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 MT-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 MT-280 device and use it in retail operations
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.)

## 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

## Generic Private Merchants
- PRIVATE ONE
- PRIVATE TWO
- PRIVATE THREE
- PRIVATE FOUR
- PRIVATE FIVE
- PRIVATE SIX
- PRIVATE SEVEN
- PRIVATE EIGHT
- PRIVATE NINE
- PRIVATE TEN
- PRIVATE ELEVEN
- PRIVATE TWELVE
- PRIVATE THIRTEEN
- PRIVATE FOURTEEN
- PRIVATE FIFTEEN

## Flag, Air Wing, and Squadron Merchants
- 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

## Transient Merchants
- FOREIGN CONCESSIONAIRE
- HUSBANDING AGENT
- COLLEGE COURSES
- COLLEGE BOOKS
- MISC EVENTS
Navy Cash Merchants (cont.)

- **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
Navy Cash Merchants (cont.)

- **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 refers to the following:

- Husbanding Agent (for Foreign Currency Exchange)
- Foreign Concessionaire
- College Courses, College Books
- Miscellaneous Events (for Fund-Raising Events)
Navy Cash Merchants (cont.)

- **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
  - Must be returned to the Disbursing Officer
    - Funds in Merchant Card must be zero before returning
Navy Cash Merchants (cont.)

- Staff, Air Wing, and Squadron Merchants
  - Set up to Settle Daily to the Merchant’s open-loop account
  - 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.)

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>A. Last Name, Title:</td>
</tr>
<tr>
<td>2.</td>
<td>B. First Name:</td>
</tr>
<tr>
<td>3.</td>
<td>C. Middle Initial:</td>
</tr>
<tr>
<td>4.</td>
<td>D. Last Name:</td>
</tr>
<tr>
<td>5.</td>
<td>E. Military Branch or Company Name:</td>
</tr>
<tr>
<td>6.</td>
<td>F. Social Security Number (SSN):</td>
</tr>
<tr>
<td>7.</td>
<td>G. Date of Birth (MM/DD/YYYY):</td>
</tr>
<tr>
<td>8.</td>
<td>H. Mother’s Maiden Name or Keyword:</td>
</tr>
<tr>
<td>9.</td>
<td>I. Military Duty Address (for Navy-Marine Corps): Assigned Division, Unit, etc. or Work Address (Contractor):</td>
</tr>
<tr>
<td>10.</td>
<td>J. City:</td>
</tr>
<tr>
<td>11.</td>
<td>K. State:</td>
</tr>
<tr>
<td>12.</td>
<td>L. Zip Code:</td>
</tr>
<tr>
<td>13.</td>
<td>M. Country:</td>
</tr>
<tr>
<td>14.</td>
<td>N. Residence/Permanent Address (Must not be military duty address):</td>
</tr>
<tr>
<td>15.</td>
<td>O. City:</td>
</tr>
<tr>
<td>16.</td>
<td>P. State:</td>
</tr>
<tr>
<td>17.</td>
<td>Q. Zip Code:</td>
</tr>
<tr>
<td>18.</td>
<td>R. Country:</td>
</tr>
<tr>
<td>19.</td>
<td>S. Work Telephone Number:</td>
</tr>
<tr>
<td>20.</td>
<td>T. Cell Phone Number:</td>
</tr>
<tr>
<td>21.</td>
<td>U. Email Address:</td>
</tr>
<tr>
<td>22.</td>
<td>V. Account Number:</td>
</tr>
<tr>
<td>23.</td>
<td>W. Bank or Credit Union Name:</td>
</tr>
<tr>
<td>24.</td>
<td>X. Account Number:</td>
</tr>
<tr>
<td>25.</td>
<td>Y. Account Type:</td>
</tr>
</tbody>
</table>

ACCOUNT OFFICERS AUTHORITY: |   |

ACCOUNT OFFICERS LIABILITY: |   |

ACCOUNT OFFICERS PRIVACY ACT STATEMENT: |   |

ACCOUNT OFFICERS ACCESS AUTHORITY: |   |

ACCOUNT OFFICERS PERSONAL PURPOSES: |   |

ACCOUNT OFFICERS SIMPLIFIED STATEMENT: |   |

ACCOUNT OFFICERS AGREEMENTS: |   |

ACCOUNT OFFICERS AUTHORIZATION TO TRANSFER FUNDS: |   |

ACCOUNT OFFICERS SIGNATURES: |   |

ACCOUNT OFFICERS DATED: |   |

ACCOUNT OFFICERS OFFICER IN CHARGE: |   |

ACCOUNT OFFICERS SIGNATURE: |   |

ACCOUNT OFFICERS SEAL: |   |

ACCOUNT OFFICERS iss: |   |

ACCOUNT OFFICERS DATED: |   |
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.)

