



Navy Cash Training

Disbursing Unit 4:

Merchant Management

Objectives

- Explain how to administer various merchant accounts
- Demonstrate how to create and maintain Operator IDs
- Discuss requirements for Rules of Behavior
- Demonstrate how to program an IPA 280 for various merchant accounts
- Explain merchant operations and procedures

Merchant Account Administration

Definitions

- Merchant - refers to Navy Cash Merchants. They are accountable officials authorized to use Navy Cash in official capacity. Examples of merchants are:
 - Ship's Store
 - MWR
 - Miscellaneous Events
 - Private One
 - SQDN1 CPO Mess Dues
- Operator - is a person enrolled in Navy Cash and assigned an operator ID who can then sign-in to a POS and use it in retail operations

Navy Cash Merchants

■ Merchants

- Set up for each retail location on the ship as part of the initial implementation process
- Reports at the end of each day confirms receipts from Sales for the day
- Funds are settled electronically on a daily, weekly, or monthly basis

Navy Cash Merchants (cont.)

■ Navy Cash Merchant Cards

- Must be kept in a safe or secure container when not in use
- Merchant cards not assigned must be in the custody of the Disbursing Officer

■ Merchant Turnover (Relief)

- Merchants (including Disbursing Officer) should ensure the Merchant Card has zero amounts on closed-loop and open-loop accounts
- Relieving Official must sign a FS 2888 (if applicable)
- Relieving Official must change the PIN number of the Merchant Card

Navy Cash Merchants (cont.)

- Merchant Turnover (Relief)
 - DO must change the linked bank account number to all “9’s” (enter the number 9, 17 times in the “Bank Account Number” field)
 - » By using the Disbursing Application, or
 - » Via the Navy Cash Disbursing Website, or
 - » By sending a request to the CSU by phone or e-mail

Navy Cash Merchants (cont.)

Navy Cash Merchant Listing

LOA Merchants

NAVY DISBURSING
MARINE DISBURSING
GENERAL MESS – FOOD
GENERAL MESS – SURCHARGES
SHIP STORE
SHIP STORE #1
SHIP STORE #2
BEVERAGE BAR
HANGAR BAY SALES
VENDING STORE ITEMS
VENDING SODA

Private Merchants

NAVY MWR
MARINE MWR
POST OFFICE – STAMPS
POST OFFICE – MONEY ORDERS
POST OFFICE – METERED MAIL
VENDING STAMPS
WARDROOM MESS – FOOD
WARDROOM MESS – DUES
CPO MESS – FOOD
CPO MESS – DUES
FLAG MESS – FOOD
FLAG MESS – DUES
1ST CLASS ASSN
2ND CLASS ASSN
OFFICIAL MAIL MANAGER
TAXI MERCHANT (*to be used only for taxi services set up to support the ship's crew*)
DUTY FUND
PROT RELIGIOUS SERVICES
ORTH RELIGIOUS SERVICES
CATH RELIGIOUS SERVICES

Transient Merchants

FOREIGN CONCESSIONAIRE
HUSBANDING AGENT
COLLEGE COURSES
COLLEGE BOOKS
MISC EVENTS

Generic Private Merchants

PRIVATE SIX through FIFTEEN generally assigned to large-deck ships only.

PRIVATE ONE	PRIVATE NINE
PRIVATE TWO	PRIVATE TEN
PRIVATE THREE	PRIVATE ELEVEN
PRIVATE FOUR	PRIVATE TWELVE
PRIVATE FIVE	PRIVATE THIRTEEN
PRIVATE SIX	PRIVATE FOURTEEN
PRIVATE SEVEN	PRIVATE FIFTEEN
PRIVATE EIGHT	

Flag, Air Wing, and Squadron Merchants

Sample listing.

CVW CPO MESS DUES
CVW WARDROOM DUES
CVW 1ST CLASS DUES
CVW MWR FUND
SQDN1 CPO MESS DUES
SQDN1 WARDROOM DUES
SQDN1 1STCLASS DUES
SQDN1 MWR FUND

LOA Merchants

- Merchants who settle to Line of Accounting (LOA)
- Receipts from Sales are sent ashore as part of EOD
- Sales are held within Navy Cash until EOM
- Sales are settled to the appropriate LOA through the DO's monthly returns

Private Merchants

- May settle either to bank or open-loop account
- Settles Daily (default)
- Funds settled to open-loop account are available as soon as EOD is completed
- Funds settled to Bank is not immediately available for use
 - Could take 48 – 72 hours before funds are posted and available

Transient Merchants

- Used on as-needed basis to pay a vendor or concessionaire without delay for services or goods provided
- Settle to the Disbursing Office Merchant open-loop account on a Daily basis
- Does not settle to Bank
- DO provides Ex-Cash Check or Cash for total transactions collected by the vendor

Transient Merchants (cont.)

- Transient Merchants refers to the following:
 - Husbanding Agent (for Foreign Currency Exchange)
 - Foreign Concessionaire
 - College Courses, College Books
 - Miscellaneous Events (for Fund-Raising Events)

Generic Private Merchants

- Used to activate a Merchant not specifically named in the Navy Cash Merchant Listing
 - Example: Family Support Group or Cruise Book Sales
- Set up to Settle Daily to the Merchant's open-loop account
- Merchant Card must be returned to the Disbursing Officer
 - Funds in Merchant Card must be zero before returning

Staff, Air Wing, and Squadron

- Staff, Air Wing, and Squadron Merchants
 - Set up to Settle Daily to the Merchant's open-loop account
 - Merchant Card must be returned to the Disbursing Office
 - » Funds in Merchant Card must be zero out before returning

FS Form 2888

- FS 2888 – Accountable Official Application Form for U.S. Department of the Treasury Stored Value Card (SVC)
 - Must be completed and signed by accountable merchants before being issued a Merchant Card
 - DO forwards the original FS 2888 to Treasury Agent
 - Maintain copy of completed and signed FS 2888 onboard
 - » Kept on board ship for 3 years from date of signature

FS Form 2888 (cont.)

