





Navy Cash Training

Disbursing Unit 1: Introduction





Objectives

- Provide an overview of the Navy Cash Program
- Discuss Navy Cash shipboard internal policies, procedures, and controls
- Discuss Navy Cash cards, replenishment of Navy Cash Card stock, and managing Navy Cash Spares
- Explain the procedures pertaining to Fraudulent and Erroneous Transactions
- Provide an overview of the Password Rotation tool
- Discuss where to obtain Navy Cash Support
- Become familiar with the Navy Cash Websites





Navy Cash Program Overview





Navy Cash

Navy Cash provides a cashless alternative for all money-based transactions on board ship

- Reduced workload and accountability for retail operators and the Disbursing Officer
- Improved customer service
- Virtually eliminated cash/coins from circulation
- Cash is maintained to meet routine cash payments or contingency operations

» Letter of "Authority to Hold Cash at Personal Risk" is submitted

The same forms (i.e. DD 2657, DD 2665, DD 1081, SF 1219, OF 1017-G, etc.) are used in reporting Navy Cash transactions





Navy Cash Transition

New Treasury Agents – Federal Reserve Bank of Boston (FRBB) » Designated as the new Operations Manager » Manage the Help Desk, Technical Support » Manage the Closed-Loop (Chip) Accounts – PNC Bank » Manage the Open-Loop (Strip) Accounts **Transition took place on Aug 21, 2017**





Cardholders' Perspective

Cardholders must keep track of their personal account so they don't incur negative balances (i.e. NSF)

- Navy Cash is an <u>offline</u> system
 - Recommend Cardholders stage money to open-loop (strip) account *at least* 24 hours in advance (inport) or 72 hours (underway)
 - Encourage Cardholders to keep a portion of funds on their <u>open-loop (strip) account (funds always available)</u>
 - Cardholders should keep in mind that shipboard connectivity affects: PIN changes, fund transfers, etc.





Disbursing Officer Perspective

Perform your balancing procedures on a <u>daily</u> basis

- □ Follow up on any irregularities immediately
- Check the status of round-trips on a regular basis
 - If pending batch is not completed within 6 hours, engage ships IT to resolve communication issues
 - Check latest batch_process_summary log file located in F:\files\navydata\log directory
- Become familiar with your Navy Cash system
- Know where your Navy Cash system documentation is located





Cardholder Agreement

Complies with Federal Consumer Financial Laws and Regulations

- Defines the terms and conditions for use of the Navy Cash Card and provides information about cardholder rights, responsibilities, and liabilities
- A copy of the Cardholder Agreement must be given to all members who get a Navy Cash Card and should be posted outside Disbursing Office
 - Note: Appendix U of NC SOP and Treasury Fiscal Service Navy Cash website has copies available
 - The new Cardholder Agreement is effective August 21, 2017





Navy Cash E-Receipts

Required by laws and regulations

- Procedures are found in NC SOP Change 18-001 dated 8 Mar 2018

- Enables Navy Cash cardholders to opt-in to receive electronic receipts via e-mail.
 - Applies only to Electronic Fund Transfers (EFTs) initiated at Ship's Navy Cash Kiosk, <u>and</u>
 - EFT transfers between cardholder's open-loop account and bank or credit union only
- Enrollment campaign started 10 Apr 2018
 - Sample POD notes have been provided to all Disbursing Officers





Navy Cash E-Receipts (cont.)

Demand Deposit	Accour	nt
(DDA)		

- Refers to cardholder's bank or credit union
- Open-Loop Strip Account

Closed- Loop – Chip Account

EFT at Kiosk on Ship	Electronic Receipt Provided?
DDA to Open Loop DDA to Strip	Yes
Open Loop to DDA Strip to DDA	Yes
Open to Closed Loop Strip to Chip	No
Closed to Open Loop Chip to Strip	No
DDA to Closed Loop DDA to Chip	No
Closed Loop to DDA Chip to DDA	No
Closed Loop to Closed Loop Chip to Chip	No





Internal Procedures and Controls





Internal Procedures and Controls

Disbursing Officer must:

- Develop and maintain an updated Navy Cash Internal Policies, Procedures, and Controls Instruction
- Sample instruction is included in NC SOP, Appendix K
- Outlines internal management controls and specific policies and procedures for Navy Cash
- Must include provisions for proper handling and safeguarding of *Personally Identifiable Information* (PII) associated with Navy Cash operations to ensure the security and confidentiality of that information