New mailing address & new e-mail address

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: __________________
# Accountable Official Card Limits

## Accountable Official Standard Card Limits

### CLOSED-LOOP LOAD/DEBIT LIMITS

<table>
<thead>
<tr>
<th>LARGE DECKS (CVNs, LHAs, LHDs)</th>
<th>SMALL DECKS (LPDs, LSDs, LCCs, ASs, CGs, DDGs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>- MWR</td>
<td>- All Accountable Officials</td>
</tr>
<tr>
<td>- Wardroom Mess–Food</td>
<td></td>
</tr>
<tr>
<td>- Navy Disbursing Office</td>
<td></td>
</tr>
<tr>
<td>$10,000</td>
<td></td>
</tr>
<tr>
<td>- Rest of Accountable Officials</td>
<td></td>
</tr>
</tbody>
</table>

## TRANSFER LIMITS BETWEEN CLOSED AND OPEN LOOP

<table>
<thead>
<tr>
<th>LARGE DECKS (CVNs, LHAs, LHDs)</th>
<th>SMALL DECKS (LPDs, LSDs, LCCs, ASs, CGs, DDGs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>$50,000</td>
<td>$10,000</td>
</tr>
<tr>
<td>- MWR</td>
<td>- MWR</td>
</tr>
<tr>
<td>- Wardroom Mess–Food</td>
<td>- Wardroom Mess–Food</td>
</tr>
<tr>
<td>$5,000</td>
<td>$2,500</td>
</tr>
<tr>
<td>- Rest of Accountable Officials</td>
<td>- Rest of Accountable Officials</td>
</tr>
</tbody>
</table>
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
<table>
<thead>
<tr>
<th>MERCHANT</th>
<th>ACCOUNTABLE OFFICIAL (AO)</th>
<th>NAME ON ACCOUNT</th>
<th>ROUTING NUMBER</th>
<th>ACCOUNT NUMBER</th>
<th>AO ENROLLMENT FORM AND MERCHANT CARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>NAVY DISBURSING</td>
<td></td>
<td>Sets to LOA only</td>
<td></td>
<td></td>
<td>Yes, Signed? │ Is issued?</td>
</tr>
<tr>
<td>GENERAL MESS–FOOD</td>
<td></td>
<td>Sets to LOA only</td>
<td></td>
<td></td>
<td>Card not required–not issued</td>
</tr>
<tr>
<td>GENERAL MESS–SURCHARGES</td>
<td></td>
<td>Sets to LOA only</td>
<td></td>
<td></td>
<td>Card not required–not issued</td>
</tr>
<tr>
<td>SHIP STORE</td>
<td></td>
<td>Sets to LOA only</td>
<td></td>
<td></td>
<td>Card not required–not issued</td>
</tr>
<tr>
<td>VENDING SODA</td>
<td></td>
<td>Sets to LOA only</td>
<td></td>
<td></td>
<td>Yes, Signed? │ Is issued?</td>
</tr>
<tr>
<td>VENDING STORE ITEMS</td>
<td></td>
<td>Sets to LOA only</td>
<td></td>
<td></td>
<td>Yes, Signed? │ Is issued?</td>
</tr>
<tr>
<td>HANGAR BAY SALES</td>
<td></td>
<td>Sets to LOA only</td>
<td></td>
<td></td>
<td>Card not required–not issued</td>
</tr>
<tr>
<td>PRIVATE MERCHANTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes, Signed? │ Is issued?</td>
</tr>
<tr>
<td>NAVY MWR</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes, Signed? │ Is issued?</td>
</tr>
<tr>
<td>WARDROOM MESS–FOOD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes, Signed? │ Is issued?</td>
</tr>
<tr>
<td>WARDROOM MESS–DUES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes, Signed? │ Is issued?</td>
</tr>
<tr>
<td>CPO MESS–FOOD</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes, Signed? │ Is issued?</td>
</tr>
<tr>
<td>CPO MESS–DUES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes, Signed? │ Is issued?</td>
</tr>
<tr>
<td>1ST CLASS ASSN</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes, Signed? │ Is issued?</td>
</tr>
<tr>
<td>TAXI MERCHANT*</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes, Signed? │ Is issued?</td>
</tr>
<tr>
<td>DUTY FUND</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes, Signed? │ Is issued?</td>
</tr>
<tr>
<td>OFFICIAL MAIL MANAGER</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes, Signed? │ Is issued?</td>
</tr>
<tr>
<td>POST OFFICE STAMPS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yes, Signed? │ Is issued?</td>
</tr>
<tr>
<td>POST OFFICE MONEY ORDERS</td>
<td></td>
<td></td>
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<td></td>
<td>Yes, Signed? │ Is issued?</td>
</tr>
<tr>
<td>POST OFFICE–METERED MAIL</td>
<td></td>
<td></td>
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<td></td>
<td>Yes, Signed? │ Is issued?</td>
</tr>
<tr>
<td>VENDING STAMPS</td>
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<td></td>
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<td></td>
<td>Yes, Signed? │ Is issued?</td>
</tr>
<tr>
<td>TRANSENT MERCHANTS</td>
<td></td>
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<td>Yes, Signed? │ Is issued?</td>
</tr>
<tr>
<td>FOREIGN CONCESSIONAIRE</td>
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<td></td>
<td></td>
<td></td>
<td>Sets to Navy Disbursing strip account only</td>
</tr>
<tr>
<td>HUSBANDING AGENT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sets to Navy Disbursing strip account only</td>
</tr>
<tr>
<td>COLLEGE COURSES</td>
<td></td>
<td></td>
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<td></td>
<td>Sets to Navy Disbursing strip account only</td>
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<tr>
<td>COLLEGE BOOKS</td>
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<td></td>
<td>Sets to Navy Disbursing strip account only</td>
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<tr>
<td>MISCELLANEOUS EVENTS</td>
<td></td>
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<td></td>
<td></td>
<td>Sets to Navy Disbursing strip account only</td>
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<tr>
<td>GENERIC PRIVATE MERCHANTS</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sets to strip only–bank/credit union not linked</td>
</tr>
<tr>
<td>PRIVATE ONE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sets to strip only–bank/credit union not linked</td>
</tr>
<tr>
<td>PRIVATE TWO</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sets to strip only–bank/credit union not linked</td>
</tr>
<tr>
<td>PRIVATE THREE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sets to strip only–bank/credit union not linked</td>
</tr>
<tr>
<td>PRIVATE FOUR</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sets to strip only–bank/credit union not linked</td>
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<tr>
<td>PRIVATE FIVE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Sets to strip only–bank/credit union not linked</td>
</tr>
</tbody>
</table>
# Navy Cash Standard Merchants (LHA, LHD, LCC)

