing the case number within 24 hours of receiving the trouble call. During normal business hours (Monday–Friday, 8:00am–6:30pm, Eastern Time), the target is to open a case and reply to the ship within two hours. If, in resolving a case, the CSU sends an email to the ship requesting additional information, but a response has not been received after three days, the CSU will resend the email request to the ship. If a response is not received after three additional days, the CSU will send the request to the ship again and this time copy NAVSUP and the appropriate NAVSUP FLC Navy Cash Fleet Support Group (FSG). If the CSU does not hear anything back from the ship after 10 days, they will contact the appropriate FSG about either closing the case or keeping the case open so the FSG can follow up with the ship.

#### **8.14.2 Updating Navy Cash Cardholder Account Information**

a. A cardholder's Navy Cash account information can be updated by contacting the CSU by phone or email or by using the Navy Cash Disbursing Website or the Disbursing Application (see paragraph 8.4.18, Account Information Update).

b. Timeliness of Updates. Any updates done through the Disbursing Application are effective immediately on board the ship and will regulate any subsequent cardholder transactions at the Kiosk. Updates done through the Navy Cash Disbursing Website do not go into effect on board the ship until a round trip is completed between ship and shore. Updates done through the CSU do not go into effect on board the ship until the CSU receives the information, processes the request, and a round trip is completed between ship and shore.

c. Cardholder Request

(1) If Navy Cash cardholders need to update their Navy Cash account information, for example, to change a bank or credit union account or update an email address, they can call the CSC directly. The customer service representative will ask them a series of questions to verify their identity before they update their accounts.

(2) If cardholders don't have access to a phone, they can email their update requests to the CSC. To verify their identity, cardholders should include their email address, the last four

digits of their SSN, their mother's maiden name, and their birth date (mm/dd/yyyy) in their email request. If this information is included in the initial email, a cardholder's request can be addressed much more quickly, without additional email traffic. Cardholders will receive confirmation via email from the CSC when their accounts have been updated.

(3) Cardholders should never include their full SSN, their Mastercard number, or their PIN.

(4) If cardholders want to change the bank or credit union account information associated with their Navy Cash account, they must fax, email an image of, or mail a copy of a cancelled check or deposit slip to the CSC. If cardholders are unable to do this, then the Disbursing Office needs to handle these changes through the Disbursing Website or the Disbursing Application.

d. Disbursing Office Request

(1) A cardholder's Navy Cash account information can also be updated by the Disbursing Officer or their authorized representative, who may contact the CSU using the phone, email, or Navy Cash Disbursing Website. Guidelines for using the Disbursing Website are included at Appendix E.

(2) If cardholders want to change the bank or credit union account information associated with their Navy Cash account, they should report to the Disbursing Office. The Disbursing Officer shall verify the ABA routing number and account number for the new account.

(3) If the request is sent via email, any material containing personal information will be written in a Word document and require a password in order to be viewed. These procedures must be followed to protect private information exchanged with the CSU. These interim procedures will remain in effect until the account update function is incorporated within the Disbursing Application.

(4) Navy Cash will provide each ship's Disbursing Office with a password that is specific to the ship.

(5) Email requests will be sent to [navycashcenter@frb.org](mailto:navycashcenter@frb.org) with the password-protected Word document as an attachment.

(6) The CSU will process the email as necessary and send an email response with a password-protected Word document as an attachment if needed.

(7) To password protect a Word document:

- (a) Open the document.
- (b) On the "File" menu, click "Save As".
- (c) On the "Tools" menu in the "Save As" dialog box, click "General Options".
- (d) In the "Password to Open" box, type the specific password provided and then click "OK".
- (e) In the "Reenter Password to Open" box, type the password again and then click "OK".
- (f) Click "Save".

e. Blocking and Unblocking Accounts

(1) The CSU does not automatically unblock cardholder access to home bank or credit union accounts when the banking information is updated.

(2) Cardholders may not request that access to their home bank or credit union accounts be blocked or unblocked.

(3) An authorized Disbursing Officer or their authorized representative may contact the CSU by phone or email and request the blocking or unblocking of a cardholder's access to home bank or credit union account. This request may be included in the same email as the request to update account information. An authorized Disbursing Officer or Disbursing Clerk may also block or unblock cardholder access to home account on the Navy Cash Disbursing Website ([www.navycash.com](http://www.navycash.com)) (see paragraph 8.8.2).

**8.14.3 Navy Cash Websites**

a. Navy Cash Cardholder Website. The cardholder website ([www.navycash.com](http://www.navycash.com)) was developed to help individual cardholders and Navy Cash merchants manage their Navy Cash accounts. A "Help" page provides details to answer most questions about how Navy Cash works. Summary "Account Information" is displayed about the Navy Cash card itself, about the balance in the closed- and open-loop accounts (*as of the last round trip completed between ship and shore*), and about a cardholder's linked bank or credit union account, to include, ACH Allowed ("Y" or "N"), Name on Account, Routing Number, Bank Account Number, and Account Type ("Checking" or "Savings"). A detailed transaction history is also available to review all closed- and open-loop transactions for the current month and the last 24 months. Basic contact information is easily accessible to report a lost or stolen card and to get answers to any specific questions about a Navy Cash account. The Navy Cash Privacy Policy Statement is also available on the website.

(1) General guidelines for using the cardholder website are included at Appendix D. To log in to the website, cardholders need a username and password. The first time cardholders access the website, they use their 16-digit Mastercard® card number and PIN. They are then asked to set up a username and password and set up answers to two security questions.

(2) The transaction history records displayed are shore-side records and may not include transactions performed off line, either on the ship or on the shore. Transactions from the current day will not be displayed until a round trip is completed between the ship and the shore.

(3) Disbursing Officers should encourage crewmembers and Navy Cash merchants on the ship to use the website. They can see closed- and open-loop activity and get a lot of the information they need to manage their Navy Cash accounts directly from the website. When Navy Cash cardholders or merchants register or change the bank or credit union account linked to Navy Cash, they can use the cardholder website to confirm the change has taken effect before attempting an ACH transfer request to or from the new account at a Navy Cash kiosk.

b. Navy Cash Disbursing Website. The Disbursing Website ([www.navycash.com](http://www.navycash.com)) enables Disbursing Officers to review and update Navy Cash cardholder and merchant account and profile information, review limited cardholder and merchant transaction history (transaction history is available for the current month and the past 24 months), update a cardholder's location information, review all cardholders and merchants currently assigned to the ship, review a ship's round-trip history, update a ship's contact information, and review a ship's Navy Cash ship reports.



(1) Guidelines for using the Navy Cash Disbursing Website are included at Appendix E. To access the Disbursing Website for the first time, the Disbursing Officer must contact the CSU (see paragraph 8.14.1) to receive an initial user name and password to log in to the website. When logging in to the website for the first time, the Disbursing Officer will be asked to select and answer two different security questions and to change his or her password.

(2) Updates done through the Disbursing Website do not go into effect on board the ship until a round trip is completed between ship and shore. When updating linked bank or credit union account information, at least one roundtrip and one working day are required for the new linked account to take effect.

(3) The transaction history records displayed are shore-side records and may not include transactions performed off line, either on the ship or on the shore. Transactions from the current day will not be displayed until a round trip is completed between the ship and the shore.

c. Treasury Navy Cash Website. The Treasury Fiscal Service Navy Cash website ([navycash.gov](http://navycash.gov)) is a good source for documentation on Navy Cash. The site provides an overview of the Navy Cash program and information to answer most questions about how Navy Cash works, including a customer service handbook and user guides. The site also provides easy access to functional training materials, videos on selected maintenance procedures, the current versions of the Navy Cash Standard Operating Procedure (SOP), and copies of all the Navy Cash Bulletins, Flashes, and SOP Change Notices issued.

#### **8.14.4 SPAWAR Acquisition Integrated Logistics Online Repository (SAILOR)**

Navy Cash technical system documentation can be found on the SPAWAR Acquisition Integrated Logistics Online Repository. SAILOR 2.1 is an easy-to-use tool designed to deploy critical logistics, configuration, and technical documentation and provide a single location to obtain systems support information for programs of record, including Navy Cash. Disbursing Officers should let the ship's ITs supporting Navy Cash operations know that they can find configuration and troubleshooting documents, ACAS scanning instructions, and other supporting documents for the Navy Cash system on SAILOR 2.1. The link for SAILOR 2.1 is <https://sailor.nmci.navy.mil/sailor/Home.cfm> (use email PKI certificate).

#### **8.14.5 Navy Cash Fleet Support Groups**

a. The Fleet Support Groups (FSGs) at the NAVSUP Fleet Logistics Centers (FLCs) in Norfolk, San Diego, and Yokosuka are available on request to provide support, advice, training, and assistance for Disbursing operations and fiscal procedures in general and for Navy Cash operations and procedures in particular.

**NAVSUP FLC Norfolk** (*Providing support to ships in Norfolk, Little Creek, Mayport, Rota, Gaeta, Bahrain*)

Hugh Chin	Tel: (757) 443-1189 DSN: 646-1189 email: <a href="mailto:hugh.chin@navy.mil">hugh.chin@navy.mil</a>
CPO Boubacar Djibo	Tel: (757) 443-1005 DSN: 646-1005 email: <a href="mailto:boubacar.a.djibo@navy.mil">boubacar.a.djibo@navy.mil</a>
Toshua Davis	Tel: (757) 443-2522 DSN: 646-2522 email: <a href="mailto:toshua.davis@navy.mil">toshua.davis@navy.mil</a>

**NAVSUP FLC San Diego** *(Providing support to ships in San Diego, Pearl Harbor, Bremerton, Everett)*

Andy Yager	Tel: (619) 556-6493 DSN: 526-6493 email: andrew.yager@navy.mil
CPO Kennedy James	Tel: (619) 556-1671 DSN: 526-1671 email: kennedy.james@navy.mil
CPO Rodel Ramos	Tel: (619) 556-6835 DSN: 526-6835 email: rodel.ramos@navy.mil

**NAVSUP FLC Yokosuka** *(Providing support to ships in Yokosuka, Sasebo, Guam)*

Eli Bolina	Tel: +81 (46) 816-7324 DSN: (315) 243-7324 email: elias.bolina@fe.navy.mil
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b. Roles and Responsibilities. The Navy Cash FSGs' primary mission is to provide advice, training, and assistance for Navy Cash and Disbursing operations on board the ships in their areas of responsibility. The FSG representatives also provide support to Navy Cash system installations and upgrades, acting as the Government's on-site coordinator for the Navy Cash program.

(1) General Fleet Support. Provide advice, training, and assistance to ships as needed on a daily basis on Navy Cash, Disbursing, and fiscal issues, and general operability, maintenance, upkeep, and troubleshooting of Navy Cash equipment.

(2) On-Site Support. Provide on-site Navy Cash, Disbursing, and fiscal support as required. Assist with out-of-balance conditions and troubleshooting. Provide advice and conduct training as needed.

(3) Training. Provide basic and integrated training as needed on Navy Cash, Disbursing, fiscal issues, and general operability, maintenance, and upkeep of Navy Cash equipment.

(4) End-Of-Month (EOM) Close-Outs. Assist ships with monthly EOM close-outs. Coordinate with the Treasury Agent settlement group to confirm 100 percent of ships have closed out each accounting period.

(5) Site Visits. Conduct quarterly site visits to ships in areas not serviced by local representatives. Provide advice, training, and assistance to ships as needed.

(6) Resolving Open Trouble Calls. Work with ships when requested to get open trouble calls resolved as quickly as possible. Coordinate with NAVSUP and Navy Cash Technical Support (NCTS) to identify higher-priority issues and re-prioritize trouble calls as necessary. Coordinate with NCTS and field support contractor to assist ships with distance-support efforts to troubleshooting and resolve hardware, software, and communications issues.

(7) Certifying Officer. Act as Certifying Officer for collections of debts associated with negative open-loop account balances.

(8) Pre-Deployment Briefings. Provide Navy Cash pre-deployment briefings covering the unique situations specific to ships in a deployed status. Address any questions and concerns from the ships. Ensure pre-deployment groom is a part of each ship's pre-deployment

checklist. These pre-deployment grooms, provided by the Navy Cash field support contractor, include shipboard verification of system hardware, software, communications, operations, documentation, spares, and ship-specific training.

(9) Post-Deployment Assist Visit. Provide advice and assistance to ships returning from deployment. Address any unresolved Navy Cash issues.

(10) Provide Support for Marine Corps and MSC. Provide advice, training, and assistance as needed for Marine Disbursing personnel embarking on Navy ships equipped with Navy Cash, including hands-on training prior to deployment, and for Military Sealift Command (MSC) ships equipped with Navy Cash.

(11) BQC Training. Provide Navy Cash EOM close-out and Fiscal training for the Supply Corps Officer Basic Qualification Course (BQC) at the Navy Supply Corps School (NSCS), Newport, RI.

(12) Refresher Training. Coordinate and conduct Navy Cash refresher training courses in conjunction with field support contractor at Fleet concentration areas on a regular basis.

(13) Training Support Centers. Provide Navy Cash training at Training Support Centers and Detachments in their areas of responsibility.

(14) Deposit-In-Transit (DIT) Variances. Assist DFAS, the Treasury, and the ships in resolving variances in deposits in transit.

(15) Installation Support. Provide support as required for new Navy Cash installations and for technical refresh and other upgrade installations for existing Navy Cash systems.

(a) On-Site Installation Coordinator (OSIC). Coordinate with and monitor the Alteration Installation Team (AIT) contractor to ensure all steps in the AIT process are completed and all contract requirements are fulfilled and are compliant with written quality procedures. Participate in daily and weekly production and progress meetings as required.

(b) Quality Assurance. Maintain competency in the AIT Manager's Quality Assurance Program (AMQAP) to ensure AIT contractor compliance with technical and quality requirements for all work conducted on Navy Cash systems.

(c) Pre-Installation Support. Provide executive-level overview briefings on Navy Cash program and pre-installation planning briefings as required. Participate in advance planning meetings as required with the AIT contractor and shipyard.

(d) RMMCO Check-In. Participate in AIT contractor check-in through Regional Maintenance and Modernization Coordination Office (RMMCO) which allows AIT contractor to perform work.

(e) Orientation and Enrollment Training. For new Navy Cash installations, coordinate and conduct Navy Cash orientation and enrollment training in conjunction with AIT contractor. Collect and process enrollment forms prior to Navy Cash Go-Live. Coordinate with ship to generate chart of accounts to collect banking information needed to establish Navy Cash merchants prior to Go-Live on a ship.

(f) Functional Training. Coordinate functional training the week prior to Go-Live for Navy Cash operators. Participate in On-the-Job Training (OJT) after Navy Cash Go-Live to provide hands-on training, particularly for EOM close-out support.

(g) RMMCO Check-Out. Participate in AIT contractor Out-Brief and Installation Sign Off through RMMCO.

(16) Barge Moves. When ships need to move Navy Cash equipment to a barge during an availability, provide advice and assistance to coordinate the requirement with the Barge Managers and Navy Cash field support contractor as necessary and to manage the relocation of the equipment to the barge and later the return of the equipment to the ship.

(17) Homeport Changes. Provide advice and assistance to ships preparing for homeport changes.

