

FOR OFFICIAL USE ONLY
Attention Supply Officers, Disbursing Officers,
Navy Cash Managers, Navy Cash Deputies

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 2016-003

6 May 2016

Subject: **NAVY CASH SYSTEM ADMINISTRATION PASSWORD ROTATION—REVISED**

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

**Please contact the following FLC Fleet Support
for a copy of this Notice:**

**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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**Eli Bolina at NAVSUP FLC Yokosuka elias.bolina@fe.navy.mil
+81 (46) 816-7324 DSN: (315) 243-7324**

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 shall retain a copy of this Navy Cash SOP Change Notice on file for inspection with the current version of the SOP. This Change Notice modifies the information in Navy Cash SOP Change Notice 2014-008, which is hereby canceled.

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4. List of Effective Navy Cash SOP Change Notices.

	Ver	Ver	Ver
2012-001 Automatic EOD Now Mandatory <i>CANCELED</i>	1.13	1.14	1.15
2012-002 Required Navy Cash Documentation in Financial Returns <i>CANCELED</i>			
2012-003 Residual Funds on Visitor Cards	✓	✓	

Please route immediately to the Supply Officer and Disbursing Officer

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2012-004	Transfer Member Profile and Unsuspend Account Using Disbursing Web Site CANCELED			
2012-005	Automated Transfer of Dormant Profiles	✓	✓	
2012-006	Navy Cash Depot Shipping Address Change	✓	✓	
2012-007	Navy Cash, Marine Cash, and Navy Cash Visitor Card Cardholder Agreement	✓	✓	
2012-008	Staff, Air Wing, Squadron, and Generic Private Merchants Settle Only to Merchant Strip Account	✓	✓	
2012-009	Bank/Credit Union Account Information on Cardholder Web Site	✓	✓	
2012-010	Automated EOM Spreadsheet Alternative CANCELED			
2012-011	Court Orders and Levies and Subpoenas on Navy Cash Accounts	✓	✓	
2013-001	Enrollment Forms Missing in Document Storage System Ashore CANCELED			
2013-002	Updating Generic Private, Staff, Air Wing, and Squadron Merchant Linked Accounts at Turnover	✓	✓	
2013-003	Use of Official Mail Manager Merchant Card Now Mandatory	✓	✓	
2013-004	Update to Navy Cash Cardholder Web Site	✓	✓	
2013-005	Enrollment Forms Missing in Document Storage System Ashore—Revised	✓	✓	
2013-006	Distribution of Ship's Store Profits to MWR and Other Miscellaneous Payments — Revised Procedures	✓	✓	
2013-007	DASR and Revision to the Navy Cash Documentation Required in Financial Returns	✓	✓	
2013-008	Maintaining Laptop Security Patches and Updates	✓	✓	
2013-009	Before Cardholders Leave the Ship for a Pending Transfer or Discharge	✓	✓	
2013-010	Navy Cash System Administration Password Changes CANCELED			
2014-001	Navy Cash Cardholder Enrollment Form—New Edition	✓	✓	
2014-002	Navy Cash Accountable Official Cards, Enrollment Forms, and Card Limits	✓	✓	
2014-003	Rules of Behavior for Users of Navy Cash System	✓	✓	
2014-004	Cashing Personal Checks and Cashing Out the Chip on Navy Cash Cards	✓	✓	
2014-005	Appointment of Navy Cash Deputy Is Mandatory	✓	✓	✓
2014-006	Transfer Member Profile and Unsuspend Account Using Disbursing Web Site	✓	✓	✓
2014-007	Updated Recommendations for Spare Navy Cash Card Stocks	✓	✓	✓
2014-008	Navy Cash System Administration Password Changes—Revised CANCELED			
2015-001	Navy Cash Merchant Established for Second Class Association	✓	✓	✓
2015-002	Shipping Equipment with Batteries Contained in Equipment	✓	✓	✓
2015-003	New EOM Summary Report and Elimination of EOM Spreadsheet	✓	✓	✓
2015-004	Treasury Navy Cash/Marine Cash Website Update/Address Change CANCELED			
2015-005	Navy Cash Equipment Ownership and Maintenance Responsibilities	✓	✓	✓
2015-006	Recommendations for Spare Navy Cash Card Stocks—Revised	✓	✓	✓
2015-007	Navy Cash System Documentation Now Available on SAILOR 2.1	✓	✓	✓
2016-001	Residual Funds on Navy Cash Cards	✓	✓	✓
2016-002	Treasury Navy Cash/Marine Cash Website Address Change	✓	✓	✓
2016-003	Navy Cash System Administration Password Rotation—Revised	✓	✓	✓

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