<table>
<thead>
<tr>
<th>Merchant</th>
<th>Accountable Official (AO)</th>
<th>Name on Account</th>
<th>Routing Number</th>
<th>Account Number</th>
<th>AO Enrollment Form and Merchant Card</th>
</tr>
</thead>
<tbody>
<tr>
<td>Navy Disbursing</td>
<td></td>
<td>Settles to LOA only</td>
<td></td>
<td></td>
<td>Yes. Signed? Issued?</td>
</tr>
<tr>
<td>General Mess-Food</td>
<td></td>
<td>Settles to LOA only</td>
<td></td>
<td></td>
<td>Card not required—not issued</td>
</tr>
<tr>
<td>General Mess—Surcharges</td>
<td></td>
<td>Settles to LOA only</td>
<td></td>
<td></td>
<td>Card not required—not issued</td>
</tr>
<tr>
<td>Ship Store #1</td>
<td></td>
<td>Settles to LOA only</td>
<td></td>
<td></td>
<td>Card not required—not issued</td>
</tr>
<tr>
<td>Ship Store #2</td>
<td></td>
<td>Settles to LOA only</td>
<td></td>
<td></td>
<td>Card not required—not issued</td>
</tr>
<tr>
<td>Vending Soda</td>
<td></td>
<td>Settles to LOA only</td>
<td></td>
<td></td>
<td>Yes. Signed? Issued?</td>
</tr>
<tr>
<td>Vending Store Items</td>
<td></td>
<td>Settles to LOA only</td>
<td></td>
<td></td>
<td>Yes. Signed? Issued?</td>
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<tr>
<td>Hangar Bay Sales</td>
<td></td>
<td>Settles to LOA only</td>
<td></td>
<td></td>
<td>Yes. Signed? Issued?</td>
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<td>Private Merchants</td>
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<td>Settles to LOA only</td>
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<td>Yes. Signed? Issued?</td>
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<tr>
<td>Navy MWR</td>
<td></td>
<td>No linked bank/credit union account</td>
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<td>Yes. Signed? Issued?</td>
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<tr>
<td>Wardroom Mess—Food</td>
<td></td>
<td>No linked bank/credit union account</td>
<td></td>
<td></td>
<td>Yes. Signed? Issued?</td>
</tr>
<tr>
<td>Wardroom Mess—Dues</td>
<td></td>
<td>No linked bank/credit union account</td>
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<td></td>
<td>Yes. Signed? Issued?</td>
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<tr>
<td>CPO Mess—Food</td>
<td></td>
<td>No linked bank/credit union account</td>
<td></td>
<td></td>
<td>Yes. Signed? Issued?</td>
</tr>
<tr>
<td>CPO Mess—Dues</td>
<td></td>
<td>No linked bank/credit union account</td>
<td></td>
<td></td>
<td>Yes. Signed? Issued?</td>
</tr>
<tr>
<td>Flag Mess—Food</td>
<td></td>
<td>No linked bank/credit union account</td>
<td></td>
<td></td>
<td>Yes. Signed? Issued?</td>
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<tr>
<td>Flag Mess—Dues</td>
<td></td>
<td>No linked bank/credit union account</td>
<td></td>
<td></td>
<td>Yes. Signed? Issued?</td>
</tr>
<tr>
<td>1st Class Asn</td>
<td></td>
<td>No linked bank/credit union account</td>
<td></td>
<td></td>
<td>Yes. Signed? Issued?</td>
</tr>
<tr>
<td>Taxi Merchant</td>
<td></td>
<td>No linked bank/credit union account</td>
<td></td>
<td></td>
<td>Yes. Signed? Issued?</td>
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<tr>
<td>Duty Fund</td>
<td></td>
<td>No linked bank/credit union account</td>
<td></td>
<td></td>
<td>Yes. Signed? Issued?</td>
</tr>
<tr>
<td>Official Mail Manager</td>
<td></td>
<td>Settles to USPS PFO account only</td>
<td></td>
<td></td>
<td>Card not required—not issued</td>
</tr>
<tr>
<td>Post Office—Stamps</td>
<td></td>
<td>Settles to USPS PFO account only</td>
<td></td>
<td></td>
<td>Card not required—not issued</td>
</tr>
<tr>
<td>Post Office—Money Orders</td>
<td></td>
<td>Settles to USPS PFO account only</td>
<td></td>
<td></td>
<td>Card not required—not issued</td>
</tr>
<tr>
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# Navy Cash Standard Merchants (LHA, LHD, LCC) - continued