Disbursing Officer or Navy Cash Deputy:

Must approve any *personal* Navy Cash transactions made by any Disbursing User
 » Add or cash out value on Navy Cash card
 » Change a PIN

 Must *initial* the Cardholder Signature block on the Navy Cash Daily Cash Transaction Ledger to indicate the transaction was approved





- At least once each quarter, the Cash Verification Team (CVT):
 - Conduct a surprise verification of cash and other assets
 - Verify that both closed-loop (chip) and open-loop (strip) balances of the following cards show <u>Zero</u>:
 - » Disbursing Merchant Card
 - » All Generic Private, Staff, Air Wing, and Squadron Merchant Cards that are not assigned or used
 - Review the disposition of deposits, withdrawals, and transfers on Disbursing and Generic Merchant cards





Each quarter, the Cash Verification Team:

- Generates card reports for all NC Disbursing Application users to verify any unauthorized transactions made
 - » Transactions should also be reviewed on the Navy Cash website
- Verify all Navy Cash card stock against the Bulk Card Log
 - » This audit shall be documented as the next entry on the Bulk Card Log
- Verify the Expiration dates on the cards
- CVT Navy Cash Checklist is included in the NC SOP and NC Resource CD





Access to the Disbursing Application

- <u>Passwords</u> must be a minimum of 14 characters and less than 16 characters in length
 - » Begins with alphabetic character
 - » Should use 3 of 4 sets (i.e., upper-case, lower case, numbers, and special characters)
 - » Changed every 6 months
 - » Maintain a record of password changes in a locally generated log





Log off the *Disbursing Application* when not in use

- Each operator must use his/her own user ID and password when operating the Navy Cash System
- Navy Cash operating system administration passwords must be *changed every 60 days*
 - Use Password Rotation Password tool on Node 1
- Completed DD Form 577s must be on file
 - Disbursing Officer/Navy Cash Accountable Officer
 - Deputy Disbursing Officer/Navy Cash Deputy





Navy Cash Cards





Navy Cash Cards

Embossed Permanent Navy Cash Cards

- Provide access to all Navy Cash capabilities
- Embossed with the Cardholder's name and Master Card Number
- Normally issued as part of bulk enrollment
- Issued on an exception basis
- Instant Issue Navy Cash Cards
 - Provide immediate access to all Navy Cash capabilities
 - Pre-embossed with "NAVY CARDHOLDER" and Master Card Number
 - Issued on the spot to new enrollees
 - Issued to replace lost, stolen, damaged, or expired cards





Navy Cash Cards (cont.)

Visitor Navy Cash Cards

- Chip-only cards
- Used to make purchases on board Navy Cash ships only
- Primarily issued to visitors
- Reusable and should be cashed out and turned in to Disbursing when Visitor is done with the card





New Navy Cash Card

As part of re-carding efforts, embossed Permanent Cards are issued starting Oct 2017

OLD NAVY CASH CARD

NEW NAVY CASH CARD









Navy Cash Accounts

Navy Cash (Closed-Loop) Account
 the stored value on a Navy Cash Card (Chip) used for purchases on a ship

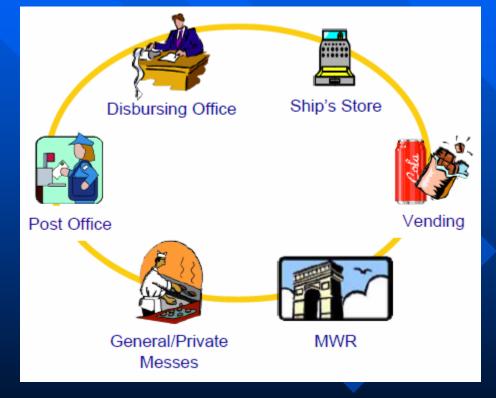
MasterCard Debit (Open-Loop) Account
 – the stored value on a Navy Cash Card (Strip) used for purchases off the ship





Closed-Loop Account

Closed-Loop Account – previously referred to as the Chip Account







Open-Loop Account

Open-Loop Account – previously referred to as the Strip Account







Replenish Navy Cash Card Stock





The standard recommendation for spare Navy Cash card stock is based on type of ship and operational readiness status