(18) Decommissioning Ships. Coordinate support as required for ships that will be decommissioning, to include the shutdown of Navy Cash operations, financial close-out, suspension of cardholder and merchant Navy Cash accounts, and removal and disposition of Navy Cash equipment.

(19) Disbursing Technical Advisors. Serve as Disbursing Technical Advisors to the Center for Service Support (CSS), Naval Supply Systems Command (NAVSUP), and Office of the Assistant Secretary of the Navy, Office of Financial Operations (OASN FMO), providing technical advice and assistance and serving as an interface with the Fleet for various Disbursing and Government Wide Accounting (GWA) modernization initiatives, like the consolidation of Disbursing Station Symbol Numbers (DSSNs) and the Deployable Disbursing System (DDS, and for various Navy Cash program initiatives, like the Treasury Agent transition from JPMorgan Chase to the Federal Reserve Bank of Boston and PNC Bank and the next generation Navy Cash 2.0 system, which combines a complete equipment refresh with the introduction of the Treasury's EMV chip and PIN One-Card Solution.

(20) OTCnet. Act as local security administrator for the Over the Counter Channel (OTCnet) application, enrolling and assisting ships as needed. OTCnet lets ships capture checks online or offline and manage and report all check and cash deposits in one place. OTCnet automates the over-the-counter deposit process.

#### **8.14.6 Court Orders and Levies and Subpoenas on Navy Cash Accounts**

a. On occasion, the Treasury Agent for Navy Cash, receives Court Orders and Levies (COAL) and Subpoenas on accounts with deposits in the bank. Subpoenas are court orders to provide specific information about customer accounts and transactions against accounts. COAL are specific instructions received from the courts for search and investigative requirements about accounts and for holds, debits, and credits on accounts. The Treasury Agent must carry out these directives based on the specific instructions received from the courts. The Navy Cash backend ashore now has automated capabilities to respond to instructions received from the courts.

b. Any hold, debit, or credit action that results from COAL instructions will always be applied to the open-loop account. The value in the closed-loop account is not affected by this process and can still be used for purchases on the ship.

(1) If a hold is placed on an open-loop account that does not have sufficient funds to cover the hold, the available balance on the account will go negative, and the closed-loop load limit will be set to zero. As a result, all transfers to the closed loop, including ACH transfers, funds transfers to load cash at Disbursing, closed-loop-to-closed-loop transfers, and open-to-closed-loop transfers, are blocked. When the open-loop account is replenished up to or beyond the amount of the negative balance, the closed-loop load limit will be reset to the limit set prior to the hold, and funds can again be transferred to the closed-loop account.

(2) Any negative balance resulting from a hold will not be reflected on the Navy Cash Daily Negative Balance Report, since the report only reflects negative balances on the account's "ledger balance", while holds are applied to the account's current available balance.

(3) The round trip process will reflect any holds on an account in the available balance returned to the ship. Debit and/or credit transactions are processed and posted to Navy Cash accounts daily in accordance with instructions provided. Any hold, debit, or credit action will be logged and reported on the Navy Cash Cardholder Website ([www.navycash.com](http://www.navycash.com)). To log in to the website, cardholders need a username and password. The first time cardholders access the website, they use their 16-digit Mastercard® card number and PIN. They are then asked to set up a username and password and set up answers to two security questions. A detailed transaction history is available to review all closed- and open-loop transactions for the current month and the last six months.

c. If Navy Cash cardholders have questions about a hold, debit, or credit on their account that resulted from COAL instructions, Disbursing Officers should direct them to call the Cardholder Customer Service Center (CSC) at (866) 362-8922.

## 8.15 Sample Disbursing Reports, Forms, Etc.

### 8.15.1 Sample DD 577, Disbursing Officer and Navy Cash Accountable Officer

APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE (Read Privacy Act Statement and Instructions before completing form.)		
<b>PRIVACY ACT STATEMENT</b> <b>AUTHORITY:</b> E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol. 5. <b>PRINCIPAL PURPOSE(S):</b> To maintain a record of appointment and termination of appointment of persons to any of the positions listed in Item 6, and to identify the duties associated with this appointment. <b>SORN T1300</b> ( <a href="http://dpclo.defense.gov/Privacy/SORNsIndex/DoDComponentArticleView/tabid/7489/Article/6235/1300.aspx">http://dpclo.defense.gov/Privacy/SORNsIndex/DoDComponentArticleView/tabid/7489/Article/6235/1300.aspx</a> ) <b>ROUTINE USE(S):</b> 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 also be disclosed outside of the Department of Defense (DoD) to the Federal Reserve Banks to verify authority of the appointed individuals to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published at: <a href="http://dpclo.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx">http://dpclo.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx</a> . <b>DISCLOSURE</b> Voluntary; however, failure to provide the requested information may preclude appointments.		
<b>SECTION I - APPOINTEE</b>		
1. NAME (First, Middle Initial, Last and Rank or Grade)	2. DoD ID NUMBER	3. TITLE
4. DOD COMPONENT/ORGANIZATION	5. ADDRESS (Include ZIP Code, email address, and telephone number with area code and DSN)	
6. POSITION TO WHICH APPOINTED (X appropriate box - one only. Checking more than one invalidates the appointment.)		
<input checked="" type="checkbox"/> DISBURSING OFFICER: DSSN 1234	<input type="checkbox"/> CASHIER	<input type="checkbox"/> CHANGE FUND CUSTODIAN
<input type="checkbox"/> DEPUTY DISBURSING OFFICER: DSSN	<input type="checkbox"/> PAYING AGENT	<input type="checkbox"/> IMPREST FUND CASHIER
<input type="checkbox"/> CERTIFYING OFFICER	<input type="checkbox"/> COLLECTIONS AGENT	<input type="checkbox"/> SAFEKEEPING CUSTODIAN
<input type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL	<input type="checkbox"/> DISBURSING AGENT	<input type="checkbox"/> ASSISTANT SAFEKEEPING CUSTODIAN
<b>7. YOU ARE APPOINTED TO SERVE IN THE POSITION IDENTIFIED IN ITEM 6. YOUR RESPONSIBILITIES INCLUDE:</b> Disbursing Officer and Navy Cash Accountable Officer. As Disbursing Officer, you are responsible for receiving, disbursing, maintaining appropriate accounting over, and properly safeguarding all public funds with which you are entrusted, and you are held pecuniarily liable for any loss of such funds. Although your appointed personnel are liable for any losses of public funds in their custody, you hold overall responsibility and are jointly (or singularly) liable for any losses associated with these personnel. You must make certain that all deputies, agents, cashiers, and other custodians are fully aware of their responsibilities for properly handling and protecting public funds. To minimize the potential for fraud, waste, abuse, and mismanagement, you must have a ship's instruction in place with specific operating procedures and management internal controls for Disbursing operations. As Navy Cash Accountable Officer, you are responsible for the operation and management of the Navy Cash system on the ship, adherence to the rules of behavior for users of the Navy Cash system, maintenance and custody of all Navy Cash equipment and Navy Cash cards, including accurate, up-to-date inventories, and immediate collection on any debt owed the U.S. Treasury Navy Cash fund pool as a result of negative Navy Cash account balances. To facilitate effective management and administration of Navy Cash, you must have a ship's instruction in place with specific operating procedures and management internal controls for Navy Cash operations. You are responsible for proper handling and safeguarding of Personally Identifiable Information associated with both Disbursing and Navy Cash operations.		
<b>8. REVIEW AND ADHERE TO THE FOLLOWING PUBLICATION(S) NEEDED TO ADEQUATELY PERFORM YOUR ASSIGNED DUTIES:</b> Disbursing Officer: DoD 7000.14-R, DoD FMR, particularly Vols. 1, 5, and 9, and NAVSUP P485 Vol 1 Chapter 10, Navy Disbursing Operations Navy Cash Accountable Officer: DoD FMR Vol 5 Chapter 10 and NAVSUP P727 Navy Cash SOP, particularly Chapters 1, 2, 8, and Appendixes		
<b>SECTION II - APPOINTING AUTHORITY</b>		
9. NAME (First, Middle Initial, Last)	10. TITLE	11. DOD COMPONENT/ORGANIZATION
12. DATE (YYYYMMDD)	13. SIGNATURE	
<b>SECTION III - APPOINTEE ACKNOWLEDGEMENT</b>		
I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds or payment certification, as appropriate, under my control. I have been counseled on my pecuniary liability applicable to this appointment and have been given written operating instructions. I certify that my official signature is shown in item 16 below.		
14. PRINTED NAME (First, Middle Initial, Last)	15. DATE (YYYYMMDD) (Not earlier than date in item 12 or 13)	
16.a. DIGITAL SIGNATURE	16.b. MANUAL SIGNATURE	
<b>SECTION IV - APPOINTMENT TERMINATION</b>		
The appointment of the individual named above is hereby revoked.		17. DATE (YYYYMMDD)
18. APPOINTEE INITIALS		
19. NAME OF APPOINTING AUTHORITY	20. TITLE	21. APPOINTING AUTHORITY SIGNATURE

DD FORM 577, NOV 2014

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## Sample DD 577, Navy Cash Accountable Officer on Ship Without a Disbursing Officer

<b>APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE</b> <i>(Read Privacy Act Statement and Instructions before completing form.)</i>		
<b>PRIVACY ACT STATEMENT</b> <b>AUTHORITY:</b> E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol. 5. <b>PRINCIPAL PURPOSE(S):</b> To maintain a record of appointment and termination of appointment of persons to any of the positions listed in Item 6, and to identify the duties associated with this appointment. <b>ROUTINE USE(S):</b> 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 also be disclosed outside of the Department of Defense (DoD) to the Federal Reserve Banks to verify authority of the appointed individuals to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published at: <a href="http://dpclo.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx">http://dpclo.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx</a> . <b>DISCLOSURE</b> Voluntary; however, failure to provide the requested information may preclude appointments.		
<b>SECTION I - APPOINTEE</b>		
1. NAME (First, Middle Initial, Last and Rank or Grade)	2. DoD ID NUMBER	3. TITLE
4. DOD COMPONENT/ORGANIZATION	5. ADDRESS (Include ZIP Code, email address, and telephone number with area code and DSN)	
<b>6. POSITION TO WHICH APPOINTED</b> (X appropriate box - one only. Checking more than one invalidates the appointment.) <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> DISBURSING OFFICER: DSSN _____</div> <div style="width: 33%;"><input type="checkbox"/> CASHIER</div> <div style="width: 33%;"><input type="checkbox"/> CHANGE FUND CUSTODIAN</div> <div style="width: 33%;"><input type="checkbox"/> DEPUTY DISBURSING OFFICER: DSSN _____</div> <div style="width: 33%;"><input type="checkbox"/> PAYING AGENT</div> <div style="width: 33%;"><input type="checkbox"/> IMPREST FUND CASHIER</div> <div style="width: 33%;"><input type="checkbox"/> CERTIFYING OFFICER</div> <div style="width: 33%;"><input type="checkbox"/> COLLECTIONS AGENT</div> <div style="width: 33%;"><input type="checkbox"/> SAFEKEEPING CUSTODIAN</div> <div style="width: 33%;"><input type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL</div> <div style="width: 33%;"><input checked="" type="checkbox"/> DISBURSING AGENT</div> <div style="width: 33%;"><input type="checkbox"/> ASSISTANT SAFEKEEPING CUSTODIAN</div> </div>		
<b>7. YOU ARE APPOINTED TO SERVE IN THE POSITION IDENTIFIED IN ITEM 6. YOUR RESPONSIBILITIES INCLUDE:</b> Navy Cash Accountable Officer. As Navy Cash Accountable Officer, you are responsible for the operation and management of the Navy Cash system on the ship, adherence to the rules of behavior for users of the Navy Cash system, maintenance and custody of all Navy Cash equipment and Navy Cash cards, including accurate, up-to-date inventories, and immediate collection on any debt owed the U.S. Treasury Navy Cash fund pool as a result of negative Navy Cash account balances. To facilitate effective management and administration of Navy Cash, you must have a ship's instruction in place with specific operating procedures and management internal controls for Navy Cash operations. You are responsible for proper handling and safeguarding of Personally Identifiable Information associated with Navy Cash operations.		
<b>8. REVIEW AND ADHERE TO THE FOLLOWING PUBLICATION(S) NEEDED TO ADEQUATELY PERFORM YOUR ASSIGNED DUTIES:</b> Navy Cash Accountable Officer: DoD 7000.14-R, DoD Financial Management Regulation (FMR), Vol 5 Chapter 10, and NAVSUP P727 Navy Cash SOP Chapters 1, 2, 8, and Appendixes		
<b>SECTION II - APPOINTING AUTHORITY</b>		
9. NAME (First, Middle Initial, Last)	10. TITLE	11. DOD COMPONENT/ORGANIZATION
12. DATE (YYYYMMDD)	13. SIGNATURE	
<b>SECTION III - APPOINTEE ACKNOWLEDGEMENT</b>		
I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds or payment certification, as appropriate, under my control. I have been counseled on my pecuniary liability applicable to this appointment and have been given written operating instructions. I certify that my official signature is shown in item 16 below.		
14. PRINTED NAME (First, Middle Initial, Last)	15. DATE (YYYYMMDD) (Not earlier than date in Item 12 or 13)	
16.a. DIGITAL SIGNATURE	16.b. MANUAL SIGNATURE	
<b>SECTION IV - APPOINTMENT TERMINATION</b>		
The appointment of the individual named above is hereby revoked.	17. DATE (YYYYMMDD)	18. APPOINTEE INITIALS
19. NAME OF APPOINTING AUTHORITY	20. TITLE	21. APPOINTING AUTHORITY SIGNATURE

DD FORM 577, NOV 2014

PREVIOUS EDITION IS OBSOLETE.

