

NAVY CASH®
SOP CHANGE NOTICE
NAVSUP PUB 727

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

Navy Cash SOP Change Notice 2020-002

6 February 2020

Subject: **CARDSTOCK REORDERING PROCEDURES**

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

- 1. Background.** This notice reflects a change in guidance to Disbursing Officers for cardstock reordering procedures in light of recent changes to Visitor Card policies.
- 2. Disbursing Officer Action.** Upon receipt of this Navy Cash SOP Change Notice, Disbursing Officers and Merchants will follow the specific procedures outlined in this change notice to follow guidance for management of and reordering cardstock. This change notice is a replacement of paragraph 8.3.2.in its entirety within NAVSUP PUB 727.
- 3. Official Change to Navy Cash SOP.** This Navy Cash SOP Change Notice represents an official change to the Navy Cash SOP (NAVSUP PUB 727). Each DO/Navy Cash Accountable Officer shall retain a copy of all effective Navy Cash SOP Change Notices on file for inspection with the current version of the SOP (*see list of effective Navy Cash SOP change notices immediately below*).

4. List of Effective Navy Cash SOP Change Notices.

Ver 1.15v2

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

2017-006	Change in Phone Number Associated with Shipping Failed Equipment to Depot	✓
2018-001	Electronic Receipts via Email for EFTs Initiated at Navy Cash KIOSKs	✓
2018-002	Change in Fax Number for Navy Cash Customer Service Call Centers	✓
2019-001	Reducing Navy Cash Visitor Cards	✓
2019-002	Change to Contact Info and Elimination of the Trouble Call Worksheet Form	✓
2020-001	Ship's Store Profits Transfer to MWR Merchant Procedures	✓

Please route immediately to the Supply Officer and Disbursing Officer

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

Hugh Chin at NAVSUP FLC Norfolk
hugh.chin@navy.mil
(757) 443-1189 DSN: 646-1189
Andy Yager at NAVSUP FLC San Diego
andrew.yager@navy.mil
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8.3.2. REPLENISHING NAVY CASH CARD STOCKS. The Disbursing Officer is responsible to ensure replacement card inventory remains at standard levels and expiration dates exceed 12 month on current card stock inventory.

a. SPARE NAVY CASH CARD STOCK. Navy Cash instant issue stock are identified by ship types in the table below. These standard recommendations support operational readiness and should support ship needs for up to 6 months.

(1) VISITOR CARD STOCK. Visitor card stock should be managed carefully, these card types are provided to ships on an as needed basis, and orders must be approved by your Navy Cash FLC representative. Visitor cards are reusable, when issued they should be returned at the conclusion of the cardholders time onboard ship, any remaining balance refunded and the card then secured until needed again.

b. NAVY CASH CARD STOCK: MARINES. MEUs that require Navy Cash cards to issue to their cardholders for upcoming activities will place their orders with their Stored Value Card Program Management Office or their Marine Disbursing representative (Camp Pendleton, Camp Lejeune, and Camp Foster). Ship board Navy Disbursing Officers manage their card inventory based on ship size but may assist with card inventory for Marine Disbursing Officers if needed.

c. REORDER POINT. The Disbursing Officer will place an order when instant Issue cards inventory drops near or below the reorder-point indicated in parenthesis in the table below, or when a ship is about to change status. Cards are shipped within two to three weeks after the order has been approved.

Card Stock Reorder Points				
	DDG/CG	LPD/LSD/ AS/LCC	LHA/LHD	CVN
Instant Issue Cards (Navy Cardholder Cards)				
1. Pre-Deployment/Pre-Surge	150	200	1,000	2,000
2. Deployed/Surge Homeport/Local Ops	100 (50)	100 (50)	500 (200)	1,000 (500)

d. TO ORDER INSTANT ISSUE REPLENISHMENT STOCK. To order replacement instant issue cards, the Disbursing Officer should send an email request to the CSU at navycashcenter@frb.org to obtain a case number. The email request should include the following information:

- Current inventory on hand?
- Number of cards ordering?
- Ships status: Please indicate #1 for Pre-Deployment/Pre-Surge and #2 for Deployed, Surge, Pier side, Local Ops.
- If requesting cards above established SOP inventory levels please provide a brief justification or the special circumstances to support the increase.

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