– Lasts the ship 6-8 months

Cards must be ordered when the inventory of spare cards drops down to the <u>specified reorder-</u> <u>point numbers</u>

- Note: DODFMR Vol 5 and NC SOP require a monthly inventory of all Navy Cash Visitor and Instant Issue cards

Cards must be ordered when the ship is about to change status (i.e., homeport/local operations to pre-deployment/pre-surge operations)





When a ship expects a high volume of visitors or transient personnel, contact CSU and order cards Visitors should turn-in their Visitor cards before departing the ship Periodically, DO should check expiration date on back of all Visitor cards and on the front of all *Instant Issue cards* in inventory to ensure they are not expired or soon to expire





- To order replacement cards, the Disbursing Officer sends an e-mail request to CSU, <u>navycashcenter@frb.org</u> to obtain a case number. Email includes:
 - 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, or Deployed?
 - Will additional personnel be embarking during deployment? If so, how many?
 - Note: Normally, cards are shipped 1-2 weeks after the order is approved.





Reorder Point Number (in italics)

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





Fraudulent or Erroneous Transactions





Fraudulent Transactions

Fraudulent Transaction – a transaction which a cardholder did not authorize, participate in, or benefit from.

If cardholder suspects a fraudulent transaction, he/she

- Should stop using card immediately
- Immediately <u>notify</u> Disbursing Officer and Navy Cash Customer Service Center
- Submit a Navy Cash Fraud Transaction Dispute Form





Erroneous Transaction

- Erroneous Transaction a transaction which the cardholder believe was in error and was not fraudulent.
- **Examples:**
 - Dispute with a merchant
 - ATM does not dispense amount of money requested
- In the event of an *erroneous transaction*, cardholder should <u>notify</u> Navy Cash Customer Service Center immediately

Fill out and submit a Non-Fraud Dispute Form





Notification

In case of suspected fraudulent transaction or erroneous transaction, <u>notify</u> Navy Cash Customer Service Center (CSC):

> Phone: 1-866-3NAVYCASH 1-866-362-8922 Website: www.navycash.com E-mail: navycash@frb.org





Fraud Transaction Dispute Form

To submit a claim for fraudulent transactions, a member must complete and mail or fax a Dispute Form to:

- FRB-TCC
 Attention: Disputes
 3913 Riga Blvd
 Tampa, FL 33619
- Fax: 1-617-619-8945

Most current Dispute Form can be found in NC SOP change 18-002 dated 3 Apr 2018. Navy Cash Fraud Transaction Dispute Form

Page 1

Instructions for filing a dispute:

Please note: This form is only to be used to dispute transactions that you believe are **fraudulent**. A fraudulent transaction is one which you did not authorize, participate in, or benefit from.) If you are disputing transactions that you do not consider to be fraudulent (disputes with a merchant or an ATM), please use the Non-Fraud Transaction Dispute Form.

- To submit a dispute using this form, please complete all fields below and all fields in the Transaction Claims section for each disputed transaction. Any missing information will cause a delay in processing your dispute.
- 2. The form can be completed by:
 - Filling it out online and then printing it
 - Printing it and filling it out by hand
- 3. You may send your completed form by one of two ways:
 - Fax it to 1-617-619-8945
 Mail it to: FRB-TCC Attention: Disputes 3913 Riga Blvd Tampa EL 33619

Cardholder Information

* Today's date (mm/dd/yyyy)				
* Cardholder name				
* Card number * Cardholder phone number				
* Address1				
* Address 2				
* City * State * Zip				

I certify that I did not use and that I did not authorize anyone else to use my card for the disputed transactions identified below. I also certify that I did not receive any value or benefit in connection with the disputed transactions. I have made available all information and suspicions I have about the disputed transactions, including any information regarding the identity of the person who wrongfully used my card for the disputed transactions.

I authorize you to share the information below with law enforcement, banking regulators, and other third parties in connection with any investigation of the disputed transactions, including any criminal investigation. I agree to cooperate in any such investigation and in the prosecution of any person believed to be responsible for fraudulently using my card.

I certify that the information in this Fraud Transaction Dispute Form is true and correct.