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## 8.15.2 Sample DD 577, Deputy Disbursing Officer and Navy Cash Deputy

<b>APPOINTMENT/TERMINATION RECORD - AUTHORIZED SIGNATURE</b> <i>(Read Privacy Act Statement and Instructions before completing form.)</i>		
<b>PRIVACY ACT STATEMENT</b> <b>AUTHORITY:</b> E.O. 9397, 31 U.S.C. Sections 3325, 3528, DoDFMR, 7000.14-R, Vol. 5. <b>PRINCIPAL PURPOSE(S):</b> To maintain a record of appointment and termination of appointment of persons to any of the positions listed in Item 6, and to identify the duties associated with this appointment. <b>SORN T1300</b> ( <a href="http://dpclo.defense.gov/Privacy/SORNsIndex/DODComponentArticleView/tabid/7489/Article/6235/1300.aspx">http://dpclo.defense.gov/Privacy/SORNsIndex/DODComponentArticleView/tabid/7489/Article/6235/1300.aspx</a> ) <b>ROUTINE USE(S):</b> 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 also be disclosed outside of the Department of Defense (DoD) to the Federal Reserve Banks to verify authority of the appointed individuals to issue Treasury checks. In addition, other Federal, State and local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses published at: <a href="http://dpclo.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx">http://dpclo.defense.gov/Privacy/SORNsIndex/BlanketRoutineUses.aspx</a> . <b>DISCLOSURE</b> Voluntary; however, failure to provide the requested information may preclude appointments.		
<b>SECTION I - APPOINTEE</b>		
1. NAME (First, Middle Initial, Last and Rank or Grade)	2. DoD ID NUMBER	3. TITLE
4. DOD COMPONENT/ORGANIZATION	5. ADDRESS (Include ZIP Code, email address, and telephone number with area code and DSN)	
6. POSITION TO WHICH APPOINTED (X appropriate box - one only. Checking more than one invalidates the appointment.) <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> DISBURSING OFFICER: DSSN _____  <input checked="" type="checkbox"/> DEPUTY DISBURSING OFFICER: DSSN <u>1234</u>  <input type="checkbox"/> CERTIFYING OFFICER  <input type="checkbox"/> DEPARTMENTAL ACCOUNTABLE OFFICIAL             </div> <div style="width: 30%;"> <input type="checkbox"/> CASHIER  <input type="checkbox"/> PAYING AGENT  <input type="checkbox"/> COLLECTIONS AGENT  <input type="checkbox"/> DISBURSING AGENT             </div> <div style="width: 30%;"> <input type="checkbox"/> CHANGE FUND CUSTODIAN  <input type="checkbox"/> IMPREST FUND CASHIER  <input type="checkbox"/> SAFEKEEPING CUSTODIAN  <input type="checkbox"/> ASSISTANT SAFEKEEPING CUSTODIAN             </div> </div>		
7. YOU ARE APPOINTED TO SERVE IN THE POSITION IDENTIFIED IN ITEM 6. YOUR RESPONSIBILITIES INCLUDE: Deputy Disbursing Officer and Navy Cash Deputy. As Deputy Disbursing Officer, you are responsible for receiving, disbursing, maintaining appropriate accounting over, and properly safeguarding all public funds with which you are entrusted, and you are held pecuniarily liable for any loss of such funds. To minimize the potential for fraud, waste, abuse, and mismanagement, you must comply with the specific operating procedures and management internal controls in the ship's instruction for Disbursing operations. As Navy Cash Deputy, you are responsible for the operation and management of the Navy Cash system on the ship, adherence to the rules of behavior for users of the Navy Cash system, maintenance and custody of all Navy Cash equipment and Navy Cash cards, including accurate, up-to-date inventories, and immediate collection on any debt owed the U.S. Treasury Navy Cash fund pool as a result of negative Navy Cash account balances. To facilitate effective management and administration of Navy Cash, you must comply with the specific operating procedures and management internal controls in the ship's instruction for Navy Cash operations. You are responsible for proper handling and safeguarding of Personally Identifiable Information associated with both Disbursing and Navy Cash operations.		
8. REVIEW AND ADHERE TO THE FOLLOWING PUBLICATION(S) NEEDED TO ADEQUATELY PERFORM YOUR ASSIGNED DUTIES: Deputy Disbursing Officer: DoD 7000.14-R, DoD FMR, particularly Vols. 1, 5, and 9, and NAVSUP P485 Vol 1 Chapter 10 Navy Cash Deputy: DoD FMR Vol 5 Chapter 10 and NAVSUP P727 Navy Cash SOP Chapters 1, 2, 8, and Appendixes		
<b>SECTION II - APPOINTING AUTHORITY</b>		
9. NAME (First, Middle Initial, Last)	10. TITLE	11. DOD COMPONENT/ORGANIZATION
12. DATE (YYYYMMDD)	13. SIGNATURE	
<b>SECTION III - APPOINTEE ACKNOWLEDGEMENT</b>		
I acknowledge and accept the position and responsibilities defined above. I understand that I am strictly liable to the United States for all public funds or payment certification, as appropriate, under my control. I have been counseled on my pecuniary liability applicable to this appointment and have been given written operating instructions. I certify that my official signature is shown in item 16 below.		
14. PRINTED NAME (First, Middle Initial, Last)	15. DATE (YYYYMMDD) (Not earlier than date in item 12 or 13)	
16.a. DIGITAL SIGNATURE	16.b. MANUAL SIGNATURE	
<b>SECTION IV - APPOINTMENT TERMINATION</b>		
The appointment of the individual named above is hereby revoked.		17. DATE (YYYYMMDD)
18. APPOINTEE INITIALS		21. APPOINTING AUTHORITY SIGNATURE
19. NAME OF APPOINTING AUTHORITY	20. TITLE	

DD FORM 577, NOV 2014

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### 8.15.3 Sample Letter of Authority–Authority to Hold Cash

From: Commanding Officer, USS NAVY CASH (DDG 46)

To: ENS M. T. Pockets, SC, USNR

Via: Supply Officer, USS NAVY CASH (DDG 46)

Subj: AUTHORITY TO HOLD CASH AT PERSONAL RISK

Ref: (a) DoD FMR Volume 5, Paragraph 030201 to 030205

1. Authority is granted to hold cash at personal risk, in accordance with reference (a), in an amount not greater than \$ (amount). Cash held at personal risk includes cash for: routine cash payments, cash travel advances, personal check cashing, and emergency cash payments, for example, emergency leave. Under special circumstances, for example, away from homeport, you are authorized to hold additional funds for Navy Cash closed-loop cashing services.

J.P. Jones  
CDR USN

## 8.15.4 Disbursing Accountability Detail Report

Run Date/Time: 01/16/2005 08:35:44 GMT

Disbursing Accountability Detail Report  
Location: NEVERSAIL DDG 46

Report Parameters:

Start Date: 01/15/2005 10:10:44

End Date: 01/16/2005 08:35:32

Merchant Information:

Merchant Name: NAVY DISBURSING

Merchant ID: 8000000008448

Date	Transaction Type	Account Name	Account #	Amount
-----				-----
Starting Balance				\$200.00
-----				-----
01/15/2005 12:20:00	Load Cash to Chip	TANI, DANIEL	8000000003790	\$90.00
01/15/2005 12:32:04	Chip withdrawal	THOMAS, JOHN	8000000003790	-\$40.00
01/15/2005 12:48:00	Safe - Deposit	Bank, Safe	0	\$200.00
01/15/2005 13:23:01	Load Cash to Chip	DLUAT, THOMAS	8000000003816	\$50.00
01/15/2005 14:02:05	Chip withdrawal	RUSSELL, MARK	8000000003816	-\$25.00
01/15/2005 14:15:00	Safe - Withdraw	Bank, Safe	0	-\$150.00
01/15/2005 14:28:02	Load Cash to Chip	JONES, JOHN	8000000003832	\$100.00
01/15/2005 14:29:00	Safe - Deposit	Bank, Safe	0	\$400.00
01/15/2005 14:32:03	Load Cash to Chip	HANGFU, LEE	8000000003857	50.00
-----				-----
			Sub Total	\$675.00
-----				-----
01/16/2005 04:20:00	Load Cash to Chip	GAMBLE, ERICA	8000000003709	\$90.00
01/16/2005 05:23:01	Load Cash to Chip	BLACKMORE, WILLIAM	8000000003838	\$50.00
01/15/2005 05:32:00	Safe - Withdraw	Bank, Safe	0	-\$200.00
01/16/2005 05:47:05	Chip withdrawal	CHAPLAIN, CHARLES	8000000003845	-\$25.00
01/16/2005 06:04:02	Load Cash to Chip	JONES, JARROD	8000000003844	\$100.00
01/15/2005 06:16:00	Safe - Withdraw	Bank, Safe	0	-\$200.00
01/16/2005 06:30:03	Load Cash to Chip	LEE, ROBERT	8000000003957	50.00
01/15/2005 06:49:00	Safe - Deposit	Bank, Safe	0	\$500.00
01/16/2005 07:32:04	Chip withdrawal	MOORE, WILLIAM	8000000003740	-\$40.00
-----				-----
			Sub Total	\$325.00
-----				-----
Ending Balance				\$1200.00
-----				-----

## 8.15.5 Daily Negative Balance Report

Run Date : 01/09/2009  
Run Time : 14:47:35  
Report name: OPER\_NavyNegativeBalance\_D  
Page # : 1

Navy Cash  
Daily Negative Balance Report - NAVYCASH  
Location: USS SHIP

As Of Date: 01/08/2009

Account # Name	SSN	Acct Status	Neg Bal Date	Balance	Note	Date	Note Text
800001041XXXX HOMESTEAD, ANTHONY S	XXXX	OPEN	06-JAN-09	-\$10.00			
800001041XXXX THOMAS JR, HAROLD D	XXXX	OPEN	25-DEC-08	-\$47.65			
800000217XXXX WAKEN, JAMES A	XXXX	OPEN	07-JAN-09	-\$15.00			
ACH REPRESENTMENT COUNT	NEXT REPRESENTMENT DATE			AMOUNT			
0	14-JAN-09			\$15.00			
800000935XXXX WRIGHT, JONATHAN R	XXXX	OPEN	20-NOV-08	-\$103.45			
800001017XXXX SEANELA JEAN Q	XXXX	OPEN	06-JAN-09	-\$515.06			
ACH REPRESENTMENT COUNT	NEXT REPRESENTMENT DATE			AMOUNT			
1	14-JAN-09			\$100.00			
1	14-JAN-09			\$40.00			
1	14-JAN-09			\$100.00			
1	14-JAN-09			\$50.00			
1	14-JAN-09			\$100.00			
1	14-JAN-09			\$50.00			
1	14-JAN-09			\$65.00			
800001040XXXX MORTON, DONNIE S	XXXX	OPEN	20-NOV-08	-\$23.00			
800001041XXXX MOUNTAINS JR, JOHNIE M	XXXX	OPEN	23-DEC-08	-\$3.00			
800001041XXXX BERGESTROM, JOHN R	XXXX	OPEN	04-JAN-09	-\$29.95			
ACH REPRESENTMENT COUNT	NEXT REPRESENTMENT DATE			AMOUNT			
1	14-JAN-09			\$25.00			
1	14-JAN-09			\$5.00			
800001041XXXX STACKS, ERIC Q	XXXX	OPEN	09-JAN-09	-\$22.60			
ACH REPRESENTMENT COUNT	NEXT REPRESENTMENT DATE			AMOUNT			
0	14-JAN-09			\$20.00			
Total : XX				-\$X,XXX.XX			

As an example, no details are listed below this account, so DISBO should immediately initiate collection action.

\*\*\*\*\* End of the Report \*\*\*\*\*

## 8.15.6 Returned Items Detail Report

Run Date:01/07/2009  
Run Time: 06:02:57  
Report Name:OPER\_NavyReturnedItems\_D  
Page# 1

Navy Cash  
NAVY - Returned Items Detail Report  
Location: USS SHIP  
Date: 01/06/2009 03:10:10 To 01/07/2009 05:29:43

Account #	Status	Name	SSN	Amount	Date of Request	Date of Return	Bank ABA	Bank A/C #	Return Reason Code	Return Explanation
800000273XXXX	OPEN	JAMES D SARTEN	XXXX	\$50.00	01-JAN-09	06-JAN-09	XXXXX4974	XXXXXXXXXXXX2445	R01	Insufficient Funds
800000273XXXX	OPEN	SANDRA S MUSLIN	XXXX	\$25.00	01-JAN-09	06-JAN-09	XXXXX4974	XXXXXXXXXXXX6935	R01	Insufficient Funds
800000275XXXX	OPEN	SAMSON D SARCOSE	XXXX	\$40.00	02-JAN-09	06-JAN-09	XXXXX4974	XXXXXXXXXXXX1708	R01	Insufficient Funds
800000282XXXX	OPEN	DAVID L HAYES	XXXX	\$80.00	02-JAN-09	06-JAN-09	XXXXX4974	XXXXXXXXXXXX3706	R01	Insufficient Funds
800000282XXXX	OPEN	JOHN Q PUBLIC	XXXX	\$5.00	02-JAN-09	06-JAN-09	XXXXX4974	XXXXXXXXXXXX1702	R01	Insufficient Funds
800000282XXXX	OPEN	KATHLEEN R CLARK	XXXX	\$10.00	02-JAN-09	06-JAN-09	XXXXX0653	XXXXXXXXXXXX3854	R01	Insufficient Funds
800000282XXXX	OPEN	KATHLEEN R CLARK	XXXX	\$3.00	03-JAN-09	06-JAN-09	XXXXX0653	XXXXXXXXXXXX3854	R01	Insufficient Funds
800001041XXXX	OPEN	ANTHONY S HOMESTEAD	XXXX	\$10.00	04-JAN-09	06-JAN-09	XXXXX4974	XXXXXXXXXXXX6374	R03	No Account/Unable to Locate
800000447XXXX	OPEN	SIMON B SHEPARD	XXXX	\$5.00	02-JAN-09	06-JAN-09	XXXXX4269	XXXXXXXXXXXX4414	R01	Insufficient Funds
800000447XXXX	OPEN	SIMON B SHEPARD	XXXX	\$5.00	03-JAN-09	06-JAN-09	XXXXX4269	XXXXXXXXXXXX4414	R01	Insufficient Funds
800000447XXXX	OPEN	JONATHAN D MURPHY	XXXX	\$50.00	01-JAN-09	06-JAN-09	XXXXX4269	XXXXXXXXXXXX9001	R01	Insufficient Funds
800000447XXXX	OPEN	JONATHAN D MURPHY	XXXX	\$95.00	02-JAN-09	06-JAN-09	XXXXX4269	XXXXXXXXXXXX9001	R01	Insufficient Funds
800000447XXXX	OPEN	ALEXANDER E KOEHLER	XXXX	\$1.00	02-JAN-09	06-JAN-09	XXXXX6432	XXXXXXXXXXXX0900	R22	Invalid Individual ID Number
800001017XXXX	OPEN	JEAN Q SEANELA	XXXX	\$100.00	02-JAN-09	06-JAN-09	XXXXX6432	XXXXXXXXXXXX0900	R01	Insufficient Funds
800001017XXXX	OPEN	JEAN Q SEANELA	XXXX	\$40.00	02-JAN-09	06-JAN-09	XXXXX6432	XXXXXXXXXXXX0900	R01	Insufficient Funds
800001017XXXX	OPEN	JEAN Q SEANELA	XXXX	\$100.00	02-JAN-09	06-JAN-09	XXXXX6432	XXXXXXXXXXXX0900	R01	Insufficient Funds
800001017XXXX	OPEN	JEAN Q SEANELA	XXXX	\$50.00	03-JAN-09	06-JAN-09	XXXXX6432	XXXXXXXXXXXX0900	R01	Insufficient Funds
800001017XXXX	OPEN	JEAN Q SEANELA	XXXX	\$100.00	03-JAN-09	06-JAN-09	XXXXX6432	XXXXXXXXXXXX0900	R01	Insufficient Funds
800001017XXXX	OPEN	JEAN Q SEANELA	XXXX	\$50.00	03-JAN-09	06-JAN-09	XXXXX6432	XXXXXXXXXXXX0900	R01	Insufficient Funds
800001017XXXX	OPEN	JEAN Q SEANELA	XXXX	\$65.00	03-JAN-09	06-JAN-09	XXXXX6432	XXXXXXXXXXXX0900	R01	Insufficient Funds
800000447XXXX	OPEN	PATRICK R SAMPSON	XXXX	\$50.00	03-JAN-09	06-JAN-09	XXXXX4974	XXXXXXXXXXXX1050	R01	Insufficient Funds
800000447XXXX	OPEN	PATRICK R SAMPSON	XXXX	\$50.00	03-JAN-09	06-JAN-09	XXXXX4974	XXXXXXXXXXXX1050	R01	Insufficient Funds
800000447XXXX	OPEN	JESSICA D CASTRO	XXXX	\$50.00	03-JAN-09	06-JAN-09	XXXXX4974	XXXXXXXXXXXX6812	R04	Invalid Account Number
800000495XXXX	OPEN	JAMES J SERRIFF	XXXX	\$5.00	02-JAN-09	06-JAN-09	XXXXX4974	XXXXXXXXXXXX3790	R01	Insufficient Funds
800000495XXXX	OPEN	JAMES J SERRIFF	XXXX	\$5.00	03-JAN-09	06-JAN-09	XXXXX4974	XXXXXXXXXXXX3790	R01	Insufficient Funds
800000497XXXX	OPEN	ROBERT F WOODHOUSE	XXXX	\$2.00	02-JAN-09	06-JAN-09	XXXXX4974	XXXXXXXXXXXX3707	R01	Insufficient Funds
800000497XXXX	OPEN	ROBERT F WOODHOUSE	XXXX	\$2.00	02-JAN-09	06-JAN-09	XXXXX4974	XXXXXXXXXXXX3707	R01	Insufficient Funds
800000522XXXX	OPEN	WALTER P ALDRIDGE	XXXX	\$20.00	04-JAN-09	06-JAN-09	XXXXX4974	XXXXXXXXXXXX2366	R02	Account Closed
800000524XXXX	OPEN	JASON J MACKENZIE	XXXX	\$2.00	02-JAN-09	06-JAN-09	XXXXX4974	XXXXXXXXXXXX4160	R01	Insufficient Funds
800000524XXXX	OPEN	JASON J MACKENZIE	XXXX	\$3.00	03-JAN-09	06-JAN-09	XXXXX4974	XXXXXXXXXXXX4160	R01	Insufficient Funds
800000537XXXX	OPEN	SALLY W JOHNSON	XXXX	\$20.00	02-JAN-09	06-JAN-09	XXXXX4974	XXXXXXXXXXXX4554	R01	Insufficient Funds
800000537XXXX	OPEN	SALLY W JOHNSON	XXXX	\$12.00	02-JAN-09	06-JAN-09	XXXXX4974	XXXXXXXXXXXX4554	R01	Insufficient Funds
800000537XXXX	OPEN	SALLY W JOHNSON	XXXX	\$10.00	03-JAN-09	06-JAN-09	XXXXX4974	XXXXXXXXXXXX4554	R01	Insufficient Funds

