

NAVY CASH[®] FLASH!
Naval Supply Systems Command

Navy Family Support Mechanicsburg
Code N456
5450 Carlisle Pike
P.O. Box 2050
Mechanicsburg, PA 17055-0791

Navy Cash[®] Flash 11-008

DEC 15 2011

Attn: Supply Officer/Disbursing Officer

Subj: FORWARDING ENROLLMENT FORMS FOR ARCHIVING

1. In accordance with NAVSUP PUB 727, each Navy Cash cardholder must have a signed DD Form 2887 (enrollment form) on file with JPMorgan Chase (JPMC). By signing the enrollment form, cardholders authorize debits and credits to their bank or credit union accounts, consent to immediate collection from pay for negative balances, and authorize debt collection procedures for amounts that remain uncollected.

2. All enrollment forms are to be sent via traceable means to JPMC at least every 30 days. Do not send enrollment forms via fax, digital sender, or e-mail. Enrollment forms should be double-wrapped to protect against damage and include the address below on both the inside and outside envelopes:

JPMorgan Chase, Document Processing Services
Attention: Phyllis Smith
300 N King Street, Mail Stop DE 1404
Wilmington, DE 19801
(302) 282-2176

3. To ensure JPMC receives all packages, send an email to enrollment_forms@chase.com with the following information:

- Carrier name and tracking number
- Date package was sent
- Number of enrollment forms in package
- Ship name and point of contact information

Remember to retain a copy of each e-mail on file for inspection.

4. For further questions, please contact the NAVSUP Chief of Staff, Captain Lee Singleton, at 717-605-6370, DSN 430, or email at lee.singleton@navy.mil.


DAVID R. PIMPO