Cardholder signature_____

I am initiating a claim for the following reason. Select one:

O The card was lost O The card was not received

O The card was stolen

O The card was compromised – the card was in my possession when the unauthorized transactions took place

Date



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 - Fax it to 1-617-619-8945
 Mail it to: FRB-TCC Attention: Disputes 3913 Riga Blvd Tampa, FL 33619

Cardholder Information

* Cardholder name	* Today's date (mm/dd/yyyy)	•
* Card number	* Cardholder phone number	
* Address1		
Address 2		
* City	* State * Zip	
* Transaction date * Merchant name		
* Transaction amount \$ * Dispute am	ount \$]
Cardholder signature		Date

Dispute Types

Click the dispute type link that most closely matches your dispute. Please answer all questions in the selected dispute type section and provide your card number at the top of the page. Required fields are marked with an asterisk (*). Include any supporting documents so we can process in a timely manner.

Attach a separate sheet or letter if you need more room to explain. If none of the following dispute types accurately reflect your dispute, please write a separate letter and include all of the information listed above.

Ldo not recognize this transaction Cancellation dispute Returned merchandise dispute I paid for these goods or services by other means Non-receipt of goods or services A credit transaction posted as a debit in error Incorrect transaction amount I was charged two or more times for the same transaction Ldid not receive cash from an ATM withdrawal attempt, but was charged as if I did receive it Quality of goods or services, defective merchandise or not as described ATM load error





Managing Navy Cash Spares





Navy Cash Spares

Selected spares are available on board the ship to replace failed equipments:

- The second node on the server is an onboard spare for the first node
- Spare NCR Cashless ATM is also an onboard working spare
- Spare iPA 280s and CADs are provided during initial outfitting
- Navy Cash Laptop is the Spare for the Navy Cash workstation
- Spare SAM Chips and Secure Digital (SD) cards are also provided during initial outfitting or Tech Refresh





Navy Cash Spares (cont.)

- Inventoried twice a year
- Accounted for in the same manner as other repair parts
- Inventory control ensures correct inventory level is maintained at all times
 - Failure to maintain inventory control can result in missing items during turnover of key personnel
- Transfer custody of Navy Cash Equipment and Spares during Disbursing Officer turnover
 - A separate relieving letter is required





Custody of Navy Cash Spares

SPARE POSs

- The Disbursing Officer is responsible
- POSs checked out for periodic functions should be signed out on locally generated and maintained custody log
- POSs that have transactions and have not been downloaded to the Navy Cash Server should be kept in the safe

SPARE CADs

- The Sales Officer is responsible
- CADs that have transactions and have not been downloaded to the Navy Cash Server should be kept in the safe





Password Rotation Tool





Password Rotation Tool

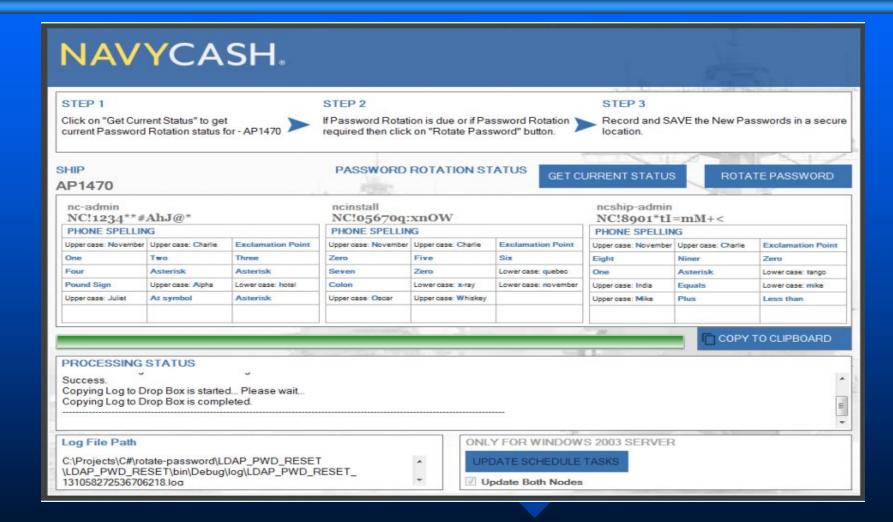
SysAdmin Passwords

- use the Password Rotation tool on Node 1
- changed every 60 days
- changed <u>immediately</u> upon relief, transfer, separation, or discharge of Navy Cash Accountable Officer or Deputy
- changed whenever passwords are provided to Navy Cash Technical personnel during <u>on-site</u> <u>visits or remote-access sessions</u>