APPLICATION FORM FOR U.S. DEPARTMENT OF THE TREASURY ACCOUNTABLE OFFICIAL STORED VALUE CARD (SVC)				OMB No. 1530-0020 EXP. DATE 09/30/2019	
<p>DIRECTIONS: Submit completed form to Disbursing or Finance Office. Provide bank or credit union information if you are authorized to transfer funds from an agency bank or credit union account to your Accountable Official Treasury Stored Value Card (SVC) account at a Treasury SVC kiosk.</p>					
ACCOUNTABLE OFFICIAL PERSONAL INFORMATION					
1. RATE, RANK, TITLE		2. FIRST NAME	3. MIDDLE INITIAL	4. LAST NAME	
5. PAY GRADE		6. MILITARY BRANCH OR COMPANY NAME	7. FULL SSN	8. DATE OF BIRTH (MMDDYYYY)	9. MOTHER'S MAIDEN NAME OR KEYWORD (Required for security purposes)
10a. MILITARY DUTY ADDRESS (For Navy/Marine Cash include assigned Division, Unit, etc.) OR WORK ADDRESS (Contractors)					
b. CITY		c. STATE	d. ZIP CODE	e. COUNTRY	
11a. RESIDENCE/PERMANENT ADDRESS (Must not be military duty address)					
b. CITY		c. STATE	d. ZIP CODE	e. COUNTRY	
12. WORK TELEPHONE NUMBER		13. CELL PHONE NUMBER		14. E-MAIL ADDRESS <input type="checkbox"/> NONE	
ACCOUNTABLE OFFICIAL BANK OR CREDIT UNION INFORMATION					
15a. BANK OR CREDIT UNION NAME			b. CITY	c. STATE	d. ZIP CODE
16. ABA ROUTING NUMBER (9-digit number)			17. ACCOUNT NUMBER		
18. ACCOUNT NAME (Name as it appears on your account)				19. ACCOUNT TYPE (X one) <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	
<p>ACCOUNTABLE OFFICIAL LIABILITY: I acknowledge that I am the Accountable Official for all funds placed on this card and may be held pecuniarily liable for the loss or misuse of such funds. I may be relieved of such liability only under the procedures detailed in DoD FMR Volume 5, Chapter 1.</p> <p>EXPIRED, LOST, STOLEN, OR DAMAGED CARD: When the Accountable Official Treasury SVC card expires, any value remaining may be forwarded to the bank or credit union account specified above. If the account has been closed or if any value remaining on the Treasury SVC cannot be forwarded to the account for any other reason, I understand that the funds may be transferred to an account in the U.S. Treasury in accordance with 31 U.S.C. 1322 or elsewhere in accordance with applicable law. The agency listed in item 15 retains the right to claim such funds. If my Accountable Official Treasury SVC is lost, stolen, or damaged, I may be charged a fee for a replacement card.</p> <p>ADDITIONAL TERMS AND CONDITIONS: By using the Accountable Official Treasury SVC, I agree to accept the terms and conditions for use of the Accountable Official Treasury SVC established by the issuer of the card. This form may be imaged and kept on file electronically by the U.S. Department of the Treasury and/or its Financial or Fiscal Agent, and an electronic image shall be considered the legal equivalent of the original. I represent and warrant that the agency listed in item 15 has authorized me to obtain this Accountable Official Treasury SVC, to link it to the bank or credit union account listed above, and to hold, collect, and disburse funds that are in the account and on this Accountable Official Treasury SVC. I agree to return the Accountable Official Treasury SVC when I no longer hold the position as accountable office for the funds and/or Accountable Official SVC account.</p>					
<p>PRIVACY ACT STATEMENT AUTHORITY: Executive Order 9397, 31 CFR 210, and 31 U.S.C. 7701. PRINCIPAL PURPOSES: To enroll individuals acting in the capacity of Accountable Officials in the Treasury SVC program; to obtain authorization to initiate debit and credit entries to bank and credit union accounts, and to facilitate collection of any delinquent amounts. ROUTINE USES: The information on this form may be disclosed as generally permitted under 5 U.S.C. Section 552a(b) of the Privacy Act of 1974, as amended. It may be disclosed outside of the U.S. Department of the Treasury, Fiscal and Financial Agents involved in providing SVC services, and their contractors or to the Department of Defense (DoD) for the purpose of administering the Treasury SVC programs. In addition, other Federal, State, or local government agencies that have identified a need to know may obtain this information for the purpose(s) identified by the Bureau of the Fiscal Service (Fiscal Service) Routine Uses as published in the Federal Register. Aggregate data about transactions captured both on and off the installation or ship, whether through the card's electronic purse or magnetic strip, may be used to generate summary level reports. DISCLOSURE: Disclosure is voluntary; however, failure to furnish requested information may prevent you from participating in the Treasury SVC programs. Your SSN is being requested to verify your identity and to facilitate the collection of any amounts that may become due to the government as a result of your use of the Treasury SVC. If you do not provide your SSN, we cannot process your application for an SVC.</p>					
<p>BURDEN ESTIMATE STATEMENT According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The time required to complete this information collection is estimated to average 10 minutes, including the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the collection of information. Comments concerning the accuracy of the time estimate and suggestions for reducing this burden should be directed to the U.S. Department of the Treasury, Bureau of the Fiscal Service, 401 14th Street SW, Washington DC 20227.</p>					
<p>AUTHORIZATION TO MAKE TREASURY SVC TRANSFERS ELECTRONICALLY TO AND FROM BANK OR CREDIT UNION ACCOUNT I authorize the U.S. Treasury's Fiscal or Financial Agent to initiate debit and credit entries to the bank or credit union account at the financial institution specified above in order to fulfill any requests I may make to transfer funds between the bank or credit union account and this Treasury SVC account.</p>					
20. POSITION TO WHICH APPOINTED					
21. SIGNATURE				22. DATE SIGNED (MMDDYYYY)	
23. SIGNATURE OF COMMANDING OFFICER (may attach copy of Accountable Official's appointment letter signed by CO in lieu of CO's signature)				24. DATE SIGNED (MMDDYYYY)	
FOR OFFICE USE ONLY					
25. ISSUED BY (Disbursing/Finance Office Name/Location)				26. CARD NUMBER (Last seven digits)	

FS FORM 2888 (09-16)

DEPARTMENT OF THE TREASURY
BUREAU OF THE FISCAL SERVICE

Forwarding of FS 2888

- Ensure each FS 2888 is signed by accountable official
- Forward completed FS 2888 to Treasury Agent at least once every 30 days (separate from other forms)
- Must be sent via traceable means (contains PII info)
- Send e-mail to Treasury Agent for each package sent

Forwarding of FS 2888 (cont.)