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- Settles to strip only – bank/credit union not linked
- Yes. Signed? □ Issued? □
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**PRIVATE MERCHANTS**

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### Navy Cash Standard Merchants (CVN) - continued

<table>
<thead>
<tr>
<th>MERCHANT</th>
<th>ACCOUNTABLE OFFICIAL (AO)</th>
<th>NAME</th>
<th>PHONE</th>
<th>E-MAIL ADDRESS</th>
<th>ROUTING NUMBER</th>
<th>ACCOUNT_NUMBER</th>
<th>AO ENROLLMENT FORM AND MERCHANT CARD</th>
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<tr>
<td>SQDN1 MWR FUND</td>
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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 Cash cardholder.
- Every Navy Cash operator must sign the Navy Cash Rules of Behavior (ROB).
Operator ID Maintenance (cont.)

- Enables Disbursing Officer to add or delete Operators (i.e. Merchants)

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

For USMC, Select: MARINE DISBURSING

1. funds transfer
2. list configured operators
3. first name: CHRISTOPHER
4. last name: SMITH
5. submit
6. operator ID: 3008
7. merchant ID: 600003477522 - NAVY DISBURSING
8. user ID: 203774
Creating Operator IDs (cont.)
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

1. Click on the 'List Configured Operators' button.
2. Verify the operator ID and click 'Yes' to re-activate.
3. Enter the first name and last name of the operator.
4. Enter the user ID and click 'Update' or 'Reset'.
5. Verify the operator update and confirm.
6. View the updated operator details.
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.
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 MX-925 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
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 MX-925 device connected to the Disbursing Application workstation/laptop will display a signature pad.
Rules of Behavior (cont.)

Protected information may not be released without written consent from FMS. This restriction applies to all computer systems providing data access, including sub-systems.

