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Disbursing News

From the Program Office, a few items of importance concerning COVID 19 procedures.

- Onsite support from SAIC, NavyCash AIT contractor, is on hold until at least 30APRIL.
- Service calls and equipment refresh installs will resume when State issued “Shelter in Place” restrictions have been lifted.
- Go to Assist remains available for remote support, the team at FRB KC is maintaining their excellent level of customer support. Open trouble tickets for any hardware issues so cases can be resolved as quickly as possible. Follow SOP guidance, or contact your FLC Navy Cash Rep.
- If contacted by FRB KC to support resolution of open tickets please respond soonest. Security updates and reviews are still required to maintain security of the NavyCash system.
- Provide extra attention to ensure the POS and ATMs are cleaned and sanitized to help mitigate spread of COVID 19. Please use mild alcohol based sanitizing wipes or spray a sanitizing solution on a clean cloth or paper towel and wipe the devices down between transactions. Protect your crew and the equipment by using the approved solution to sanitize.

Please know we will follow your open cases, work with our program partners to ensure you continue to receive the high level of customer support the Navy Cash program provides every day. Stay safe and continued good health!

NAVSUP provides these ongoing reminders:

- Manage all Merchant Card FMS Form 2888; a current FMS Form 2888 must be on file to insure accountability. A FMS Form 2888 must be on file with the Disbursing Officer in a safe and on file with FRB in Omaha, NE for the assigned Merchant Account. Be especially aware during personnel turnover.
- Review your missing FMS 2887 report for missing forms for your ships personnel, again, goes to accountability for negative balance collection and to push money back to cardholder's accounts should they have remaining balances after departing the ship.
- DISBOs should remind department heads that all departing personnel are required to complete a proper checkout to include Disbursing to ensure cardholder's accounts are current to policy regarding negative balances or remaining excess funds on their cards.
- NAVSUP requests DISBOs check their rosters to ensure all personnel no longer attached to the ship have been moved ashore.
- A revised ACAS scanning guide has been posted to SAILOR, please direct your ITs to SAILOR for the revised information to support monthly scanning requirements.

Navy Cash Sailor of the Month will resume in the 2nd quarter issue of the Navy Cash Bulletin

OTCnet Update

The OTCnet Financial Institution Agency Profile Sheet (APS) is used to setup an OTCnet financial institution Treasury General Account (TGA) for deposits and or make changes/updates to deposit in a different financial institution. Contact DoD financial with questions. Email: dfas.dscc.jif.list,dod-financial-institutions-tga@mail.mil or (614) 701-2465

AGENCY PROFILE SHEET

Agency Name		Endpoint Name (in OTCnet)		DSSN
Agency Contact Name (Local)			Agency Contact Email Address	
Agency Phone Number		Agency Address		
Frequency <i>(Daily or Weekly)</i>	Average Monthly Deposit (\$)	Average Monthly Currency Deposit (\$)	Average Monthly Check Volume (#) <i>* Excluding Treasury checks</i>	Delivery Method- Armored Car, Courier or Walk-up <i>(If Armored Car or Courier, please provide name of company)</i>
Approximate start date for first deposit	Are the deposits mixed (cash and checks)?	Approximate number of returned items per month	Returned item/adjustments address if different from above	
CURRENT FINANCIAL INSTITUTION INFORMATION				
Name of Financial Institution		Address		
REQUESTED FINANCIAL INSTITUTION INFORMATION <i>(If needed attach additional choices)</i>				
Name of Financial Institution		Address		
Justification for Treasury General Account (TGA)				
DISBURSING OFFICER				
Typed or Printed Name		Signature & Date		

(Please be aware that your preferred choice may not be the approved option.)

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.

1.7.1. 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.

1.7.1.1 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.

1.7.1.2 NAVY CASH CARD STOCK: MARINES. MEUs that require Navy Cash cards to issue 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.

1.7.2. 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)

1.7.3. 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 special circumstances reason.

Additional Resources



Navy Cash & OTCnet tech docs are available on SAILOR 2.1
<https://sailor.navy.mil/sailor/home.cfm>

Navy Cash Treasury Website

Navycash.gov

Or

<https://www.fiscal.treasury.gov>

NAVSUP News and Media

<https://www.navsup.navy.mil/navsup/news>

Deployable Disbursing System (DDS)

DDS Training Database: https://dds-test.dfas.mil/forms/frmservlet?config=dds-test-sqt_a

Tutorials: <https://www.milsuite.mil/book/community/spaces/disbursing-systems-support/deployable-disbursing-system-dds>

Meet the Fleet

Location	Date
San Diego	CANCELLED
Japan	CANCELLED
Pearl Harbor	July 6-10 (Still on Schedule)
Norfolk	August 17-21 (Still on Schedule)

Upcoming Refresher Training

Location	Date
San Diego, CA	July 2020
San Diego, CA	October 2020
Yokosuka, JA	TBD Ad Hoc training w/concurrent service call or ER install.

Questions on Fleet Engagements or Training?
Please contact your Navy Cash FLC representatives.

DFAS: Deployable Disbursing Training

Location	Date
Mayport, FL	June 25-26
Norfolk, VA	August 17-21
San Diego, CA	July 28-29 or August 25-26

Jul/Aug/Sep 2020 – DDS will offer ad hoc monthly training via DCO
RSVP: NAVSUP_HQ_NAVYCASH@navy.mil

Points of Contact

Federal Reserve Bank Customer Service Center (CSC)

Customer Service Center (CSC)

Cardholders: (866) 3NAVYCASH or (866) 362-8922

Website: www.navycash.com

E-mail: navycashcenter@frb.org

Disbursing Offices: (866) 6NAVYCASH or (866) 662-8922

Website: www.navycashcenter.com

Email: navycashcenter@frb.org

Others:

FAX: 1-(813)-533-5711 or 1-(866)280-5807

Enrollment Forms Shipping Address: FRB-KC
Attention: Forms
2201 Farnam St
Omaha, NE 68102
(866) 662-8922

NAVSUPHQ Navy Cash Program Office

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