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: _____

*New mailing address
& new e-mail address*

Accountable Official Card Limits

Accountable Official Standard Card Limits

CLOSED-LOOP LOAD/DEBIT LIMITS

LARGE DECKS (CVNs, LHAs, LHDs)	SMALL DECKS (LPDs, LSDs, LCCs, ASs, CGs, DDGs)
\$50,000 <ul style="list-style-type: none">• MWR• Wardroom Mess–Food• Navy Disbursing Office	\$10,000 <ul style="list-style-type: none">• All Accountable Officials
\$10,000 <ul style="list-style-type: none">• Rest of Accountable Officials	

TRANSFER LIMITS BETWEEN CLOSED AND OPEN LOOP

LARGE DECKS (CVNs, LHAs, LHDs)	SMALL DECKS (LPDs, LSDs, LCCs, ASs, CGs, DDGs)
\$50,000 <ul style="list-style-type: none">• MWR• Wardroom Mess–Food	\$10,000 <ul style="list-style-type: none">• MWR• Wardroom Mess–Food
\$5,000 <ul style="list-style-type: none">• Rest of Accountable Officials	\$2,500 <ul style="list-style-type: none">• Rest of Accountable Officials

Standard Navy Cash Merchants List

- The Disbursing Officer is required to track:
 - Individuals assigned as Accountable Officials
 - Accountable Officials who have signed a FS 2888 and issued a Navy Cash Merchant Card
- Sample rosters were developed to:
 - Show Merchants who have no need for a Navy Cash card (not required to sign FS 2888)
 - Help track Accountable Officials who have been issued cards and signed a FS 2888
- Updated roster is retained by DO
 - Subject to inspection

Navy Cash Standard Merchants (CG, DDG, FFG, LPD, LSD, AS)

NAVY CASH STANDARD MERCHANTS – CG, DDG, FFG, 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	E-MAIL 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					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							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
CPO MESS-FOOD							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
CPO MESS-DUES							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
1ST CLASS ASSN							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
TAXI MERCHANT ⁵					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 strip account only		Card not required-not issued
HUSBANDING AGENT					Settles to Navy Disbursing strip account only		Card not required-not issued
COLLEGE COURSES					Settles to Navy Disbursing strip account only		Card not required-not issued
COLLEGE BOOKS					Settles to Navy Disbursing strip account only		Card not required-not issued
MISCELLANEOUS EVENTS					Settles to Navy Disbursing strip account only		Card not required-not issued
GENERIC PRIVATE MERCHANTS							
PRIVATE ONE					Settles to strip only-bank/credit union not linked		Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE TWO					Settles to strip only-bank/credit union not linked		Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE THREE					Settles to strip only-bank/credit union not linked		Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE FOUR					Settles to strip only-bank/credit union not linked		Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE FIVE					Settles to strip only-bank/credit union not linked		Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>

Navy Cash Standard Merchants (LHA, LHD, LCC)

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	E-MAIL 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							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
CPO MESS–FOOD							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
CPO MESS–DUES							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
FLAG MESS–FOOD							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
FLAG MESS–DUES							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
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 strip account only		Card not required–not issued
HUSBANDING AGENT					Settles to Navy Disbursing strip account only		Card not required–not issued
COLLEGE COURSES					Settles to Navy Disbursing strip account only		Card not required–not issued
COLLEGE BOOKS					Settles to Navy Disbursing strip account only		Card not required–not issued
MISC EVENTS					Settles to Navy Disbursing strip account only		Card not required–not issued

Navy Cash Standard Merchants (LHA, LHD, LCC) - continued

MERCHANT	ACCOUNTABLE OFFICIAL (AO)			NAME ON ACCOUNT	ROUTING NUMBER	ACCOUNT NUMBER	AO ENROLLMENT FORM AND MERCHANT CARD
	NAME	PHONE	E-MAIL ADDRESS				
GENERIC PRIVATE MERCHANTS							
PRIVATE ONE				Settles to strip only-bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE TWO				Settles to strip only-bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE THREE				Settles to strip only-bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE FOUR				Settles to strip only-bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE FIVE				Settles to strip only-bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE SIX				Settles to strip only-bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE SEVEN				Settles to strip only-bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE EIGHT				Settles to strip only-bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE NINE				Settles to strip only-bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE TEN				Settles to strip only-bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>

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Navy Cash Standard Merchants (CVN)

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	E-MAIL 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"/>
BEVERAGE BAR							Settles to LOA only Card not required–not issued
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							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
CPO MESS–FOOD							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
CPO MESS–DUES							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
FLAG MESS–FOOD							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
FLAG MESS–DUES							Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
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"/>
TRANSIENT MERCHANTS							
FOREIGN CONCESSIONAIRE						Settles to Navy Disbursing strip account only	Card not required–not issued
HUSBANDING AGENT						Settles to Navy Disbursing strip account only	Card not required–not issued
COLLEGE COURSES						Settles to Navy Disbursing strip account only	Card not required–not issued

Navy Cash Standard Merchants (CVN) - continued

MERCHANT	ACCOUNTABLE OFFICIAL (AO)			NAME ON ACCOUNT	ROUTING NUMBER	ACCOUNT NUMBER	AO ENROLLMENT FORM AND MERCHANT CARD
	NAME	PHONE	E-MAIL ADDRESS				
COLLEGE BOOKS				Settles to Navy Disbursing strip account only			Card not required—not issued
MISC EVENTS				Settles to Navy Disbursing strip account only			Card not required—not issued
GENERIC PRIVATE MERCHANTS							
PRIVATE ONE				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE TWO				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE THREE				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE FOUR				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE FIVE				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE SIX				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE SEVEN				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE EIGHT				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE NINE				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE TEN				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE ELEVEN				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE TWELVE				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE THIRTEEN				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE FOURTEEN				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
PRIVATE FIFTEEN				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
FLAG, AIR WING, SQUADRON MERCHANTS							
STAFF CPO MESS DUES				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
STAFF WARDROOM DUES				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
STAFF 1STCLASS DUES				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
STAFF MWR FUND				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
CVW CPO MESS DUES				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
CVW WARDROOM DUES				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
CVW 1STCLASS DUES				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
CVW MWR FUND				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN0 CPO MESS DUES				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN0 WARDROOM DUES				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN0 1STCLASS DUES				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN0 MWR FUND				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN1 CPO MESS DUES				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN1 WARDROOM DUES				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN1 1STCLASS DUES				Settles to strip only—bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>