12. Ensure that all documents, equipment, system media, or other output containing PI 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 is 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:  
User's Signature:  
Date: 2012 Jul 26

Please review the form and capture the signature.
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 MX-925 device.
- If the signature is not satisfactory, touch the “Clear” button on the MX-925 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.)

12. Ensure that all documents, equipment, system media, or other output containing PI are properly cleared, sanitized, marked, controlled, stored, transported, and destroyed based on sensitivity and need-to-know.

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User's Name: GEORGE K ALEXANDER

User's Signature: [Signature]

Date: 2012 Jul 26
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.)
Rules of Behavior (cont.)
Event Processing
Event Maintenance

- Enables Disbursing Officer to establish and update *Events* for any Merchant on the ship
  - Allows merchants to make sales collections for specific events
  - Allows merchants to report transactions by event

- To facilitate bulk refunds
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
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.)

Procedure:

To Update an existing Event:
1. Choose an existing Event by using the scroll bar or typing the merchant name.
2. Single Click an Event you want to update.
3. Change any of the fields and click Update.

To Add a new Event:
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
MX-925 POS DEVICE (Verifone)
Verifone MX925

- MX 925 is a Fixed POS (FPOS)
  - Installed in Disbursing Office and Sales Office (i.e. CVNs, LHDs, and LHA)

- MX 925 is connected to a Navy Cash Workstation via Ship’s LAN

- MX 925 must be online to send and receive messages to and from the Disbursing Application
  - Used by Disbursing Officer to perform funds transfers, refunds, card maintenance and account maintenance
Verifone MX 925
A Navy Cash workstation/laptop must be paired with one Verifone MX 925

- Performed under the Utilities function of the Disbursing Application
MX 925 Welcome Screen

Welcome to Navy Cash
Fixed POS Mode
Please Insert
Navy Cash Card

04/12/2018 - 05:53:55 (GMT)
MX 925 Admin Menu

Do not change Password

Note:

Diagnostics and Network Menus are covered
MX 925 – Diagnostics Menu (cont.)

System Tab

NAVY CASH

Main Battery: N/A
Printer Status: N/A
SAM Status: Present
SD Card Status: Present
Chip Version: Insert Card
Chip Date: Insert Card

03/21/2018 - 21:46:58 (GMT)
MX 925 – Diagnostics Menu (cont.)

Network Tab

Network Connectivity: Offline
Server Logon: Not Logged On
IP Address: 10.10.10.111
Application Port: 4000
Server Port: 3999
Terminal ID: 60C798A267B80000

03/21/2018 - 21:47:07 (GMT)
Queue Tab

NAVY CASH

Internal
Total Messages: 0
Transactions: 0
Errors: 0
Reversals: 0
Card Burns: 0

SD Card
Total Messages: 0
Transactions: 0
Errors: 0
Reversals: 0
Card Burns: 0

03/21/2018 - 21:47:15 (GMT)
MX 925 – Diagnostics Menu (cont.)

App Tab

NAVY CASH

Operating System: Linux 2.6.31.14
Application Version: 1.0.1.8
Last Update: 04:47:57 11/09/2017
Device State: Fixed POS Mode
Database Version: 1.00
SD Card Database Version: 1.00

03/21/2018 - 21:47:25 (GMT)
**MX 925 Network Menu**

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<th>DHCP</th>
<th>Application Server</th>
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<tr>
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<td>71</td>
<td>6</td>
<td>33</td>
</tr>
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Cancel         OK

03/20/2018 - 16:55:15 (GMT)
MX 925 Indicators

MX 925 is Offline

SD Card is missing

There are messages in the internal queue

There are messages in the SD Card queue
MT-280 POS DEVICE
(BlueBird)
MT-280

- MT-280 is a Mobile POS (MPOS) device
  - Also called the Bluebird

- MT-280 - Online Mode
  - MT-280 is connected to the ship’s LAN via Ethernet connection to communicate with the Navy Cash Server

- MT-280 - Offline Mode
  - MT-280 is not connected to a designated LAN drop (i.e. MWR, money changers, foreign vendors)
  - Powered by battery
MT-280 Custody

- Disbursing Officer has the responsibility of verifying that all MT-280s are configured correctly

- Disbursing Officer MUST maintain a locally prepared MT-280 custody log
  - Used to check in/out MT-280 devices
MT-280 Welcome Screen

Operator’s name

Welcome to Navy Cash
DISBO, DISBO
Insert Card or Select Begin Sale
Begin Sale
03/16/2018 18:21:22 (GMT)
MT-280 Screen Layout

- Header
- Main Screen
- Status Bar
MT-280 Indicators

MT-280 is Offline

There are messages in the Internal queue

There are messages in the SD Card queue

SD Card is missing
MT-280 Set-up
Admin Menu

- 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
    - Diagnostics
    - Setup
    - Network
Admin Menu (cont.)