Total \$995.00

Items Not Processed Because of Invalid DDA Account Information

Account #	Status	Name	SSN	Amount	Date of Request	Date of Return	Bank ABA	Bank A/C #	Return Reason Code	Return Explanation
-----------	--------	------	-----	--------	-----------------	----------------	----------	------------	--------------------	--------------------

Total

\*\*\* End of the Report \*\*\*

## 8.15.7 Sample Emails Notifying Cardholder of Negative Balance

### Sample Email

#### Notifying Cardholder of ACH Transfer Request Returned for Non-Sufficient Funds (NSF)

From: Disbursing Officer

To: Navy Cash Cardholder

Cc: Cardholder's Chain of Command (*optional for 1st, recommended for 2nd and 3rd occurrence*)

Subj: Navy Cash Transfer Request Returned for Non-Sufficient Funds (NSF)

Ref: (a) Navy Cash SOP

(b) Ship's Instruction (*e.g., Navy Cash Internal Procedures and Controls*)

1. The transfer of funds you requested at a Navy Cash Kiosk on 7 May 2009 for \$50.00 was returned by your bank or credit union for NSF. This email notifies you that the Navy Cash system will automatically send your request for \$50.00 to your bank or credit union again, up to two more times on successive pay days, to recover any resulting debt owed the U.S. Treasury's Navy Cash funds pool.
2. When a transfer request is returned for NSF and your Navy Cash open-loop account balance goes negative, access to your bank or credit union account is blocked automatically. As soon as your transfer request is successful and any negative balance clears, access to your home account will be restored. Should you have three transactions returned for NSF, access to your home account will be blocked permanently, and you must report to the Disbursing Office and request that access to your home account be unblocked.
3. In accordance with references (a) and (b), if these automatic representations are not successful, I will initiate an immediate collection from your pay to clear any debt owed the Government. By signing the application form for DoD stored value card programs, you authorized me, as the ship's Disbursing Officer, to initiate this collection from your pay to make good any amounts that become due as a result of your use of the Navy Cash card.
4. You must be sure that there are sufficient funds available in your bank or credit union account when you request a transfer at the Kiosk. An electronic transfer like this normally occurs within 24 hours. Do not request a transfer of funds to your open-loop or your closed-loop account unless there are sufficient funds available in your bank or credit union account.
5. Please report to me in the Disbursing Office if you have any questions.

**Sample Email**  
**Notifying Cardholder of Negative Balance**

From: Disbursing Officer

To: Navy Cash Cardholder

Cc: Cardholder's Chain of Command (*optional for 1st, recommended for 2nd and 3rd occurrence*)

Subj: Negative Navy Cash Open-Loop Account Balance

Ref: (a) Navy Cash SOP  
(b) Ship's Instruction (*e.g., Navy Cash Internal Procedures and Controls*)

1. This email notifies you that your Navy Cash open-loop account balance is negative and that you must report to Disbursing within two days to work out how you will clear this negative balance. Either The transfer of funds you requested at a Navy Cash Kiosk on 7 May 2009 for \$4.00 was returned by your bank or credit union for NSF. Or Your ATM withdrawal, retail purchase, or other payment ashore exceeded your available open-loop account balance.

2. Either When a transfer request is returned for NSF and your open-loop account balance goes negative, access to your bank or credit union account is blocked automatically. As soon as your negative balance clears, access to your home account will be restored. Should you have three transactions returned for NSF, access to your home account will be blocked permanently, and you must report to the Disbursing Office and request that access to your home account be unblocked. You must be sure that there are sufficient funds available in your bank or credit union account when you request a transfer at the Kiosk. An electronic transfer like this normally occurs within 24 hours. Do not request a transfer of funds to your closed-loop or your open-loop account unless there are sufficient funds available in your bank or credit union account.

Or The Navy Cash card is a pre-paid debit card, not a credit card, so the amount of money you can spend is limited by the amount of money you load onto your card. Generally, any attempt to make a purchase or ATM withdrawal that exceeds your available open-loop account balance will be declined. However, a merchant or ATM can put a transaction through without prior authorization. You are responsible for keeping track of your open-loop account balance. Merchants can't tell you how much money is on your card.

3. In accordance with references (a) and (b), if you do not report to Disbursing or clear your negative balance within 10 days, I will initiate an immediate collection from your pay to clear the debt owed the Government. By signing the application form for DoD stored value card programs, you authorized me, as the ship's Disbursing Officer, to initiate this collection from your pay to make good any amounts that become due as a result of your use of the Navy Cash card.

4. Please report to me in the Disbursing Office if you have any questions.

### 8.15.8 Daily Transaction Detail Report—Merchant Settlement

Run Date: 03/06/2009

Run Time: 16:31:34

Report name: TRAN\_Ship\_Merchant\_Settle\_D

Page: 1

Navy Cash

Daily Transaction Detail Report - Merchant Settlement

Location: USS NEVERSAIL

Date: 03/05/2009 14:53:49 To 03/06/2009 16:28:36

-----  
Merchant: WARDROOM MESS - DUES 800000026283

Settlement Date: 05-MAR-09

Settlement Type: NAVY CASH

Batch	Date	Amount	C
V21624_696_R	02/28/09 23:01	\$255.55	
V21624_696_R	03/01/09 21:13	\$30.00	
V21624_696_R	03/02/09 10:19	\$338.95	
V21624_696_R	03/04/09 00:07	\$196.80	
V21624_696_R	03/05/09 07:56	\$263.85	

-----  
Settlement Total \$1,085.15

Merchant WARDROOM MESS - DUES 800000026283 Total: \$1,085.15

-----  
Merchant: COLLEGE BOOKS 800000477546

Settlement Date: 05-MAR-09

Settlement Type: DISBO OFF

Batch	Date	Amount	C
V21624_696_R	03/05/09 14:58	\$2,278.00	

-----  
Settlement Total \$2,278.00

Merchant COLLEGE BOOKS 800000477546 Total: \$2,278.00

-----  
Merchant : COLLEGE COURSES 800000477548

Settlement Date: 05-MAR-09

Settlement Type: DISBO OFF

Batch	Date	Amount	C
V21624_696_R	03/05/09 14:58	\$2,704.00	

-----  
Settlement Total \$2,704.00

Merchant COLLEGE COURSES 800000477548 Total: \$2,704.00  
-----

\* C = Correction Transactions.

\*\*\*\*\* End of the Report \*\*\*\*\*

### 8.15.9 Disbursing Accountability Summary Report

*In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).*

Run Date/Time: 01/16/2005 08:35:44 GMT

Disbursing Accountability Summary Report  
Location: NEVERSAIL DDG 46

Report Parameters:  
Start Date: 01/15/2005 10:10:44  
End Date: 01/16/2005 08:35:32

Merchant Information:  
Merchant Name: NAVY DISBURSING  
Merchant ID: 8000000008448

Transaction Type	Check	Cash	Total
Starting Balance		\$100.00	\$100.00
Chip withdrawal		-\$105.00	-\$105.00
Load Check to Chip			
Load Cash to Chip		\$230.00	\$230.00
Safe - Deposit		\$700.00	\$700.00
Safe - Withdraw		-\$280.00	-\$280.00
Ending Balance		\$645.00	\$645.00

\*\*\* End of the Report \*\*\*

Page # 1



### 8.15.10 Daily Cash Transaction Ledger

#### NAVY CASH® DAILY CASH TRANSACTION LEDGER

DATE	CLOSED LOOP		OPEN LOOP	PRINT CARDHOLDER NAME	CARDHOLDER SIGNATURE
	CASH-TO-CLOSED	CLOSED-TO-CASH	CASH-TO-OPEN		
TOTAL CASH-TO-CLOSED LOOP		TOTAL CLOSED LOOP TO-CASH		TOTAL CASH-TO-OPEN LOOP	NET SUM FOR CASH TRANSACTIONS

### 8.15.11 Bulk Card Log

## BULK NAVY/MARINE CASH CARD LOG

CARD TYPE \_\_\_\_\_  
(Instant Issue, Embossed Permanent, or Visitor)

Date	Beginning Card Serial Number	Ending Card Serial Number	Number of Cards Returned	Number of Cards Issued for the day	Number of Cards Remaining	Signature for Cards / Signature for Verification of Inventory

### 8.15.12 Card Issue Log

#### NAVY CASH CARD ISSUE LOG

*I agree to be bound by the provisions of the Navy Cash, Marine Cash, and Navy Cash Visitor Card Cardholder Agreement.*

Issue Date	Card Number	Name	SSN <sup>1</sup>	Signature	Issued By / Destroyed By	Return Date	Destruction	
							Witnessed By	Date

<sup>1</sup> Note: Enter last four digits of SSN. Enter last four digits of card number for instant issue/embossed cards and entire card sequence number for visitor cards.

### 8.15.13 Navy Cash Pre-Audit/Turnover Checklist

## Navy Cash Pre-Audit/Turnover Checklist

Tasks	SOP Reference	Yes	No
<b>Letters of Authority</b>			
Has Disbursing Officer (DO) been appointed as Navy Cash Accountable Officer?	8.2.1		
Has DO appointed Navy Cash Agent/Deputy in writing?	8.2.1		
<b>Internal Procedures and Controls</b>			
Has Commanding Officer set up internal procedures and controls for Navy Cash?	8.2.7		
<b>Custodial Responsibilities</b>			
Are Navy Cash cards kept in a safe or a secure container?	8.3.1		
Are Navy Cash cards in custody of DO or designated agents/deputy?	8.3.1		
Is the Bulk Navy Cash Card Log in agreement with actual card count?	8.3.1		
Are cards inventoried every 30 days and an entry made in the Bulk Log?	8.3.1		
Is Navy Cash Card Issue Log being maintained — does it include last four digits of card number; name, last four of SSN, issue date, and signature of recipient; date returned (visitor/temp cards); name and signature of issuer?	8.3.1		
Are unissued cards being returned to the Disbursing Officer on a weekly basis?	8.3.1		
Are merchant cards not currently assigned kept in safe or secure container? Was balance of merchant cards (closed and open loop) in custody of DO confirmed as zero? Was Disbursing Office merchant card PIN changed at turnover of DO?	8.3.1.g 8.3.4 Appendix P		
<b>Custody of Spare POSs and CADs</b>			
Are spare POSs and CADs being kept in a safe or in a secure space?	8.3.3		
Are POSs or CADs that have transactions still stored in them being kept in DO's safe?	8.3.3		
<b>Navy Cash Disbursing Application</b>			
Is the DO assigning individual Access Rights as appropriate?	8.4.32		
Are passwords being changed every six months?	8.4.32		
Are Daily Cash Transaction Ledgers being closed out daily and compared to the DASR and Disbursing Transactions Detail Report ( <i>sorted by operator</i> )?	8.4.10 8.4.20		
Are Daily Cash Transaction Ledger totals posted to line 6.2A and 6.9 of DD 2657?	8.4.10		
Are Daily Cash Transaction Ledger and Disbursing Transactions Detail Report ( <i>sorted by operator</i> ) being retained with the DD 2657?	8.4.10 8.4.20		
Are refunds being authorized by the Sales/MWR/Food Service Officer/etc.?	8.4.6		
Are refunds being recorded in a Refund Log by each merchant?	8.4.6		
Is the Disbursing Officer reviewing the Automated Chip-to-Chip Corrections Report ( <i>a shore report</i> ) on a daily basis and restoring value to visitor cards?	8.4.9 8.15.21		

Tasks	SOP Reference	Yes	No
Are Navy Cash enrollment forms being filled out and signed by crewmembers before being entered through the Disbursing Application? <i>Not applicable for new enrollments using electronic enrollment).</i>	8.4.17		
Are originals of all enrollment forms signed and sent to Treasury Agent via traceable means once every 30 days? Are copies of all enrollment forms retained on board ship? <i>Not applicable for new enrollments using electronic enrollment).</i>	8.4.17		
Is Automatic EOD set up to initiate the Indicate EOD function automatically at a preset time each day to ensure Navy Cash is closed out every day? <i>Now Mandatory</i>	8.4.20		
Are Disbursing Transactions Detail Report ( <i>sorted by operator</i> ) and Daily Transaction Ledger being kept on file with DD 2657?	8.4.20		
Is the Disbursing Officer reviewing the Negative Balance Report and the Returned Items Detail Report on a daily basis?	8.8.1		
Does Navy Cash access to home bank or credit union account remain blocked as long as open-loop account balance is negative?	8.8.1		
If no representments pending, is negative balance collected within 10 days of report?	8.8.1		
Is a DS01 using Company Code D411179 being generated when appropriate to collect on debt to US Treasury funds pool resulting from a negative balance?	8.8.1		
Are all negative balances cleared or in process of being cleared within 30 days of initial appearance on Negative Balance Report?	8.8.1		
Is the personnel office providing the Disbursing Office with the names of those personnel who will be transferred or discharged within the next 30 days?	8.8.1		
If cardholder is within 30 days of transfer/discharge, is Disbursing Officer ensuring that all negative balances are cleared? When appropriate, is Disbo closing/suspending Navy Cash account and issuing visitor card for use on ship until departure? <i>(Accounts can't be closed until negative balances are cleared).</i>	8.8.1 8.4.16		
If cardholder is within 30 days of discharge and has a negative balance, is a DS01 using Company Code D411179 being generated prior to cardholder's separation date?	8.8.1		
Is SPO being stopped at least 30 days before a member leaves the ship?	8.4.16		
<b>End-of-Month Reporting</b>			
Is EOM process started at least five days before the actual end of the month?	8.9		
Are Monthly Transaction Summary Report, EOM Summary Report, 215s/5515s, and complete 2657 packages for each day of month being retained as part of monthly financial returns with each 1219 at EOM?	8.9 8.4.20		
Is the Safe Bank Transactions Report being zeroed out at completion of EOM? <i>(Select "Safe Bank Transaction" link in Disbursing Application.)</i>	8.9 8.4.23		

### 8.15.14 Sample Navy Cash Relieving Letter

1 December 20XX

From: LTJG Norman H. Danas, SC, USNR  
To: ENS Joseph L. Gonzalez, SC, USNR

Subj: TRANSFER OF NAVY CASH RESPONSIBILITIES AND CUSTODY OF NAVY CASH EQUIPMENT FROM LTJG NORMAN H. DANAS, SC, USNR, TO ENS JOSEPH L. GONZALEZ, SC, USNR

Ref: (a) NAVSUP PUB 727, Navy Cash SOP, paras 8.3.3, 8.3.4, and 8.15.13

Encl: (1) Navy Cash Pre-Audit/Turnover Checklist  
(2) Custody of Navy Cash Equipment Checklist

1. In accordance with reference (a), I certify I have transferred Navy Cash responsibilities to ENS Joseph L. Gonzalez, SC, USNR. A copy of the completed Navy Cash Pre-Audit/Turnover Checklist is included at enclosure (1).