Navy Cash Standard Merchants (CVN) - continued

MERCHANT	ACCOUNTABLE OFFICIAL (AO)			NAME ON ACCOUNT	ROUTING NUMBER	ACCOUNT NUMBER	AO ENROLLMENT FORM AND MERCHANT CARD
	NAME	PHONE	E-MAIL ADDRESS				
SQDN1 MWR FUND				Settles to strip only-bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN2 CPO MESS DUES				Settles to strip only-bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN2 WARDROOM DUES				Settles to strip only-bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN2 1STCLASS DUES				Settles to strip only-bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN2 MWR FUND				Settles to strip only-bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN3 CPO MESS DUES				Settles to strip only-bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN3 WARDROOM DUES				Settles to strip only-bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN3 1STCLASS DUES				Settles to strip only-bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN3 MWR FUND				Settles to strip only-bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN4 CPO MESS DUES				Settles to strip only-bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN4 WARDROOM DUES				Settles to strip only-bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN4 1STCLASS DUES				Settles to strip only-bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN4 MWR FUND				Settles to strip only-bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN5 CPO MESS DUES				Settles to strip only-bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN5 WARDROOM DUES				Settles to strip only-bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN5 1STCLASS DUES				Settles to strip only-bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN5 MWR FUND				Settles to strip only-bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN6 CPO MESS DUES				Settles to strip only-bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN6 WARDROOM DUES				Settles to strip only-bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN6 1STCLASS DUES				Settles to strip only-bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN6 MWR FUND				Settles to strip only-bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN7 CPO MESS DUES				Settles to strip only-bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN7 WARDROOM DUES				Settles to strip only-bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN7 1STCLASS DUES				Settles to strip only-bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN7 MWR FUND				Settles to strip only-bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN8 CPO MESS DUES				Settles to strip only-bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN8 WARDROOM DUES				Settles to strip only-bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN8 1STCLASS DUES				Settles to strip only-bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>
SQDN8 MWR FUND				Settles to strip only-bank/credit union not linked			Yes. Signed? <input type="checkbox"/> Issued? <input type="checkbox"/>

Operator ID Maintenance

Operator ID Maintenance

- Each Navy Cash operator must be identified by a unique Operator ID and registered at the Disbursing Office
- The four-digit Operator ID must not begin with zero (0)
- To be assigned an Operator ID, an individual must be a Navy/Marine Cash cardholder
- Every Navy Cash operator must sign the Navy Cash Rules of Behavior (ROB)

Operator ID Maintenance (cont.)

- Allows Disbursing Officer to add or delete Operators (i.e. Merchants)
- Allows Disbursing Officer to add or delete Disbursing App users (i.e. DO and Agents)

NAVY CASH
Operator ID Maintenance

Currently Configured Operators:

View Only Deleted Operators List Configured Operators

Operator ID	Last Name	First Name	User ID
7000	ALEXANDER	GEORGE	78363
1200	AMBROSIA	CHARLES	33651
6000	BACHAL	MANGESH	73714
200	BUTTA	MAHESH	754655
5000	CHAMBERS	KATRINA	740951
1300	CLEVELAND	JAMES	711338
1000	DISBO	DISBO	200
1100	DRAVID	RAHUL	78132
1400	EVERETT JR	ALTON	713184
4000	LAKSHMINARAYAN	BALAJI	78333
3000	MOHANTY	RUPESH	754657
7500	SMITH	ALTON	714483

Operator ID: 7000 Merchant ID: 800000043618 - NAVY DISBURSING

User ID: 78363 Delete this Operator Add as Disbursing User

First Name: GEORGE Social Security Number:

Last Name: ALEXANDER

Disbursing Application Version: 1.4.3114 | Navy Cash Release Version: 1.4.7.0 (n169) 11:07:24 AM

Operator ID Maintenance (cont.)

- *Note: 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*

Creating Operator IDs

NAVY CASH®
Operator ID Maintenance

Funds Transfer Card Maintenance Account Maintenance Operations Utilities Reports Logout

Indicate End of Day
ROM II Reporting
Safe Bank Transactions
Operator ID Maintenance
Vending and Ship's Store
Event Maintenance
About Operations

1

2

Currently Configured Operators: List Configured Operators

View Only Deleted Operators

Operator ID	Last Name	First Name	User ID
7000	DAVIS	VELEKA	4507075
5546	DIAZ	CARLOS	4828949
1	DISBO	DISBO	200
1434	HOUGH	JAMIE	4020260
8013	LUZUNARIJ	MICHAEL	4484264
2222	MASON	TREMANE	4710967
3003	MAYS	DESMOND	5541668
3001	PERRY	DONALD	3971878
4388	PHILLIPS	SEAN	5541658
7854	REDDICK	JEFFREY	4507071
8280	ROSEME	LUCKNER	4314710
4336	SCHMERMUND	ROBERT	7077165
9000	SLIKKER	AMANDA	6562725
5002	SMART	DOBSON	3971503
9907	SWIDERSKY	STEPHEN	5342777
1115	USER_FIVE	USER_FIVE	

For USMC, Select:
MARINE DISBURSING

6

Operator ID: 3009 Merchant ID: 800000477522 - NAVY DISBURSING

User ID: 203774 Add as Disbursing User

First Name: CHRISTOPHER Social Security Number: []

Last Name: SMITH Search

3 **4** **7**

Submit Reset

First Name	Middle Name	Last Name
CHRISTOPHER	A	SMITH
DARRELL	L	SMITH
MARK	A	SMITH
TRAVORIC	L	SMITH

8 **5**

Creating Operator IDs (cont.)

NAVY CASH[®]
Operator ID Maintenance

Funds Transfer | Card Maintenance | Account Maintenance | Operators | Labels | Reports | Logout

Currently Configured Operators: List Configured Operators

View Only Deleted Operators

Operator ID	Last Name	First Name	User ID
7000	ALEXANDER	GEORGE	7833
1200	AMBROSSA	CHARLES	3361
6000	BACHAL	MANGESH	79714
200	BUTTA	MAHESH	75455
5000	CHAMBERS	KATRINA	74851
1300	CLEVELAND	JAMES	711308
1000	DISBO	DISBO	204
1100	DRAVID	RAHUL	78732
1400	EVERETT JR	ALTON	717164
4000	LAKSHMINARAYAN	BALAJI	78133
3000	MOHANTY	RUPESH	75457
7500	SMITH	ALTON	714483

Operator ID: Merchant ID:

User ID: Delete this Operator Add as Disturbing User

First Name: Social Security Number:

Last Name:

Disturbing Application Version: 1.4.2114 | Navy Cash Release Version: 1.4.7.0 (r16)

11:07:24 AM

9



Creating Operator IDs (cont.)