Password Rotation Tool - New







Navy Cash Support





Navy Cash Support

Navy Cash Customer Service Call Center (CSC)

- Responsible for answering Navy Cash Cardholder questions
 - » Phone: 1-866-3NAVYCASH (1-866-362-8922)
 - » Website: www.navycash.com
 - » E-mail: navycash@frb.org
 - » Fax: (617) 619-8945

Navy Cash Central Support Unit (CSU)

- Responsible for answering disbursing office and merchant questions
 - » Phone: 1-866-6NAVYCASH (1-866-662-8922)
 - » Website: www.navycashcenter.com
 - » E-mail: *navycashcenter@frb.org*
 - » Fax: (617) 619-8945





Navy Cash Support

Navy Cash Fleet Support Groups

- Provides technical support, advice, and assistance for disbursing operations in general and for Navy Cash operations and fiscal procedures in particular
 » NAVSUP Fleet Logistic Center (FLC) San Diego
 - » NAVSUP Fleet Logistic Center (FLC) Norfolk
 - » NAVSUP Fleet Logistic Center (FLC) Yokosuka

Navy Cash Depot

- Located in Norfolk and San Diego
- Provides on-site technical assistance to the fleet
- Maintains replacement spares





Navy Cash Service Calls

Pre- and -post deployment Service Calls are provided to ensure the overall health of your Navy Cash system

- Verification of System Hardware
- Software updates, communications, operations, documentation, spares, and training
- Should be part of your pre and post deployment checklist
- Service Call procedures including scheduling are provided in the Navy Cash SOP, Appendix Q





Alterations and Upgrades

- Navy Cash alterations and hardware upgrades
 - Carried out by SAIC
 - Upon completion, alteration becomes part of the ship's configuration
- Barge Support/Moves
 - May be completed by Ship or SAIC
 - Procedures are found in NC SOP, Appendix O





Navy Cash Websites





Navy Cash Websites

Navy Cash Cardholder Website *www.navycash.com*Navy Cash Disbursing Website *www.navycash.com*Treasury Navy Cash Website *https://www.navycash.gov*





Navy Cash Cardholder Website

- Developed to help cardholders and merchants manage their Navy Cash accounts
- Help Screen provides answers to most questions
- Provides Summary Account Information
 - Account Balances on closed-loop (Chip) and open-loop (Strip) Accounts
 - Linked Bank Account or Credit Union
- Shows detailed transaction history for current month plus 24 months

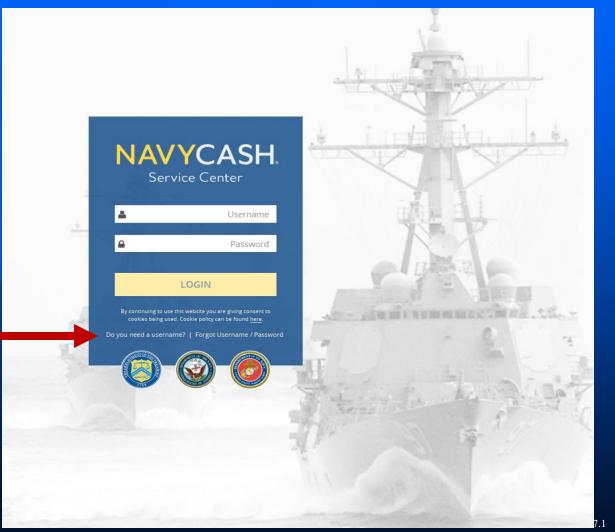




Navy Cash Cardholder Website

For first time users:

- Click on "Do you need a username?"







Navy Cash Cardholder Website (cont.)