2. In accordance with reference (a), I certify I have transferred custody of all Navy Cash equipment listed in enclosure (2) to ENS Joseph L. Gonzalez, SC, USNR.

3. All equipment listed in enclosure (2) is operational, except:

a. One of Navy Cash Kiosks in Troop Training - Gym - Left. A trouble call was placed with the Navy Cash Central Support Unit (CSU) on 26 November 200X, and Case Number 98314 was assigned. Engility provided troubleshooting help, and a failed card reader was identified. The failed card reader (serial number A78230200) was shipped to the Navy Cash depot via UPS (tracking number 1Z 999 999 99 9999 999 9) on 28 November 20XX, and a replacement card reader is in transit to the ship.

b. One Card Accepting Device (CAD) with transactions stuck in the queue. A trouble call was placed with the CSU on 17 November 200X, and Case Number 98298 was assigned. The CSU provided troubleshooting help, but the stuck transactions could not be downloaded. The CAD (serial number 1604001541) was shipped via UPS (tracking number 1Z 999 999 99 9999 999 9) to Gemalto Cogent on 19 November 20XX.

4. I certify all transactions in the spare Point-Of-Sale devices (POSs) and CADs listed in enclosure (2) have been downloaded to the Navy Cash server and do not contain any stored transactions, with the exception of the CAD listed above with stuck transactions.

NORMAN H. DANAS  
LTJG, SC, USNR

Copy to: Commanding Officer  
Supply Officer

1 December 20XX

FIRST ENDORSEMENT

From: ENS Joseph L. Gonzalez, SC, USNR  
To: LTJG Norman H. Danas, SC, USNR

Subj: TRANSFER OF NAVY CASH RESPONSIBILITIES AND CUSTODY OF NAVY CASH  
EQUIPMENT FROM LTJG NORMAN H. DANAS, SC, USNR, TO ENS JOSEPH L.  
GONZALEZ, SC, USNR

1. I hereby accept the transfer of Navy Cash responsibilities from LTJG Norman H. Danas, SC, USNR. In accordance with reference (a), a copy of the completed Navy Cash Pre-Audit/Turnover Checklist and Custody of Navy Cash Equipment Checklist will be retained on file in the Disbursing Office for inspection.

2. I hereby accept custody of all Navy Cash equipment listed in enclosure (2) from LTJG Norman H. Danas, SC, USNR. All equipment listed is operational except one of the Navy Cash Kiosks in Troop Training and one CAD with stuck transactions. A replacement for the failed card reader is in transit to the ship and will be installed as soon as it arrives. When Gemalto Cogent returns the CAD to the ship, the stuck transactions will be download to the Navy Cash server so any vending sales can be recorded and reported.

JOSEPH L. GONZALEZ  
ENS, SC, USNR

## Navy Cash Pre-Audit/Turnover Checklist

Tasks	SOP Reference	Yes	No
<b>Letters of Authority</b>			
Has Disbursing Officer been appointed in writing as Navy Cash Accountable Officer?	8.2.1	<input checked="" type="checkbox"/>	
Has Disbursing Officer appointed Navy Cash Agent/Deputy in writing?	8.2.1	<input checked="" type="checkbox"/>	
<b>Internal Procedures and Controls</b>			
Has Commanding Officer established internal procedures and controls for Navy Cash?	8.2.7	<input checked="" type="checkbox"/>	
<b>Custodial Responsibilities</b>			
Are Navy Cash cards kept in a safe or a secure container?	8.3.1	<input checked="" type="checkbox"/>	
Are Navy Cash cards in custody of Disbursing Officer or designated agents/deputy?	8.3.1	<input checked="" type="checkbox"/>	
Is the Bulk Navy Cash Card Log in agreement with actual card count?	8.3.1	<input checked="" type="checkbox"/>	
Are cards inventoried every 30 days and an entry made in the Bulk Log?	8.3.1	<input checked="" type="checkbox"/>	
Is Navy Cash Card Issue Log being maintained — does it include last four digits of card number; name, last four of SSN, issue date, and signature of recipient; date returned (visitor/temp cards); name and signature of issuer?	8.3.1	<input checked="" type="checkbox"/>	
Are unissued cards being returned to the Disbursing Officer on a weekly basis?	8.3.1	<input checked="" type="checkbox"/>	
Is Navy Disbursing merchant card kept in safe/secure container when not in use? Was Navy Disbursing merchant card PIN changed at turnover of Disbursing Officer? Was balance of Navy Disbursing merchant card (closed and open loop) confirmed as zero?	8.3.1.g 8.3.4	<input checked="" type="checkbox"/>	
<b>Custody of Spare POSs and CADs</b>			
Are spare POSs and CADs being kept in a safe or in a secure space?	8.3.3	<input checked="" type="checkbox"/>	
Are POSs or CADs that have transactions still stored in them being kept in the Disbursing Officer's safe?	8.3.3	<input checked="" type="checkbox"/>	
<b>Navy Cash Disbursing Application</b>			
Is the Disbursing Officer assigning individual Access Rights as appropriate?	8.4.32	<input checked="" type="checkbox"/>	
Are passwords being changed every six months?	8.4.32	<input checked="" type="checkbox"/>	
Is the Daily Cash Transaction Ledger being maintained on a daily basis?	8.4.10	<input checked="" type="checkbox"/>	
Is the Daily Cash Transaction Ledger being closed out daily?	8.4.10	<input checked="" type="checkbox"/>	
Are Daily Cash Transaction Ledger totals being compared to the DASR?	8.4.20	<input checked="" type="checkbox"/>	
Are Daily Cash Transaction Ledger totals posted to line 6.2A and 6.9 of DD 2657?	8.4.10	<input checked="" type="checkbox"/>	
Is the Daily Cash Transaction Ledger being retained with the DD 2657?	8.4.10	<input checked="" type="checkbox"/>	
Are refunds being authorized by the Sales/MWR/Food Service Officer/etc.?	8.4.6	<input checked="" type="checkbox"/>	
Are refunds being recorded in a Refund Log by each merchant?	8.4.6	<input checked="" type="checkbox"/>	
Is the Disbursing Officer reviewing the Automated Chip-to-Chip Corrections Report (a shore report) on a daily basis and restoring value to visitor cards?	8.4.9 8.15.21	<input checked="" type="checkbox"/>	



Tasks	SOP Reference	Yes	No
Are Navy Cash enrollment forms being filled out and signed by crewmembers before being entered through the Navy Cash Disbursing Application? (Not applicable for new enrollments using electronic enrollment.)	8.4.17	<input checked="" type="checkbox"/>	
Are originals of all enrollment forms signed and sent to Treasury agent via traceable means once every 30 days? Are copies of all enrollment forms retained on ship? (Not applicable for new enrollments using electronic enrollment.)	8.4.17	<input checked="" type="checkbox"/>	
Is Automatic EOD set up to initiate the Indicate EOD function automatically at a preset time each day to ensure Navy Cash is closed out every day? <i>Now Mandatory</i>	8.4.20	<input checked="" type="checkbox"/>	
If no one from disbursing will be on duty at end of business day, e.g., on weekend, is automatic EOD function being used to initiate EOD automatically at a preset time	8.4.20	<input checked="" type="checkbox"/>	
Are Disbursing Transaction Detail Report (sorted by operator) and Daily Transaction Ledger being kept on file with DD 2657?	8.4.20	<input checked="" type="checkbox"/>	
Is the Disbursing Officer reviewing the Negative Balance Report and the Returned Items Detail Report on a daily basis?	8.8.1	<input checked="" type="checkbox"/>	
Does Navy Cash access to home bank or credit union account remain blocked as long as Mastercard debit (open-loop) account balance is negative?	8.8.1	<input checked="" type="checkbox"/>	
If no representment is pending, is negative balance collected within 10 days of report?	8.8.1	<input checked="" type="checkbox"/>	
Is a DS01 using Company Code D411179 being generated when appropriate to collect on debt to US Treasury funds pool resulting from a negative balance?	8.8.1	<input checked="" type="checkbox"/>	
Are all negative balances cleared or in process of being cleared within 30 days of initial appearance on Negative Balance Report?	8.8.1	<input checked="" type="checkbox"/>	
Is the personnel office providing the Disbursing Office with the names of those personnel who will be transferred or discharged within the next 30 days?	8.8.1	<input checked="" type="checkbox"/>	
If cardholder is within 30 days of transfer/discharge, is Disbursing Officer ensuring that all negative balances are cleared? When appropriate, is Disbo closing/suspending Navy Cash account and issuing visitor card for use on ship until departure? (Accounts can't be closed until negative balances are cleared).	8.8.1 8.4.16	<input checked="" type="checkbox"/>	
If cardholder is within 30 days of discharge and has a negative balance, is a DS01 using Company Code D411179 being generated prior to cardholder's separation date?	8.8.1	<input checked="" type="checkbox"/>	
Is SPO being stopped at least 30 days before a member leaves the ship?	8.4.16	<input checked="" type="checkbox"/>	
<b>End-of-Month Reporting</b>			
Is EOM process started at least five days before the actual end of the month?	8.9	<input checked="" type="checkbox"/>	
Are Monthly Transaction Summary Report, EOM Summary Report, 215s/5515s, and complete 2657 packages for each day of month being retained as part of monthly financial returns with each 1219 at EOM?	8.9 8.4.20	<input checked="" type="checkbox"/>	
Is the Safe Bank Transactions Report being zeroed out at completion of EOM? (Select "Safe Bank Transaction" link in Navy Cash Disbursing Application.)	8.9 8.4.23	<input checked="" type="checkbox"/>	

Relieved Disbursing Officer

Date

Relieving Disbursing Officer

Date

### Custody of Navy Cash Equipment Checklist

Item	Location	Operational
Server	Disbursing Office	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Monitor/Display	Disbursing Office – Server	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Client Desktop with POS	Disbursing Office	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Monitor/Display	Disbursing Office – Client Desktop	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Client Laptop with POS	Disbursing Office	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Client Laptop with POS	Troop Disbursing Office	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Client Desktop with POS	Sales Office	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Monitor/Display	Sales Office – Client Desktop	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Client Laptop	Post Office	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Navy Cash Kiosk	Disbursing Passageway	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Router	Disbursing Passageway – Kiosk	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kiosk	Troop Training – Gym – Left	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Router	Troop Training – Gym – Left – Kiosk	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kiosk	Troop Training – Gym – Right	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kiosk	Ship's Store Passageway	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Router	Ship's Store Passageway – Kiosk	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Point of Sale (POS) Device	Ship's Store – Nearest to door	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
POS Device	Ship's Store	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
POS Device	Food Service Office	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
POS Device	MWR	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
POS Device	CPO Mess	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
POS Device	Wardroom Mess Treasurer's Office	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
POS Device	Post Office Window #1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
POS Device	Post Office Window #2	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
POS Device	Post Office Window #3	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
CAD	Vending Room – Soda #1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
CAD	Vending Room – Soda #2	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
CAD	Vending Room – Soda #3	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
CAD	Vending Room – Soda #4	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Router	Vending Room	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
CAD	Hangar Bay – Soda #5	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Item	Location	Operational
CAD	Hangar Bay – Soda #6	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
CAD	Hangar Bay – Soda #7	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
CAD	Disbursing Officer Passageway – Soda #8	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
CAD	Food Service Office Passageway – Soda #9	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
CAD	Vending Room – Candy #1	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
CAD	Vending Room – Candy #2	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
CAD	Troop Training – Candy #3	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Spare POSs	Disbursing Office – Quantity = 10 spare POSs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Spare Cables for POSs	Disbursing Office – Quantity = 10 spare cables	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Spare CADs	Sales Office – Quantity = 8 spare CADs	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Kiosk Spare Card Readers	Disbursing Office – Quantity = 2 spare card readers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kiosk Spare Motherboard	Disbursing Office – Quantity = 1 spare motherboard	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kiosk Spare EPROMs	Disbursing Office – Quantity = 1 spare EPROM	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Kiosk Flash Cable	Disbursing Office – Quantity = 1 Kiosk flash cable	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Spare Router	Disbursing Office – Quantity = 1 spare router	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Spare SAM Chips	Disbursing Office – Quantity = 7 spare SAMs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Backup Tapes	Disbursing Office – Quantity = 35 tapes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Cleaning Kit/Cassette	Disbursing Office – Quantity = 1 <i>for backup drives</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Card Reader Cleaning Card	Disbursing Office – Quantity = 4 boxes	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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 Relieved Disbursing Officer

Date

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 Relieving Disbursing Officer

Date

Exceptions

Navy Cash Kiosk Troop Training – Gym – Left. Trouble call placed with CSU 26 Nov 200X. Case # 98314 assigned. Troubleshooting help provided by Engility. Failed card reader identified. Failed reader (serial # A78230200) shipped to depot via UPS (tracking # 1Z 999 999 99 9999 999 9) on 28 Nov 20XX. Replacement in transit to ship.

CAD with transactions stuck in queue. Trouble call placed with CSU on 17 Nov 200X. Case # 98298 assigned. CSU provided troubleshooting help. Stuck transactions could not be downloaded. CAD (serial # 1604001541) shipped via UPS (tracking # 1Z 999 999 99 9999 999 9) to Gemalto Cogent on 19 Nov 20XX.