Password  Diagnostics

Setup  Network

Back

11/29/2017 17:10:27 (GMT)
MT-280 Set-up

- Power on the MT-280
- Connect MT-280 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 Setup
MT-280 Set-up (cont.)

■ Setup Menu
  – DO can configure Merchants, Events, Amounts
  – At least one Merchant should be configured on the MT-280
    » If no merchant is configured,
      ■ “No configured merchant” is displayed
      ■ MT-280 will not work
Set-up Merchants

To configure Merchant(s):

– Step 1: Select *Merchants* from Setup Menu

– Step 2: Select *Add* button to download list of merchants

– Step 3: Select one or more Merchants from the list

– Step 4: Touch *OK* button to add the new Merchant(s)
Set-up Merchants (cont.)

MT-280 can accommodate up to 10 merchants

Error displayed when there is an attempt to download merchants but MT-280 is Offline
Set-up Events

- To configure Event(s):
  - Step 1: Select Events
    » Events are created in the Disbursing Application
    » Up to 10 Events per merchant can be added
  - Step 2: Select Merchant
    » Events list is displayed for the selected Merchant
  - Step 3: Select the Event(s)
  - Step 4: Touch Ok button
Set-up Amounts

To configure Amounts:

- Step 1: Select *Amounts*
  - After the *Merchants* and *Events* are added

- Step 2: Select *Add* button

- Step 3: Enter pre-defined amount(s)
  - Up to 10 pre-defined amounts per event can be added

- Step 4: Touch *OK*
MT-280
Logoff Procedures
MT-280 User Log Off

- If MT-280 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
MT-280 User Log Off (cont.)

- If MT-280 is Offline
  - Step 1: Connect MT-280 to a LAN drop
  - Step 2: Power on the MT-280
  - Step 3: Wait until the Offline Indicator disappear
  - Step 4: Wait until the and Message Indicators disappear
MT-280 User Log Off (cont.)

- Step 5: Touch the Logoff option on the header bar

- Step 6: Touch the “Yes” button when prompted to Logoff

Note:
- **MT-280 must be connected to LAN:**
  - To download transactions
  - To Log on or off
Short-Term Outage

- If connectivity to the server is expected to be a problem, an operator should remain logged-on to the MT-280 at the end of the day
  - This will allow operator to conduct business the next day
  - In Offline Mode, the MT-280 stores messages in the internal queue and uses an 8 GB SD Card as back-up storage
Merchant Operations Illustrated
Daily Business

Daily

- Step 1: Connect MT-280 to a LAN drop
- Step 2: Power on the MT-280
- Step 3: Key in Operator ID when prompted
- Step 4: MT-280 can now be used Online or Offline

- **Note:** When operating MT-280 Offline, ensure battery is fully charged before removing it from the charger/base.
End of Day Procedures

- All operators must log-off the MT-280

- If MT-280 is offline:
  - Plug MT-280 into any operating Navy Cash MT-280 connection point or download box (Disbursing Office, Food Service, Private Mess, Post Office, MWR, etc.)
  - When MT-280 is connected to the server, the transaction will download automatically
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 MT-280 from the Disbursing Office
  - DO programs MT-280 for Navy MWR, including Events and/or Amounts
  - On Large Ships
    » MWR conducts business Online or Offline
  - On Small Ships
    » MWR conducts business offline
End of business day, MWR Officer:

- Downloads MT-280 transactions to the Navy Cash Server
  » MT-280 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 (cont.):
  - 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 MT-280 with an appropriate Transient Merchant and issues a Generic Operator ID
  - Generic Operator IDs are listed under the Operator ID Maintenance function of the Disbursing Application
- DO issues MT-280 using a locally generated log
- DO is responsible for training vendors on how to conduct Sales using the MT-280 device
- DO ensures MT-280 battery is fully charged
  - For extended periods, additional batteries may be provided.
Transient Merchants
Vendors and Foreign Concessionaires

- End of business day/port visit:
  - DO downloads transactions into Navy Cash Server
  - Vendor logs off from the MT-280
  - 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*
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