- Step 1: Select “Operator ID Maintenance” from DA menu.
- Step 2: Click “List Configured Operators” to verify operators.
- Step 3: Search using First Name, Last Name, and SSN
 - For generic operators (i.e. foreign merchants) search by entering ship’s name under “First Name” field (i.e. USS ENTERPRISE)

Creating Operator IDs (cont.)

- Step 4: Press “Search” button to display a list of possible matches.
- Step 5: Highlight correct name
- Step 6: Assign four-digit Operator ID number
- Step 7: Select Navy Disbursing or Marine Disbursing and “Add as Disbursing User” as applicable
- Step 8: Press “Submit”
- Step 9: Sign Rules of Behavior (ROB)

Re-activate an Operator

The screenshot displays the NAVY CASH Operator ID Maintenance interface. The top navigation bar includes links for Funds Transfer, Card Maintenance, Account Maintenance, Operations, Utilities, and Logout. A dropdown menu is open, showing options like Indicate End of Day, ROM II Reporting, Safe Bank Transactions, Operator ID Maintenance (highlighted with a red box labeled '1'), Vending and Ship's Store, Event Maintenance, and About Operations.

The main content area is titled 'Currently Configured Operators:' and includes a checkbox for 'View Only Deleted Operators' (checked). A 'List Configured Operators' button is present. A table lists operators with columns for Operator ID, Last Name, First Name, and User ID. The operator with ID 7777 and User ID 739598 is highlighted with a blue row and a red box labeled '4'. A red box labeled '3' is on the left, and a red box labeled '6' is above the table.

An 'Operator Update' dialog box is open, displaying the message: 'Please verify that you wish to re-activate the operator 7777'. It has 'Yes' and 'No' buttons. A red box labeled '5' is to the right of the dialog.

Below the dialog, the 'Update' form is visible, showing fields for Operator ID (7777), User ID (739598), First Name (KAT), and Last Name (RINA). There are checkboxes for 'Delete this Operator' and 'Add as Disbursing User', and a 'Search' button. 'Update' and 'Reset' buttons are at the bottom.

Disbursing Application Version: 1.7.23143 | Application Release: 1.4.6.0 (ncp.10g)

6/16/2010

8:53:53 PM

Rules of Behavior

Rules of Behavior

- Navy Cash is U.S. Government information system that is provided to authorized users only
- Navy Cash operators:
 - Must only conduct official business on the Navy Cash system
 - Must not introduce or use any unauthorized software or hardware
 - By their signature, they indicate that they have read, understand, and agree to abide by the Rules of Behavior

Rules of Behavior (cont.)

- Disbursing Officer and Deputy:
 - On a new install (including Tech Refresh), DO and Deputy will not be able to log in to the Navy Cash system until they have signed the *Rules of Behavior* form
 - If *Rules of Behavior* form have been signed previously on another ship, they will not be required to sign the form again

Rules of Behavior (cont.)

If Disbursing Officer or Deputy have not signed a Rules of Behavior form electronically, the following message will be displayed when they attempt to log in



Rules of Behavior (cont.)

- For *all Navy Cash System* users:
 - The Disbursing Officer must ensure every Navy Cash system user assigned an Operator ID has signed the *Rules of Behavior*
 - » The Navy Cash POS device will not be able to determine if a Navy Cash operator has signed the Rules of Behavior
 - The *Rules of Behavior* form is signed electronically in the disbursing office

Rules of Behavior (cont.)

- The “*Rules of Behavior Form*” screen will be displayed, pre-populated with the user’s name and current date
- 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

Rules of Behavior (cont.)

Funds Transfer Card Maintenance Account Maintenance Operations Utilities Reports Logout

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.

Cancel Capture Signature Print Document Submit

Disbursing Application Version: 1.4.3114 | Navy Cash Release Version: 1.4.7.0 (n169) 11:28:27 AM

Rules of Behavior (cont.)

- After you read and agree to abide by the *Rules of Behavior*, use a stylus to sign the form electronically
- If the signature is satisfactory, touch the “*I Accept*” button on the POS device
- If the signature is not satisfactory, touch the “*Clear*” button on the POS device to discard the signature
 - Click on “*Re-Capture Signature*” button
 - Use the signature pad to re-sign the *Rules of Behavior* form

Rules of Behavior (cont.)

Funds Transfer Card Maintenance Account Maintenance Operations Utilities Reports Logout

NAVY CASH
Rules Of Behavior Form

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 (n169) 11:29:22 AM

Rules of Behavior (cont.)

- To print the form, click on *Print Document* button
- Once an electronic signature has been embedded, the document is sealed and can no longer be altered
- To complete the process, click the *Submit* button
- A message screen displays “*Rules of Behavior Form submission completed successfully*” to indicate the process is complete
- The completed *Rules of Behavior* will be filed electronically in the document storage system ashore

Rules of Behavior (cont.)

- Under Operations Menu
 - Select Operator ID Maintenance
 - Click the “List Configured Operators” button to display all operators
 - Select the correct name in the list of configured operators
 - If the operator has not signed Rules of Behavior, the “*Sign ROB*” button is displayed
 - » ***Note: The Disbursing Officer must contact operator to sign ROB***
 - If the operator has signed Rules of Behavior, the “*View ROB*” button is displayed

Rules of Behavior (cont.)

NAVY CASH®
Operator ID Maintenance

Funds Transfer Card Maintenance Account Maintenance Operations Utilities Reports Logout

Currently Configured Operators:

View Only Deleted Operators

Operator ID	Last Name	First Name	User ID
7000	ALEXANDER	GEORGE	78363
1200	AMBROSIA	CHARLES	33651
6000	BACHAL	MANGESH	79714
200	BUTTA	MAHESH	754655
5000	CHAMBERS	KATRINA	740851
1300	CLEVELAND	JAMES	711338
1000	DISBO		200
1100	DRAVID	RAHUL	78132
1400	EVERETT JR	ALTON	713184
4000	LAKSHMINARAYAN	BALAJI	78333
3000	MDHANTY	RUPESH	754657
7500	SMITH	ALTON	714483

Operator ID: 7000 Merchant ID: 800000043618 - NAVY DGBURSING

User ID: 78363 Delete this Operator Add as Disbursing User

First Name: GEORGE Social Security Number:

ALEXANDER

Disbursing Application Version: 1.4.3114 | Navy Cash Release Version: 1.4.7.0 (n169) 11:07:24 AM

Rules of Behavior (cont.)