8.15.15 Merchant Refund Log

**NAVY CASH MERCHANT REFUND LOG**

Serial Number	Name	Date Issued	Amount	Reason For Refund	Date Cleared

### 8.15.16 Navy Cash Refund Chit

<b>NAVY/MARINE CASH REFUND CHIT</b>	
<b>MERCHANT NAME:</b>	<b>SERIAL NUMBER:</b>
<b>ISSUED TO:</b>	<b>DATE ISSUED:</b>
<b>REASON FOR REFUND:</b>	
<b>REFUND AMOUNT:</b>	<b>SIGNATURE OF APPROVAL AUTHORITY:</b>
<b>DATE PAID:</b>	<b>SIGNATURE OF DISBURSING OFFICER:</b>
<b>DATE RECEIVED:</b>	<b>SIGNATURE OF RECIPIENT:</b>

**8.15.17 Split Pay Option Enrollment/Disenrollment Form**

NAVY CASH SPLIT PAY OPTION ENROLLMENT/DISENROLLMENT FORM			
NAME (Last, First, MI)	SSN	DIVISION	PHONE

<i>Check the appropriate box and initial when responding to the following statements</i>	INITIALS
I request the Split pay Option (SPO) be started to have the indicated amount of my Direct Deposit System (DDS) EFT payment sent to my Navy Cash account Yes <input type="checkbox"/> No <input type="checkbox"/>	
I request my SPO be stopped Yes <input type="checkbox"/> No <input type="checkbox"/>	

I request the indicated amount be deducted from my DDS EFT payment every payday	\$
---	----

I understand that by signing this document, I am requesting an amount of my pay be deducted from my DDS EFT payment and paid to me through Navy Cash. I understand that the amount indicated above is a <i>per payday</i> amount and <i>not</i> a monthly amount.	
SIGNATURE	DATE

DISBURSING OFFICE USE ONLY	
STARTS	STOPS
DATE DDS EFT STARTED	HMO2 DATE
HMO1/HMO4 DATE	LAST SPO PAYDAY DATE
AMOUNT OF SPO (PER PAYDAY)	DATE DMO DATABASE UPDATED
FIRST SPO PAYDAY DATE	
DATE DMO DATABASE UPDATED	
REMARKS	
SIGNATURE	DATE

## 8.15.18 Navy Cash Payroll Report — Shore Report

Run Date: 03/13/2006  
Run Time: 09:45:00  
Report Name: Navy Payroll Funding

### Navy Cash Payroll Report

Location: R22102 USS NEVERSAIL  
Pay Date: 03/15/2006  
Payroll Number: 0070

Failed to post funds for JONES JOHN PAUL SSN 000-00-4253 Account  
bad\_stat:CLOSE\_PND Amount: \$100.00  
Failed to post funds for FARRAGUT ADAM JOHN SSN 000-00-3703 Account  
bad\_stat:CLOSE\_PND Amount: \$120.00  
Failed to post funds for FLORES MELINDA MARIA SSN 000-00-4901 Account  
bad\_stat:CLOSE\_PND Amount: \$20.00  
Failed to post funds for MUSTIN JOHN THOMAS SSN 000-00-2832 Account invalid  
Amount: \$145.00  
Failed to post funds for SMITH ANGELA ANN SSN 000-00-8851 Account invalid  
Amount: \$40.00  
Warning! Some records could not be processed.

Payroll File Processed: R22102\_NCPAY\_NAV\_20060315\_121707.dat  
Successful Updates: 1273  
Failures: 5  
Total Amount Posted: \$140830.00  
Total Amount Failed to Post: \$425.00

Data committed to database.

### 8.15.19 SPO Payroll Report — Ship Report

Run Date/Time: 01/16/2005 08:35:44 GMT

SPO Payroll Report

Location: NEVERSAIL DDG 46

Report Parameters:

SSN:

Pay Date: 01/01/2005

First Name:

Last Name:

Account Name	SSN	Last Pay Date	Amount
BACON, KERRIE	1001	01/01/2005	\$50.00
BAILEY, DAVID	0002	01/01/2005	\$100.00
JONES, JOHN	4901	01/01/2005	\$125.00
KELLEY, DAVID	2832	01/01/2005	\$150.00
YOUNG, NEIL	4253	01/01/2005	\$40.00
			\$465.00

\*\*\* End of the Report \*\*\*

Page # 1



## 8.15.20 Daily Blocked Account Report — Shore Report

Run Date:08/14/2006

Run Time: 17:27:01

Report Name: D21198

Navy Cash  
Daily Blocked Account Report  
Location: USS SHIP

Last Name	First Name	MI	SSN4	Account Number	Decl Cnt
-----	-----	--	----	-----	----
BACON	KERRI	S	4567	8000000012817	97
BAIRD1	ROBERT	A	6789	8000000012858	98
BUBBLE	MYRON	A	2222	8000000013278	97
ELDRIGESCOTT	EDWARD	A	1111	8000000012478	3
FINAN	JOHN	A	7850	8000000020489	94
GLENDALE	JACKIE	A	6782	8000000020562	97
KEGGER	MILTON	A	4444	8000000013211	97
NICHOLSON	JAMES	A	6542	8000000012452	98
OCHOA	ROBERT	A	7055	8000000125452	96
RUBBLE	BARNEY	A	7122	8000000013252	96
SAILOR	NAVY	A	4178	8000000012791	98
WERKLJ	DERKLJE	A	1111	8000000020547	97

### Decline Count Legend

-----

1-3	NSFs
95	Linked account not provided during enrollment
96	Unacceptable NFCU account supplied
97	Technical error processing account
98	Account blocked for invalid account #
99	Block requested by Disbursing

\*\*\* End of the Report \*\*\*

### 8.15.21 Automated Chip-to-Chip Corrections Report

Start Time for Disbo Report 11-May-2007:152919

#### Payroll Card Chip to Chips Completed:

ORIGINAL_TRAN_DATE	TRAN_AMOUNT	C2C_COMPLETE_DATE	FROM_CHIP_ACCT	TO_PAYROLL_ACCT	LAST_NAME	FIRST_NAME	MIDDLE_NAME	LINK_SEQ
-----	-----	-----	-----	-----	-----	-----	-----	-----
11-May-2007:141238	\$24.99	11-May-2007:151632	8000000098832	8000000098714	BACON	KERRI	A	1101

#### Visitor Card Chip to Chips Completed:

ORIGINAL_TRAN_DATE	TRAN_AMOUNT	C2C_COMPLETE_DATE	FROM_CHIP_ACCT	TO_PAYROLL_ACCT	LAST_NAME	FIRST_NAME	MIDDLE_NAME	LINK_SEQ
-----	-----	-----	-----	-----	-----	-----	-----	-----
11-May-2007:142416	\$20.00	11-May-2007:151638	8000000098832	8000000181836	BACON	KERRI	A	1101

Finish Time for Disbo Report 11-May-2007:152919

PL/SQL procedure successfully completed.

## 8.15.22 Return Codes and Notification Codes

### ACH Return Codes and Descriptions

Return Codes	Return Reason
R01	Insufficient Funds
R02	Account Closed
R03	No Account/Unable to Locate Account
R04	Invalid Account Number
R05	Reserved
R06	Returned per ODFI's Request
R07	Authorization Revoked by Customer
R08	Payment Stopped
R09	Uncollected Funds
R10	Customer Advises Not Authorized
R11	Check Truncation Entry Return
R12	Branch Sold to Another DFI
R13	RDFI Not Qualified to Participate
R14	Account-holder Deceased
R15	Beneficiary Deceased
R16	Account Frozen
R17	File Record Edit Criteria
R18	Improper Effective Entry Date
R19	Amount Field Error
R20	Non-Transaction Account
R21	Invalid Company Identification
R22	Invalid Individual ID Number
R23	Credit Entry Refused by Receiver
R24	Duplicate Entry
R25	Addenda Error
R26	Mandatory Field Error
R27	Trace Number Error
R28	Routing Number Check Digit Error
R29	Corporate Customer Advises Not Authorized
R30	RDFI Not Participant in Check Truncation Program
R31	Permissible Return Entry
R32	RDFI Non-Settlement
R33	Return of XCK Entry
R34	Limited Participation DFI
R35	Return of Improper Debit Entry
R40	Non-Participant in ENR Program
R41	Invalid Transaction Code
R42	Routing Number/Check Digit Error
R43	Invalid DFI Account Number

R44	Invalid Individual ID Number
R45	Invalid Individual Name
R46	Invalid Representative Payee Indicator
R47	Duplicate Enrollment
R61	Misrouted Return
R62	Incorrect Trace Number
R63	Incorrect Dollar Amount
R64	Incorrect Individual Identification
R65	Incorrect Transaction Code
R66	Incorrect Company Identification
R67	Duplicate Return
R68	Untimely Return
R69	Multiple Errors
R70	Permissible Return Entry Not Accepted
R71	Misrouted Dishonored Return
R72	Untimely Dishonored Return
R73	Timely Original Return
R74	Corrected Return

## **ACH Notification Codes and Descriptions**

<u>Notification Code</u>	<u>Notification Description</u>
C01	Incorrect DFI Account Number
C02	Incorrect Routing Number
C03	Incorrect Routing Number and Incorrect DFI Account Number
C04	Incorrect Individual Name/Receiving Company Name
C05	Incorrect Transaction Code
C06	Incorrect DFI Account Number and Incorrect Transaction Code
C07	Incorrect Routing Number, Incorrect DFI Account Number, and Incorrect Transaction Code
C08	Reserved
C09	Incorrect Individual Identification Number
C10	Incorrect Company Name
C11	Incorrect Company Identification
C12	Incorrect Company Name and Company Identification
C13	Addenda Format Error

### 8.15.23 The \$25 Vending “Counter”

The Navy Cash PIN is not required to make vending machine purchases. So, to limit the amount of money which could be lost if a Navy Cash card were lost or stolen, vending machine purchases are limited to a total of \$25 on each card’s electronic purse before the PIN would be required to reset the counter and allow additional spending. The table below lays out how the \$25 counter works. Note that the vending machine readout displays the balance remaining on the \$25 counter not the balance remaining in the closed-loop account on the Navy Cash card itself.

Action	Machine Used	PIN Entry Required?	Closed Loop Balance	Vending Machine Readout
Cardholder moves \$100.00 from home bank account to Navy Cash (closed-loop) account.	Kiosk	Yes	\$100.00	
Cardholder goes to a vending machine to buy a soda.	CAD (in vending machine)	No	\$100.00	\$25.00
Cardholder buys soda. After soda is bought, the remaining balance is:	CAD	No	\$99.50 (not shown at vending machine)	\$24.50
Cardholder buys LOTS of sodas and ONLY sodas, never going to another machine other than a vending machine, to the point where the vending readout is \$0.00.	CAD	No	\$75.00 (not shown at vending machine)	\$0.00
Now cardholder needs to go to a machine where they can enter their PIN (a Kiosk or POS Device). So cardholder goes to a Kiosk just to enter their PIN. Cardholder does not perform any funds transfers.	Kiosk	Yes	\$75.00	
Cardholder goes to a vending machine to buy a soda.	CAD	No	\$75.00 (not shown)	\$25.00
Cardholder buys soda.	CAD	No	\$74.50 (not shown)	\$24.50
Cardholder goes to ship’s store to buy a \$10.00 ball cap.	POS	Yes	\$64.50	
Then cardholder goes back to vending machine...and so on.	CAD	No	\$64.50 (not shown)	\$25.00

### 8.15.24 Currency Exchange Log

[illegible]**NAVSUP FORM XXX**

**S/N XXXX-XX-XXX-XXXX**

### 8.15.25 Cash Verification Team Navy Cash Checklist

## CASH VERIFICATION TEAM (CVT) NAVY CASH CHECKLIST

Tasks	SOP Reference	Yes	No
<b>Funds</b>			
Navy Cash funds by actual count:	\$		
Ensure funds agree with Disbursing Accountability Summary Report (DASR)	8.4.20		
Ensure Daily Cash Transaction Ledger(s) is(are) being closed out on a daily basis and compared to the DASR and Disbursing Transactions Detail Report.	8.4.10 8.4.20		
Ensure Daily Cash Transaction Ledger totals are posted to line 6.2A and 6.9 of the DD 2657.	8.4.20		
Ensure Daily Cash Transaction Ledger and Disbursing Transactions Detail Report ( <i>sorted by operator</i> ) are retained with DD 2657.	8.4.20		
Ensure line 6.9 Month-to-Date column is “zero” on DD 2657 for the day on which Navy Cash is closed out for the month and for each subsequent day until the actual end of the month. After Navy Cash close out, any Navy Cash business on the remaining days of the month is reported in the next month.	8.9 8.4.20		
Ensure Monthly Transaction Summary Report ( <i>shore report summarizing merchant figures for month</i> ), EOM Summary Report, SF 215s/5515s, and complete DD 2657 packages for each day of month are retained as part of monthly financial returns with each SF 1219 at EOM.	8.9 8.4.20		
Generate and print Transaction History for Disbursing Office merchant card and generic merchant cards using cardholder website to confirm open- and closed-loop balances are zero. Review disposition of funds since last CVT.	8.4.9 8.4.12.c 8.5.1		
Generate card reports for all Navy Cash Disbursing Application users (see paragraph 8.4.14, Card Report) and verify that no unauthorized deposits were made to their accounts since the last quarterly cash verification.	8.4.32		
<b>Navy Cash Cards</b>			
Inventory all unissued Navy Cash cards (bulk and working stock; instant issue and visitor cards) to ensure that custody of cards is properly maintained.			
Ensure Bulk Navy Cash Card Log agrees with actual card count. Use Bulk Card Log to verify working stock returned weekly for audit/inventory.	8.3.1		
Ensure Navy Cash cards are kept in a safe or a secure container.	8.3.1		
Check random sample of turned-in visitor cards (at least 10 cards) to verify there are no residual funds on the card, i.e., the closed-loop balance is zero.	8.3.1 8.4.5.c		

### 8.15.25 Cash Verification Team Navy Cash Checklist *(continued)*

Tasks	SOP Reference	Yes	No
<b>Spare POSs</b>			
Ensure spare POSs are being kept in a safe or in a secure space.	8.3.3		
Ensure POSs that have transactions still stored in them are being kept in the Disbursing Officer's safe.	8.3.3		
<b>Navy Cash Disbursing Application</b>			
Verify Disbursing Application users are assigned to appropriate user group.	8.4.32		
Check locally generated and maintained password change log to verify that passwords are being changed every six months.	8.4.32		
Ensure refunds processed in Disbursing Office are being authorized by Sales/MWR/Food Service Officer.	8.4.6		
Ensure Navy Cash enrollment forms are being filled out and signed by crewmembers before being entered through the Disbursing Application. <i>Not applicable for new enrollments using electronic enrollment.</i>	8.4.17		
Ensure originals of all enrollment forms signed manually are sent to Treasury Agent once every 30 days and copies of all manual forms are retained on ship.	8.4.17		
Review EOD Report to verify mandatory Automatic EOD is performed at end of each business day (manual EOD may take precedence at EOM, etc.).	8.4.20		
Ensure the Disbursing Officer is reviewing Daily Negative Balance Report and Returned Items Detail Report on a daily basis.	8.8.1		
Review Daily Negative Balance Report to verify there are no aged negative balances over 60 days old.	8.8.1		
Review Daily Negative Balance Report to verify collection action is initiated on negative balances with no representations pending within 10 working days of receipt of Report.	8.8.1		
Ensure personnel office is providing Disbursing Office with names of those personnel who will be transferred or discharged within the next 30 days.	8.8.1		
Ensure Safe Bank Transactions Report is being zeroed out at end of month.	8.9		