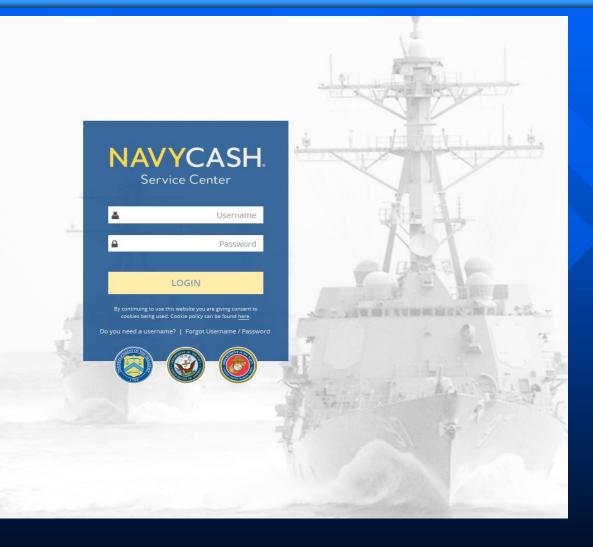
Navy Cash Disbursing Website

- Enables DOs to review and update Navy Cash cardholder and merchant information
- Shows cardholder transaction history for current month plus 24 months
- Allows Disbursing Officer to:
 - Update cardholder location
 - Review all cardholders and merchants assigned to ship
 - Review Round-Trip history, Update Ship's contact information, and Ship and Shore Reports





Navy Cash Disbursing Website (cont.)







Navy Cash Disbursing Website (cont.)

N	MACACIL						CSA LIS NAP CSI	- L.A.
NAVYCASH.		MARINE A TESTO5 E1 MARINES			Select Locat	on tigtonal)	Cardholders Search	
My A	ccount	Accounts History	ACH Funding Adjustmen	ts Personal Notes				SYNC
Ł	Ships	ESTRIPACCOUNT: 8000000419020			NO.		Last values on Trunsing Nationary 4.2014	w
8	Cardholders	Account Balance \$ 0	Hold Amount \$0	ACH Withdrawal Limit \$ 400	Creation Date 66/05/2008	Status OPEN	•	•
	Visitor Cards	CARD ID: 2000114	117					544
**	Bulk Transfers	Card Number 54042	Insue Date 66/12/2009	Exprry Date 08/31/2013	Card Status Date 09/01/2013	Status CANCELLED		•
	Merchants	Oup Number 8000000447948	Account Balance	Open Date 06/25/2010	Chip Status Date 09/01/2013	Status CLOSED		•
8	Reports	Chip Limit \$ 1000	Withdrawal Limit \$ 400					_
44	Users	3 1000		117		. A.		
		CARD ID: 2000107	719					5491
		Card Number 5****************	Issue Date 66/05/2006	Expiry Date 06/31/2013	Card Status Date 09/01/2013	Status CANCELLED		•
Contact: Help: Privacy # 2018/Mingae Chao & Gr. Hillight Reamad.		Chip Number 8000000419038	Account Balance	Open Date 06/05/2008	Chip Status Date 09/01/2013	Status CLOSED		





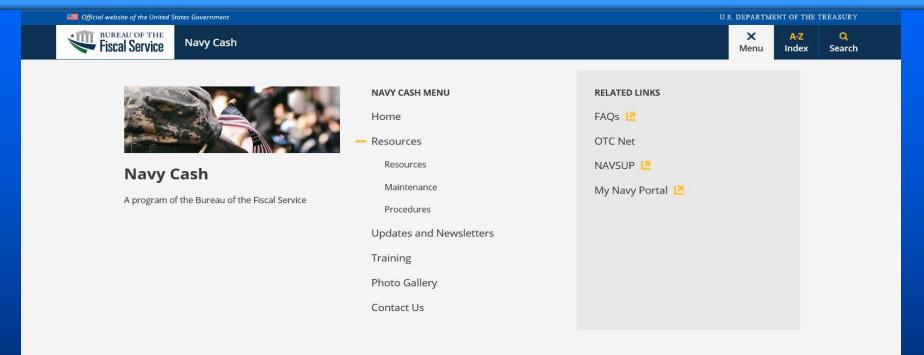
Treasury Navy Cash Website

- Good source of information on Navy Cash
- Provides overview of Navy Cash program
 - Provides answers to most questions about how Navy Cash works
 - Customer Service handbook and user guides
 - Functional training materials
 - Videos on selected maintenance procedures
 - Navy Cash SOPs and SOP Change Notices
 - Navy Cash Bulletins and Flashes





Treasury Navy Cash Website (cont.)





Tip: To get back to the Fiscal Service home page, click or tap the logo in the upper left corner.















DISBURSING UNIT 1 REVIEW

- 1. Who are the new Treasury Agents for the Navy Cash program?
- 2. Name the 3 types of Navy Cash Cards?
- 3. What is a Navy Cash closed loop account?
- 4. What is the new term for the strip account?
- 5. How often are Navy Cash spares inventoried?
- 6. Who is responsible for spare POS? CADs?