NAVY CASH
Operator ID Maintenance

Funds Transfer Card Maintenance Account Maintenance Operations Utilities Reports Logout

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

View Only Deleted Operators

Operator ID	Last Name	First Name	User ID	Mer
7000	ALEXANDER	GEORGE	78363	
1200	AMBROSIA	CHARLES	58351	
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 JR	ALTON	713184	
4000	LAKSHMINARAYAN	BALAJI		78333
3000	MOHANTY	RUPESH	754657	8000
7500	SMITH	ALTON	714483	8000

Operator ID: 1200 Merchant ID: 800000043618 - NAVY DGBURSNG

User ID: 03601 Delete this Operator Add as Disbursing User

First Name: CHARLES Social Security Number:

Last Name: AMBROSIA

Disbursing Application Version: 1.4.3114 | Navy Cash Release Version: 1.4.7.0 (n169) 11:06:10 AM

Event Processing

Event Maintenance

- Enables Disbursing Officer to establish and update *Events* for any Merchant on the ship
 - Allows merchants to report transactions by event
- To facilitate bulk refunds

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

The primary section is titled 'Listing of Existing Events to be Updated' and contains a table with the following data:

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
FRGN CON	FOREIGN DRINKS	FOREIGN DRINKS FO...	12/31/2010
PO STAMPS	MUSICIANS	PROMOTING SPECIAL...	12/31/2010

Below the table, there is a checkbox for 'Display Expired Events' and a 'Refresh' button.

The next section is 'Add or Update an Event', which includes the following fields:

- Merchant: 800000042634 - COLLEGE COURSES
- * Event: MATH101
- * Event Description: FRESHMAN MATH COURSE 101
- * Expiration Date: 12/31/2010

Buttons for 'Update' and 'Reset' are located at the bottom of this section.

The 'Procedure' section provides instructions for updating and adding events:

- 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)

8/16/2010

9:05:22 PM

Event Processing (cont.)

- Allows a merchant to make a collection for specific events, report transactions by event, and make bulk refunds
- DO sets up event name and event description and create an event code
- Event Codes
 - allows reporting of sales transaction by event
 - allows DO to perform bulk refund if event is canceled
 - Are not reusable... each event code must be unique
 - Up to 10 event codes can be programmed in each POS

Creating an Event

- Step 1: On Disbursing Application, Select “Event Maintenance”
- Step 2: Choose a Merchant from drop down menu
- Step 3: Enter a unique Event description
 - Short description of the event, 20 Characters
- Step 4: Enter a long description of the event
- Step 5 : Default Expiration date is 30 days from current date
- Step 6: Click “Add”

Creating an Event (cont.)

Funds Transfer Card Maintenance Account Maintenance Operations Utilities Reports Logout

NAVY CASH
Event Maintenance

Indicate End of Day
ROM II Reporting
Safe Bank Transactions
Operator ID Maintenance
Vending and Ship's Store
Event Maintenance
About Operations

1

Listing of Existing Events to be Updated

Merchant - A	Event	Event Desc	Event Exp Date
--------------	-------	------------	----------------

Display Expired Events Refresh

Add or Update an Event

* Merchant: **2** 800000477524 - NAVY MWR **3**

* Event Description: **4** EAGLES CONCERT **5** EAGLES CONCERT 11212011

* Expiration Date: 11/22/2011

6 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:

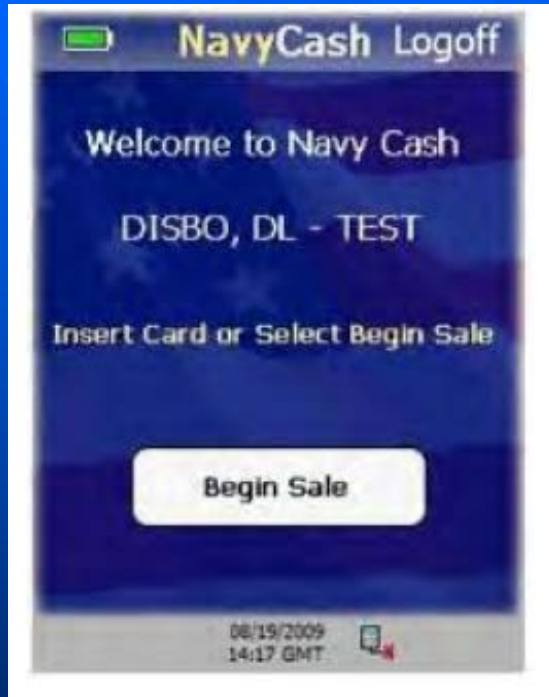
From the 'Add or Update an Event' box:

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

iPA 280 Programming

POS Screen Layout

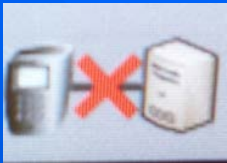


← Header

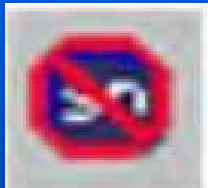
← Main Screen

← Status Bar

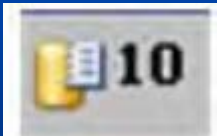
Status Bar Indicators



POS is Offline



SD Card is missing



There are messages in the Internal queue



There are messages in the SD Card queue



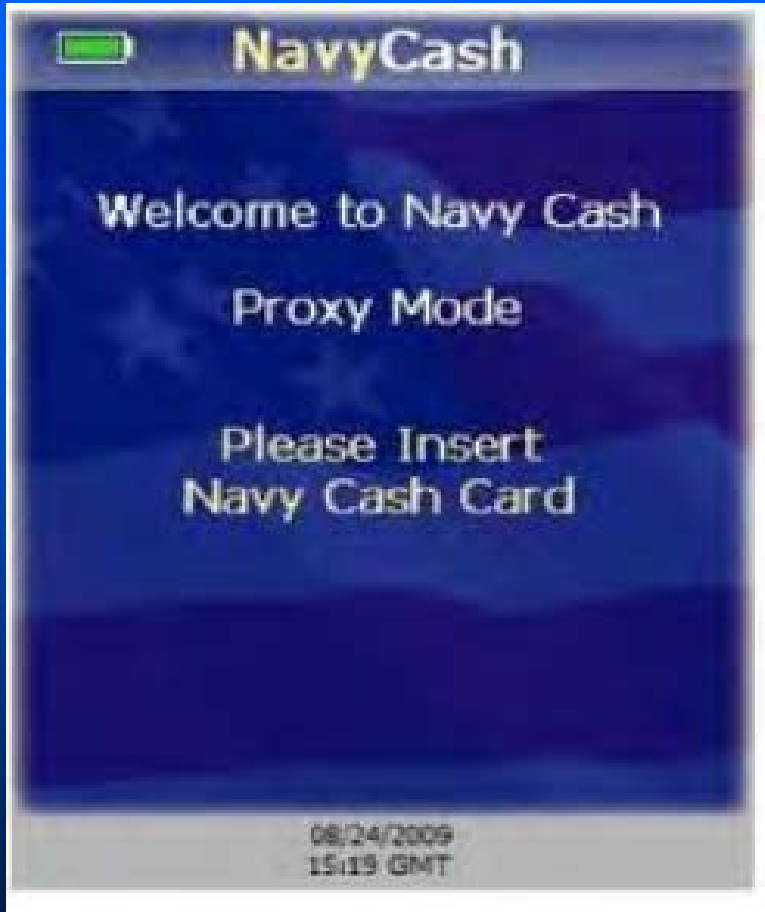
Programming an IPA 280

- Access the Admin Menu
 - Allows a user that knows the admin password to view and configure device settings
 - The following options are available:
 - » Change Password
 - » Terminal ID
 - » Diagnostic
 - » State
 - » IP Address

Admin Menu Screen



Proxy Mode vs Normal Mode



Proxy Mode

- POS is connected to a Navy Cash Workstation in Disbursing Office
- The Navy Cash Proxy application handles communication between POS and Navy Cash Server
- POS must be online to send and receive messages to and from the Disbursing Application


Normal Mode

- Normal Mode (Online)
 - POS is connected to the ship's LAN via Ethernet connection to communicate with the Navy Cash Server

- Normal Mode (Offline)
 - POS is not connected to a designated LAN drop (i.e. MWR, money changers, foreign vendors)
 - Powered by battery
 - POS must be connected to LAN:
 - » To download transactions
 - » To log on/off the POS

Normal Mode Set-up

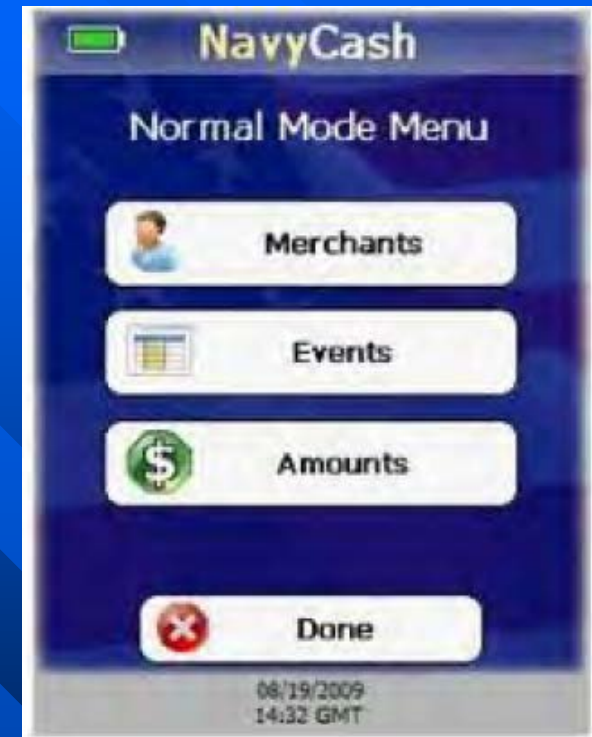
Normal Mode

- Power on the POS
- Connect POS to Navy Cash Network drop
- Once communication with the Navy Cash Server is established (offline indicator  disappears), access the Admin Menu
- From Admin Menu, touch “*State*”
- From Device State Screen, select “*Normal Mode*”

Normal Mode Menu

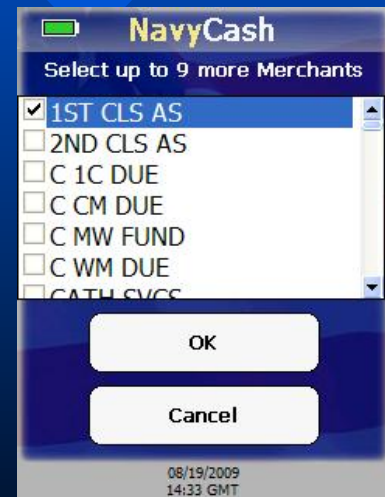
■ Normal Mode

- DO can configure Merchants, Events, Amounts
- At least one Merchant should be configured on the POS
 - » If no merchant is configured, “*Error initializing device state, no configured merchant*” is displayed



Merchants

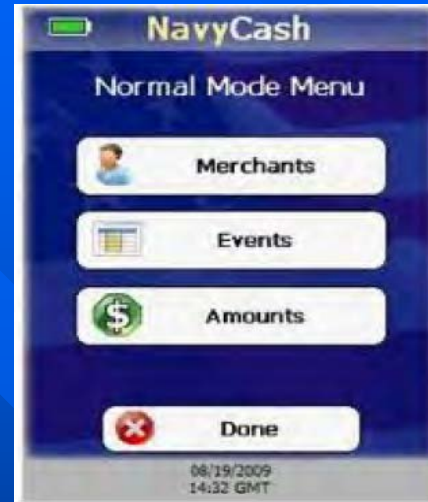
- To configure Merchant:
 - Step 1: Touch *Merchant* from Normal Mode Screen
 - Step 2: Select one or more Merchants from the list of current Merchants
 - Step 3: Touch *OK* button to add the new Merchant(s)
 - *Note: You can add up to ten (10) Merchants on the POS*




Events

■ To configure Events:

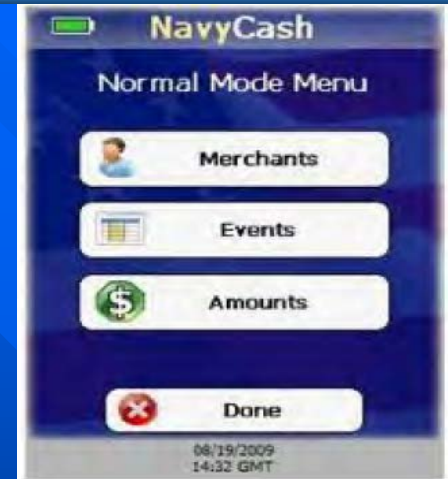
- Step 1: Select a *Merchant* and touch *ok*
- Step 2: After Merchant is set, select *Events*
 - » *Events are created in the Disbursing Application*
- Step 3: Events list is displayed for the selected Merchant
- Step 4: Select the Event(s)
 - » *Up to 10 Events*
- Step 5: Touch *Add* button
- Step 6: Touch *Done* button



Amount

- To configure Amounts:
 - Step 1: After the Merchant and Events are configured, Touch *Amounts* on Normal Mode Menu
 - Step 2: Touch keypad button 
 - Step 3: Enter the Amount
 - Step 4: Touch *OK*

Note: The POS can be configured with up to ten(10) pre-defined amounts for each Event.



POS Custody

- Disbursing has the responsibility of verifying that all IPA 280s (POS) are correctly programmed
- Disbursing maintains a locally prepared iPA 280 (POS) custody log






POS User Log Off

■ If POS is Online:

- Step 1: Provided there are no messages in the queue, touch the Logoff option on the header bar
- Step 2: Touch the “Yes” button when prompted to *Logoff*

■ If POS is Offline:

- Step 1: Connect POS to a LAN drop
- Step 2: Power on the POS
- Step 3: Wait until the Offline Indicator  disappear
- Step 4: Wait until the  and  Message Indicators disappear
- Step 5: Continue with the Online steps above



Short-Term Outage

- 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
 - This will allow operator to conduct business the next day
 - A POS in normal mode operating offline can store up to 10,000 messages in the internal and SD Card message queues

Merchant Operations

Daily Business

■ Normal Mode

- Step 1: Connect POS to a LAN drop
 - Step 2: Power on the POS
 - Step 3: Key in Operator ID when prompted
 - Step 4: POS can now be used Online or Offline
- *Note: When operating POS Offline, ensure battery is fully charged before disconnecting POS from the LAN*

End of Day Procedures

- All operators must log-off the system
- If POS is offline:
 - Plug POS into any operating Navy Cash POS connection point or download box (Disbursing Office, General Mess, Private Mess, MWR, Post Office)
 - When POS is connected to the server, the transaction will download automatically

Merchant Operations Illustrated

NAVY MWR

- Settles daily to the open-loop account
 - Has option to settle through bank daily or weekly
- MWR Officer must complete a FS Form 2888
- MWR Card Maximum Chip Load and Debit Limit
 - Smaller Ships = \$10,000
 - CVN, LHD, LHA = \$50,000
- MWR Card Standard ACH Transfer Limit
 - \$5,000

NAVY MWR (cont.)

■ Daily Business

- MWR Officer or designated assistant signs out POS from the Disbursing Office
- DO sets up POS for Navy MWR, including Events and/or Amounts
- MWR conducts business in Normal Mode
- Large Ships
 - » MWR conducts business Online or Offline
- Small Ships
 - » MWR conducts business offline

NAVY MWR (cont.)

- End of business day, MWR Officer:
 - Downloads POS transactions to the Navy Cash Server
 - » POS transactions can be downloaded at any Navy Cash LAN drop
 - Logs off the Navy Cash System
 - Obtains and reviews a copy of the daily Navy Cash Merchant Sales Summary Report for accuracy
 - Compares Report Total with Sales Receipts (e.g. Record Log) and Refund Log

NAVY MWR (cont.)

- End of business day, MWR Officer:
 - Obtains a copy of the MWR Daily Transaction Report for reconciliation and management purposes
 - Validates that the total sales less refunds for the day equals the total reported on the Daily Transaction Report
 - » *Any difference must be investigated and resolved*
 - Reviews the Monthly Transaction Detail Report
 - Reviews the Merchant Settlement Report

Transient Merchants

Foreign Vendors and Concessionaires

- DO sets up POS with a appropriate Transient Merchant and issues an Operator ID
(Generic USER Accounts, *i.e.* *USER ONE*, *USER TWO*, *etc*)
- DO issues POS using a locally generated log
- DO is responsible for training vendors on how to conduct Sales using the portable POS device
- DO ensures POS battery is fully charged. For extended periods, additional batteries may be provided

Transient Merchants

Vendors and Foreign Concessionaires – cont.

- End of business day/port visit:
 - DO downloads transactions into Navy Cash Server
 - Vendor logs off from the POS
 - DO prints Merchant Sales Summary Report and compares it with the Vendor Log
 - If total amount matches, DO pays the vendors
 - Differences must be resolved prior to payment
 - » Generate Merchant Transaction Report and compare it with Vendor Log
 - » Keep the Reports and Logs for 12 months

Post Office

- There are three (3) Post Office Merchants
 - Stamps, Money Orders, and Metered Mail
- Currently, only *PO Metered Mail* merchant is being used
 - Stamps and Money Orders are no longer sold in the post office
- Stamps are sold in the Ship's Store IAW NAVSUP P487
- Refunds are processed through USPS only, using PS Form 3533
 - *Post Office is the only merchant onboard that does not process refunds through Navy Cash*

Post Office (cont.)

- End of business day, the Postal Officer or designated assistant:
 - Get a printout of Merchant Sales Summary Report from Disbursing Office
 - Totals of the following reports must match:
 - » Daily/Weekly Postage Meter Report
 - » Merchant Sales Summary report
 - Differences must be investigated, resolved, and corrected before reports are submitted to the servicing Postal Financial Officer
 - Reports are kept on file for four years

Questions



DISBURSING UNIT 4 REVIEW

1. Name two LOA Merchants?
2. By default, how often are Private Merchant accounts settled?
3. How long are FS-2888's retained onboard the ship?
4. What is the closed-loop account limit for a large deck MWR Merchant?
5. How often should you review and update your list of configured users with operator IDs?
6. What is the maximum number of events you can program on a POS device?