## 8.15.26 Navy Cash Trouble Call Worksheet

NAVY CASH TROUBLE CALL WORKSHEET				
<i>Please be prepared to provide the information below to the Central Support Unit (CSU)</i> <i>Retain form as your Trouble Call Log.</i>				
<b>CENTRAL SUPPORT UNIT (CSU)</b> Phone: (866) 6NAVYCASH (866) 862-8922 E-Mail: navycashcenter@frb.org Fax: (813) 533-5711 Web Site: www.navycash.com				
<b>OTCnet</b> <i>Paper Check Conversion</i> OTCnet CUSTOMER SERVICE TEAM (866) 945-7923 (302) 323-3159 DEN: (510) 428-6824 fiscalservice.otcchannel@citi.com			<b>ROM</b> CONTACT APPROPRIATE FLEET ASSISTANCE TEAM SAN DIEGO: (619) 556-5725/5733 PEARL HARBOR: (808) 473-7519 YOKOSUKA: 011-8146-816-7965 NORFOLK: (757) 443-2522 MAYPORT: (904) 270-7178	
SHIP NAME		DATE OF CALL		TIME OF CALL
SHIP LOCATION/PORT (AND COUNTRY IF DEPLOYED)		CASE NUMBER (obtained from CSU)		NAME OF CSU REPRESENTATIVE
CALLER NAME		RANK/RATE	PHONE	E-MAIL ADDRESS
POINTS OF CONTACT SO TECHNICAL OR FIELD SUPPORT REPRESENTATIVE CAN CONTACT SHIP IF REQUIRED				
LOCATION	NAME	RANK/RATE	PHONE	E-MAIL ADDRESS
DISBURSING OFFICE				
SALES OFFICE				
SUPPLY OFFICE				
EMO/ADP OFFICE				
QUARTERDECK				
IF A HARDWARE PROBLEM, IDENTIFY SPECIFIC EQUIPMENT, MODEL NUMBER, AND SERIAL NUMBER				
SERVER:	SWITCH		KIOSK:	
WORKSTATION:	UPS:		POS DEVICE:	
DISPLAY:	KVM SWITCH:		CAD (VENDING):	
LAPTOP:				
OTHER:	ROM:		OTCnet SCANNER:	

DESCRIBE THE NATURE OF THE HARDWARE, SOFTWARE, COMMUNICATIONS, OR OPERATIONAL PROBLEM (include any error messages or error codes if possible—attach any printouts or screen prints as needed)

DESCRIBE ANY TROUBLESHOOTING STEPS YOU HAVE ALREADY TRIED (include references you used in troubleshooting the problem, e.g., SOP, SYS ADMIN Manual, Maintenance CD, MRC, system log files reviewed—attach any log file printouts or screen prints as needed)

#### SHIPPING INFORMATION

When directed to return failed equipment via traceable means to the Navy Cash depot (POSs or CADs with stuck transactions are sent to Gemalto Cogent), record the tracking number and date shipped below. With all Navy Cash equipment returns, remember to include a copy of this Trouble Call Worksheet annotated with the case number assigned by the CSU, the equipment serial number, POC with e-mail address and phone number, and a return address to get equipment back to ship (recommend providing address for ship's LSR). For POSs or CADs with stuck transactions, include the number of transactions on the device and the estimated dollar value of the transactions so the device can be properly insured for the return shipment.

##### SHIPPING ADDRESS NAVY CASH DEPOT

Engility Corporation  
ATTN: Navy Cash Depot  
7580 Metropolitan Drive, Suite 207  
San Diego, CA 92108  
Phone: (619) 278-6472 (shipment related issues only)

##### SHIPPING ADDRESS GEMALTO COGENT

Gemalto Cogent  
ATTN: Ryan Settle, Navy Cash Equipment Return  
3300 Acorn Street  
Williamsburg, VA 23188  
Phone: (757) 564-4604 (shipment related issues only)

TRACEABLE TRACKING NUMBER

DATE SHIPPED

NAME OF POINT OF CONTACT

E-MAIL ADDRESS

PHONE NUMBER

RETURN ADDRESS (recommend providing address for ship's Logistics Support Representative (LSR) at the Logistics Support Center (LSC))

CITY

STATE

ZIP CODE

NUMBER OF TRANSACTIONS (for POSs OR CADs with stuck transactions)

ESTIMATED DOLLAR VALUE (for stuck transactions)

## 8.15.27 Sample Memoranda for Forwarding Enrollment and Rules of Behavior Forms

### a. Individual Cardholder Enrollment Forms

#### MEMORANDUM

From: \_\_\_\_\_  
*Ship's Name*

To: FRB-TCC  
Attention: Forms  
3913 Riga Blvd.  
Tampa, FL 33619  
(866) 662-8922 (*Phone number for FedEx, UPS, etc. packages*)  
navycashcenter@frb.org

Subject: Forwarding Cardholder Enrollment Forms (2887s) For Scanning And Archiving

1. This memorandum and email confirm the forwarding of Navy Cash enrollment forms for individual cardholders (FS Form 2887s) to the Navy Cash CSU Scanning Center.

a. Date Package Was Sent: \_\_\_\_\_

b. Number of Enrollment Forms in Package: 2887s \_\_\_\_\_

c. Carrier Name: \_\_\_\_\_  
*e.g., FedEx, UPS, USPS registered mail*

d. Tracking Information: \_\_\_\_\_

2. If you have any questions, please contact me at:

a. Ship's Name: \_\_\_\_\_

b. Point of Contact on the Ship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

b. Accountable Official Enrollment Forms

**MEMORANDUM**

From: \_\_\_\_\_  
*Ship's Name*

To: FRB-TCC  
Attention: Forms  
3913 Riga Blvd.  
Tampa, FL 33619  
(866) 662-8922 (*Phone number for FedEx, UPS, etc. packages*)  
navycashcenter@frb.org

Subject: Forwarding Accountable Official Enrollment Forms (2888s) For Scanning And Archiving

1. This memorandum and email confirm the forwarding of Navy Cash enrollment forms for accountable official merchant cardholders (FS Form 2888s) to the Navy Cash CSU Scanning Center .

a. Date Package Was Sent: \_\_\_\_\_

b. Number of Enrollment Forms in Package: 2888s \_\_\_\_\_

c. Carrier Name: \_\_\_\_\_  
*e.g., FedEx, UPS, USPS registered mail*

d. Tracking Information: \_\_\_\_\_

2. If you have any questions, please contact me at:

a. Ship's Name: \_\_\_\_\_

b. Point of Contact on the Ship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

c. Rules of Behavior Forms

**MEMORANDUM**

From: \_\_\_\_\_  
*Ship's Name*

To: FRB-TCC  
Attention: Forms  
3913 Riga Blvd.  
Tampa, FL 33619  
(866) 662-8922 (*Phone number for FedEx, UPS, etc. packages*)  
navycashcenter@frb.org

Subject: Forwarding Rules of Behavior Forms for Scanning and Archiving

1. This memorandum and email confirm the forwarding of Navy Cash rules of behavior forms for Navy Cash operators assigned Operator IDs to the Navy Cash CSU Scanning Center .

a. Date Package Was Sent: \_\_\_\_\_

b. Number of Rules of Behavior Forms in Package: \_\_\_\_\_

c. Carrier Name: \_\_\_\_\_  
*e.g., FedEx, UPS, USPS registered mail*

d. Tracking Information: \_\_\_\_\_

2. If you have any questions, please contact me at:

a. Ship's Name: \_\_\_\_\_

b. Point of Contact on the Ship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

## 8.15.28 Rules of Behavior for Users of Navy Cash System

### NOTICE AND CONSENT

When you use the Navy Cash system, you are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS, which includes any attached device, you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, and personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures, e.g., authentication and access controls, to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential.

### RULES OF BEHAVIOR FOR USERS OF NAVY CASH SYSTEM

1. These rules of behavior for users of the Navy Cash system delineate the responsibilities and the expected use and behavior of all individuals with user access to the Navy Cash system, defined as all computer hardware (including attached devices), software, and electronic files. By your signature below, you indicate that you have read, understand, and agree to abide by these rules of behavior.
2. You must conduct only official, authorized business on the Navy Cash system. You must access only that data, control information, software, hardware, and firmware for which you are authorized access, and assume only those roles and privileges for which you are authorized. Do not introduce or use any unauthorized software, firmware, electronic files, or hardware.
3. As a Navy Cash operator, e.g., in the post office, CPO mess, ship's store, or Disbursing Office, you must be authorized as a user and be assigned a unique operator ID number at the Disbursing Office. In the ship's store, once operator IDs are established in Navy Cash, they must be entered into the Retail Operations Management (ROM) system. ROM and Navy Cash operator IDs must match for sales receipts to be reported properly.
4. Access to Navy Cash Disbursing Application workstations or laptops or to the Navy Cash server must be authorized at the Disbursing Office and is controlled by user name and password. Passwords created by the Disbursing Application for new users, or any other default passwords, must be changed at the Disbursing Office as soon as creation of the new user account is completed.
5. Passwords must be a minimum of 14 characters (15 characters for Sys Admin) and less than 16 characters in length and must begin with an alphabetic character and should use three of four character sets, i.e., upper-case letters, lower-case letters, numbers, and special characters.
6. Protect your password. Your password must be changed at the Disbursing Office every six months or when you suspect it may have been compromised or it appears in an audit document. Before you change your password, the Disbursing Officer will first verify your identity.
7. As an operator, you must log off your device or workstation when you are through working on the system. The next operator can then log on the system by entering his or her own password. Each operator must use his or her own operator ID or user ID and password when operating the Navy Cash

system. Protect devices or workstations from unauthorized access. Never leave a device or workstation unattended while logged into the system.

8. As a matter of policy, any PS who wants to perform any personal Navy Cash transactions in the Disbursing Office, for example, to add or cash out value or change a PIN, must contact the Disbursing Officer or Deputy.

9. Each calendar quarter, the ship's Cash Verification Team will generate card reports for all Navy Cash Disbursing Application users to verify that no unauthorized deposits were made to their accounts since the last quarterly cash verification.

10. You must follow the procedures established for the proper handling and safeguarding of the Personally Identifiable Information (PII) associated with both Disbursing and Navy Cash operations to ensure the security and confidentiality of that information.

11. All cardholders in the Navy Cash Stored Value Card program are granted privacy protections under the Privacy Act of 1974 as amended. Release of information may be granted to DoD law enforcement agencies if the head of the agency has made a written request to the U.S. Department of the Treasury Bureau of the Fiscal Service. All materials requested shall be sent from the Bureau of the Fiscal Service. Privacy protected information may not be released without written consent from the Bureau of the Fiscal Service. This restriction applies to a court order of a competent jurisdiction including subpoena.

12. Ensure that all documents, equipment, system media, or other output containing PII are properly cleared, sanitized, marked, controlled, stored, transported, and destroyed based on sensitivity and need-to-know.

13. You must protect Navy Cash information and system resources from unauthorized access or occurrences of misuse, sabotage, tampering, denial of service, fraud, misappropriation, or release to unauthorized persons. Immediately report all such occurrences to the Disbursing Officer or Information Assurance Manager (IAM).

#### **ACCEPTANCE**

I have read the above Rules of Behavior for the Navy Cash System. By my signature below, I acknowledge and agree that my access to the Navy Cash system is covered by, and subject to, such Rules. Further, I acknowledge and accept that any violation by me of these Rules may subject me to administrative or civil and/or criminal actions and may result in the termination or suspension of my access to the Navy Cash system at any time without notice.

User's Name: \_\_\_\_\_ (printed)

User's Signature: \_\_\_\_\_ (signature)

Last Four Digits of User's SSN: \_\_\_\_\_

Date: \_\_\_\_\_

### 8.15.29 Sample Rosters of Navy Cash Merchants Activated

#### NAVY CASH STANDARD MERCHANTS – CG, DDG, LPD, LSD, AS – ACCOUNTABLE OFFICIALS, CARDS, AND ENROLLMENT FORMS

MERCHANT	ACCOUNTABLE OFFICIAL (AO)			NAME ON ACCOUNT	ROUTING NUMBER	ACCOUNT NUMBER	AO ENROLLMENT FORM AND MERCHANT CARD
	NAME	PHONE	EMAIL ADDRESS				
<b>LINE OF ACCOUNTING (LOA) MERCHANTS</b>							
NAVY DISBURSING				Settles to LOA only			Yes. Signed? <input checked="" type="checkbox"/> Issued? <input checked="" type="checkbox"/>
GENERAL MESS-FOOD				Settles to LOA only			Card not required—not issued
GENERAL MESS-SURCHARGES				Settles to LOA only			Card not required—not issued
SHIP STORE				Settles to LOA only			Card not required—not issued
VENDING SODA				Settles to LOA only			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
VENDING STORE ITEMS				Settles to LOA only			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
HANGAR BAY SALES				Settles to LOA only			Card not required—not issued
<b>PRIVATE MERCHANTS</b>							
NAVY MWR							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
WARDROOM MESS-FOOD							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
WARDROOM MESS-DUES							
CPO MESS-FOOD							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
CPO MESS-DUES							
1ST CLASS ASSN							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
TAXI MERCHANT <sup>5</sup>				No linked bank/credit union account			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
DUTY FUND				No linked bank/credit union account			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
OFFICIAL MAIL MANAGER				No linked bank/credit union account			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
POST OFFICE-STAMPS				Settles to USPS PFO account only			Card not required—not issued
POST OFFICE-MONEY ORDERS				Settles to USPS PFO account only			Card not required—not issued
POST OFFICE-METERED MAIL				Settles to USPS PFO account only			Card not required—not issued
VENDING STAMPS				Settles to USPS PFO account only			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
<b>TRANSIENT MERCHANTS</b>							
FOREIGN CONCESSIONAIRE				Settles to Navy Disbursing open-loop account only			Card not required—not issued
HUSBANDING AGENT				Settles to Navy Disbursing open-loop account only			Card not required—not issued
COLLEGE COURSES				Settles to Navy Disbursing open-loop account only			Card not required—not issued
COLLEGE BOOKS				Settles to Navy Disbursing open-loop account only			Card not required—not issued
MISCELLANEOUS EVENTS				Settles to Navy Disbursing open-loop account only			Card not required—not issued
<b>GENERIC PRIVATE MERCHANTS</b>							
PRIVATE ONE				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE TWO				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE THREE				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE FOUR				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE FIVE				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>



# NAVY CASH STANDARD MERCHANTS – LHA, LHD, LCC – ACCOUNTABLE OFFICIALS, CARDS, AND ENROLLMENT FORMS

MERCHANT	ACCOUNTABLE OFFICIAL (AO)			NAME ON ACCOUNT	ROUTING NUMBER	ACCOUNT NUMBER	AO ENROLLMENT FORM AND MERCHANT CARD
	NAME	PHONE	EMAIL ADDRESS				
LINE OF ACCOUNTING (LOA) MERCHANTS							
NAVY DISBURSING				Settles to LOA only			Yes. Signed? <input checked="" type="checkbox"/> Issued? <input checked="" type="checkbox"/>
GENERAL MESS-FOOD				Settles to LOA only			Card not required—not issued
GENERAL MESS-SURCHARGES				Settles to LOA only			Card not required—not issued
SHIP STORE #1				Settles to LOA only			Card not required—not issued
SHIP STORE #2				Settles to LOA only			Card not required—not issued
VENDING SODA				Settles to LOA only			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
VENDING STORE ITEMS				Settles to LOA only			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
HANGAR BAY SALES				Settles to LOA only			Card not required—not issued
PRIVATE MERCHANTS							
NAVY MWR							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
WARDROOM MESS-FOOD							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
WARDROOM MESS-DUES							
CPO MESS-FOOD							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
CPO MESS-DUES							
FLAG MESS-FOOD							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
FLAG MESS-DUES							
1ST CLASS ASSN							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
TAXI MERCHANT				No linked bank/credit union account			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
DUTY FUND				No linked bank/credit union account			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
OFFICIAL MAIL MANAGER				No linked bank/credit union account			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
POST OFFICE-STAMPS				Settles to USPS PFO account only			Card not required—not issued
POST OFFICE-MONEY ORDERS				Settles to USPS PFO account only			Card not required—not issued
POST OFFICE-METERED MAIL				Settles to USPS PFO account only			Card not required—not issued
VENDING STAMPS				Settles to USPS PFO account only			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
TRANSIENT MERCHANTS							
FOREIGN CONCESSIONAIRE				Settles to Navy Disbursing open-loop account only			Card not required—not issued
HUSBANDING AGENT				Settles to Navy Disbursing open-loop account only			Card not required—not issued
COLLEGE COURSES				Settles to Navy Disbursing open-loop account only			Card not required—not issued
COLLEGE BOOKS				Settles to Navy Disbursing open-loop account only			Card not required—not issued
MISC EVENTS				Settles to Navy Disbursing open-loop account only			Card not required—not issued

MERCHANT	ACCOUNTABLE OFFICIAL (AO)			NAME ON ACCOUNT	ROUTING NUMBER	ACCOUNT NUMBER	AO ENROLLMENT FORM AND MERCHANT CARD
	NAME	PHONE	EMAIL ADDRESS				
<b>GENERIC PRIVATE MERCHANTS</b>							
PRIVATE ONE				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE TWO				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE THREE				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE FOUR				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE FIVE				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE SIX				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE SEVEN				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE EIGHT				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE NINE				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE TEN				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>

## NAVY CASH STANDARD MERCHANTS – CVN – ACCOUNTABLE OFFICIALS, CARDS, AND ENROLLMENT FORMS

MERCHANT	ACCOUNTABLE OFFICIAL (AO)			NAME ON ACCOUNT	ROUTING NUMBER	ACCOUNT NUMBER	AO ENROLLMENT FORM AND MERCHANT CARD
	NAME	PHONE	EMAIL ADDRESS				
<b>LINE OF ACCOUNTING (LOA) MERCHANTS</b>							
NAVY DISBURSING				Settles to LOA only			Yes. Signed? <input checked="" type="checkbox"/> Issued? <input checked="" type="checkbox"/>
GENERAL MESS-FOOD				Settles to LOA only			Card not required—not issued
GENERAL MESS-SURCHARGES				Settles to LOA only			Card not required—not issued
SHIP STORE #1				Settles to LOA only			Card not required—not issued
SHIP STORE #2				Settles to LOA only			Card not required—not issued
VENDING SODA				Settles to LOA only			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
VENDING STORE ITEMS				Settles to LOA only			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
BEVERAGE BAR				Settles to LOA only			Card not required—not issued
HANGAR BAY SALES				Settles to LOA only			Card not required—not issued
<b>PRIVATE MERCHANTS</b>							
NAVY MWR							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
WARDROOM MESS-FOOD							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
WARDROOM MESS-DUES							
CPO MESS-FOOD							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
CPO MESS-DUES							
FLAG MESS-FOOD							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
FLAG MESS-DUES							
1ST CLASS ASSN							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PROT RELIGIOUS SERVICES							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
CATH RELIGIOUS SERVICES							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
ORTH RELIGIOUS SERVICES							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
TAXI MERCHANT				No linked bank/credit union account			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
DUTY FUND				No linked bank/credit union account			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
OFFICIAL MAIL MANAGER				No linked bank/credit union account			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
POST OFFICE-STAMPS				Settles to USPS PFO account only			Card not required—not issued
POST OFFICE-MONEY ORDERS				Settles to USPS PFO account only			Card not required—not issued
POST OFFICE-METERED MAIL				Settles to USPS PFO account only			Card not required—not issued
VENDING STAMPS				Settles to USPS PFO account only			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
<b>TRANSIENT MERCHANTS</b>							
FOREIGN CONCESSIONAIRE				Settles to Navy Disbursing open-loop account only			Card not required—not issued
HUSBANDING AGENT				Settles to Navy Disbursing open-loop account only			Card not required—not issued
COLLEGE COURSES				Settles to Navy Disbursing open-loop account only			Card not required—not issued

MERCHANT	ACCOUNTABLE OFFICIAL (AO)			NAME ON ACCOUNT	ROUTING NUMBER	ACCOUNT NUMBER	AO ENROLLMENT FORM AND MERCHANT CARD
	NAME	PHONE	EMAIL ADDRESS				
COLLEGE BOOKS				Settles to Navy Disbursing open-loop account only			Card not required—not issued
MISC EVENTS				Settles to Navy Disbursing open-loop account only			Card not required—not issued
<b>GENERIC PRIVATE MERCHANTS</b>							
PRIVATE ONE				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE TWO				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE THREE				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE FOUR				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE FIVE				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE SIX				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE SEVEN				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE EIGHT				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE NINE				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE TEN				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE ELEVEN				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE TWELVE				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE THIRTEEN				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE FOURTEEN				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE FIFTEEN				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
<b>FLAG, AIR WING, SQUADRON MERCHANTS</b>							
STAFF CPO MESS DUES				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
STAFF WARDROOM DUES				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
STAFF 1STCLASS DUES				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
STAFF MWR FUND				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
CVW CPO MESS DUES				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
CVW WARDROOM DUES				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
CVW 1STCLASS DUES				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
CVW MWR FUND				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN0 CPO MESS DUES				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN0 WARDROOM DUES				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN0 1STCLASS DUES				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN0 MWR FUND				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN1 CPO MESS DUES				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN1 WARDROOM DUES				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN1 1STCLASS DUES				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>

MERCHANT	ACCOUNTABLE OFFICIAL (AO)			NAME ON ACCOUNT	ROUTING NUMBER	ACCOUNT NUMBER	AO ENROLLMENT FORM AND MERCHANT CARD
	NAME	PHONE	EMAIL ADDRESS				
SQDN1 MWR FUND				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN2 CPO MESS DUES				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN2 WARDROOM DUES				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN2 1STCLASS DUES				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN2 MWR FUND				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN3 CPO MESS DUES				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN3 WARDROOM DUES				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN3 1STCLASS DUES				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN3 MWR FUND				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN4 CPO MESS DUES				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN4 WARDROOM DUES				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN4 1STCLASS DUES				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN4 MWR FUND				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN5 CPO MESS DUES				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN5 WARDROOM DUES				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN5 1STCLASS DUES				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN5 MWR FUND				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN6 CPO MESS DUES				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN6 WARDROOM DUES				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN6 1STCLASS DUES				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN6 MWR FUND				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN7 CPO MESS DUES				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN7 WARDROOM DUES				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN7 1STCLASS DUES				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN7 MWR FUND				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN8 CPO MESS DUES				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN8 WARDROOM DUES				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN8 1STCLASS DUES				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN8 MWR FUND				Settles to open-loop only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>

### 8.15.30 Navy Cash End of Month Summary Report

Run Date: 02/22/2015  
Run Time: 14:58  
Report Name: EOM Summary Report

NAVY CASH END OF MONTH SUMMARY REPORT FOR 02/2015  
USS XXXXXXXXXXXXXXXX  
DSSN: 8888

START TIME	END TIME	Vendor/Merchant	Sale Amount	Refund Amount	Net Amount
20150125 071548	20150222 140929	NAVY DISBURSING - STRIP	0.00	-207.80	-207.80
20150125 071548	20150222 140929	NAVY DISBURSING - CHIP	32974.75	-15834.28	17140.47
-	-	MARINE DISBURSING - STRIP	0.00	0.00	0.00
20150125 071548	20150222 140929	MARINE DISBURSING - CHIP	85093.10	-3847.10	81246.00
20150125 071548	20150222 140929	GENERAL MESS - FOOD	32360.30	0.00	32360.30
20150125 071548	20150222 140929	GENERAL MESS - SURCHARGES	275.10	0.00	275.10
20150125 070100	20150222 115615	SHIP STORE #1	176530.26	0.00	176530.26
20150125 070110	20150222 115634	SHIP STORE #2	56314.75	0.00	56314.75
-	-	HANGAR BAY SALES	0.00	0.00	0.00
20150125 070038	20150222 115604	VMSODA00000000016	514.80	0.00	514.80
20150125 070032	20150222 115555	VMSODA00000000015	3513.40	0.00	3513.40
-	-	VMSODA00000000009	0.00	0.00	0.00
20150125 070025	20150222 115546	VMSODA00000000008	6680.30	0.00	6680.30
20150125 070017	20150222 115539	VMSODA00000000007	5559.95	0.00	5559.95
-	-	VMSODA00000000001	0.00	0.00	0.00
20150125 065940	20150222 115512	VMSODA00000000002	1073.60	0.00	1073.60
20150125 065954	20150222 115518	VMSODA00000000003	2677.95	0.00	2677.95
20150125 070007	20150222 115528	VMSODA00000000004	2913.90	0.00	2913.90
-	-	Vending Soda BULK	0.00	0.00	0.00
20150125 065713	20150222 115454	VMCAND00000000008	13860.45	0.00	13860.45
-	-	VMSOAP00000000001	0.00	0.00	0.00
-	-	VMPHON00000000001	0.00	0.00	0.00
20150125 065721	20150222 115505	VMCANDY00000000006	8571.95	0.00	8571.95
-	-	VMCAND00000000001	0.00	0.00	0.00
20150125 065651	20150222 115444	VMCAND00000000007	8833.85	0.00	8833.85
-	-	VMCAND00000000005	0.00	0.00	0.00
20150125 065640	20150222 115427	VMCAND00000000004	7932.05	0.00	7932.05
20150125 065732	20150222 115648	Vending Candy BULK	451.80	0.00	451.80

Voucher Description	Voucher#	Chip/Strip	Date Prepared	Voucher Amount
Disbursing Cash-Strip is > Strip - Cash	DV27159	STRIP	02/22/2015	207.80
Disbursing Strip-Cash is > Cash-Strip	-	-	-	
Disbursing Cash-Chip is > Chip- Cash	-	-	-	
Disbursing Chip-Cash is > Cash-Chip	DT210159	CHIP	02/22/2015	17140.47
Food Service Sales Totals	DT230159	CHIP	02/22/2015	32360.30
Food Surcharges Total	DT240159	CHIP	02/22/2015	275.10
Sales Totals	DT250159	CHIP	02/22/2015	295429.01

### 8.15.31 Document for Shipping Equipment with Batteries Contained in Equipment

## ACCOMPANYING LITHIUM BATTERY DOCUMENT

This package contains lithium cells or batteries in the following configuration (*check applicable*).

<b>LITHIUM ION</b> Maximum of: <ul style="list-style-type: none"> <li>• 20 Watt-hours (Wh) per cell; and</li> <li>• 100 Wh per battery</li> </ul>	<b>LITHIUM METAL</b> Maximum of: <ul style="list-style-type: none"> <li>• 1 gram (g) of lithium metal per cell; and</li> <li>• 2 g of lithium per battery</li> </ul>
<input type="checkbox"/> <b>Cells or Batteries <u>Only</u></b> (ICA0/IATA Packing Instruction 965, Section II) <i>Cells or batteries in a package, without electronic equipment</i> <b>Package Limit:</b> <ul style="list-style-type: none"> <li>• ≤ 2.7 Wh = 2.5 kg <u>or</u></li> <li>• &gt; 2.7 Wh but ≤ 20 Wh = 8 cells <u>or</u></li> <li>• &gt; 2.7 Wh but ≤ 100 Wh = 2 batteries</li> </ul>	<input type="checkbox"/> <b>Cells or Batteries <u>Only</u></b> (ICA0/IATA Packing Instruction 968, Section II) <i>Cells or batteries in a package, without electronic equipment</i> <b>Package Limit:</b> <ul style="list-style-type: none"> <li>• ≤ 0.3 g = 2.5 kg <u>or</u></li> <li>• &gt; 0.3 g but ≤ 1 g = 8 cells <u>or</u></li> <li>• &gt; 0.3 g but ≤ 2 g = 2 batteries</li> </ul>
<input type="checkbox"/> <b>Cells or Batteries <u>Only</u></b> (ICA0/IATA Packing Instruction 965, Section IB) <i>Cells or batteries in a package, without electronic equipment</i>	<input type="checkbox"/> <b>Cells or Batteries <u>Only</u></b> (ICA0/IATA Packing Instruction 968, Section IB) <i>Cells or batteries in a package, without electronic equipment</i>
<input type="checkbox"/> <b>Contained <u>With Equipment</u></b> (ICA0/IATA Packing Instruction 966, Section II) <i>Cells or batteries contained in a package with associated electronic equipment</i>	<input type="checkbox"/> <b>Contained <u>With Equipment</u></b> (ICA0/IATA Packing Instruction 969, Section II) <i>Cells or batteries contained in a package with associated battery-powered equipment – with the batteries not installed in the equipment</i>
<input type="checkbox"/> <b>Contained <u>In Equipment</u></b> (ICA0/IATA Packing Instruction 967, Section II) <i>Cells or batteries installed in equipment</i>	<input checked="" type="checkbox"/> <b>Contained <u>In Equipment</u></b> (ICA0/IATA Packing Instruction 970, Section II) <i>Cells or batteries installed in equipment</i>

- This package must be handled with care. A flammability hazard exists if the package is damaged.
- If this package is damaged in transportation, it must not be loaded until the condition of the contents can be verified. The batteries contained in this package must be inspected for damage and may only be repacked if they are intact and protected against short circuits.
- For more information about the batteries contained in this package, call the following telephone number:  
+ 1 (866) 662-8922

Name and Address of Shipper (*optional*)

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Name and Address of Consignee (*optional*)

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### 8.15.32 Monthly Member Transfer Report

Date: 08/28/2016  
Time: 16:38:12

Report Name: OPER\_TRANSFER\_M  
Page: 1

Navy Cash  
Monthly Member Transfer Report  
Location: USS NEVERSAIL  
Date: September, 2016

TRANS DATE	TYP	LAST NAME	FIRST NAME	M	SSN	CHIP BAL	STRIP BAL
09/30/2016	T	JONES	JAMES	D	4190	\$6.35	<\$11.13>
09/30/2016	T	GODWIN	JOSEPH	P	3089	\$10.90	\$85.00
09/30/2016	T	SMITH	RALPH	A	2978	\$25.30	\$90.00
09/30/2016	T	ROBERTS	THOMAS	B	1867	\$11.75	<\$2.13>
09/30/2016	T	MACDONALD	WALTER	C	9756	\$55.10	\$105.00
09/30/2016	T	GITTINGS	ANDREW	E	8645	\$11.15	<\$235.13>
09/30/2016	T	PETTY	HENRY	S	7534	\$9.95	\$35.00

\*\*\* End of the Report \*\*\*

S=Separation  
T=Transfer



