

Appendices

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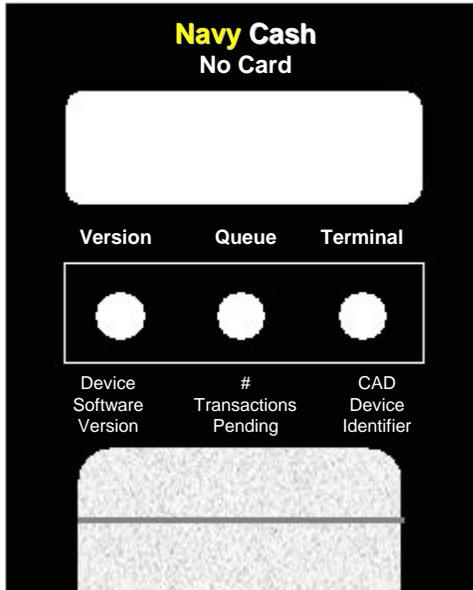
Appendix A

Vending Maintenance and Sales End of Month

A.1 CAD Buttons and CAD Templates

Each CAD has three hidden buttons designed to help with diagnostics. A CAD template depicts where the CAD buttons are located. The CAD template has two sides to it.

a. No Card Template



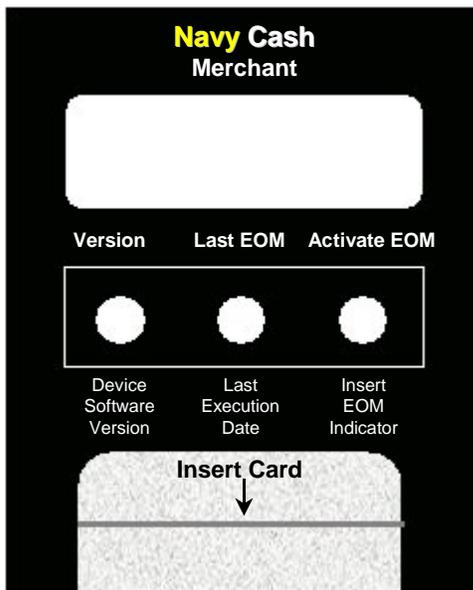
The “No Card” side of the template is used to check the number of transactions and verify the terminal ID number and current software version of the CAD. When these buttons are pressed, the diagnostic messages display for two seconds and then disappear.

Pressing the left button shows the current version of software on the CAD in the format “ver *abc.d*” where the version is *abc* and the build is *d*.

Pressing the center button shows the number of messages currently in the offline queue. This includes both transactions and card errors. It does not include hotlist or log-on messages. The format is “QUEUE : *x*” where *x* is the number of messages that have not been sent. The queue should be empty, that is, the number of messages should be “0” before proceeding with the End-Of-Month (EOM) and inventory.

Pressing the right button shows the 16-digit CAD Terminal ID number with “Terminal ID” on line 1 and the 16-digit number itself on line 2.

b. Merchant Card Template



The “Merchant” side of the template is used with the Merchant Card when activating the CAD EOM function. When these buttons are pressed, the messages remain on the display until the card is removed or a new button is pressed.

Pressing the left button shows the current version of software on the CAD in the format “ver *abc.d*” where the version is *abc* and the build is *d*.

Pressing the center button shows the execution date of the last EOM message on line 1 and the Terminal ID on line 2. The date is shown in the format *MM/DD/YY hh:mm*. The Terminal ID is shown as a 16-digit number.

Pressing the right button activates the EOM message. Once pressed, the display will show “End of Month Activated”. An EOM message is sent every time the button is pressed; however, to help prevent unnecessary EOM messages, the CAD will not send another EOM message for 15 seconds.

A.2 Merchant Cards

For vending operations, a Merchant Card is a normal Navy Cash card that has been associated with a particular type of vending machine in the Navy Cash Application, that is, Vending Soda, which works in all soda machines, and Vending Store Items, which works in snack, phone card, and soap vending machines. Merchant cards cannot be used to vend or buy products in the vending machines. Each vending machine type will have one and only one Merchant Card associated with it.

A.3 Phase One—Close Out All Vending Machines

a. Step 1. Verify that the off-line queue in the CAD is empty by pressing the center hidden button on the CAD, using the “No Card” Template to help locate the correct button. A message is then displayed on the CAD in the format “QUEUE : *x*” where *x* is the number of messages that have not been sent. In order to ensure that all transactions are included in the current month, the queue should be empty, that is, the number of messages should be “0” before proceeding with the EOM and inventory.

b. Step 2. When ready, insert the Merchant Card associated with the particular type of vending machine into the CAD. A message is displayed on the CAD that indicates that processing is taking place while the card is authenticated and checked against the negative card list.

c. Step 3. If the Merchant Card is valid for that particular type of vending machine, the CAD in the machine will then display the date and time of the last EOM message on line 1 and the Terminal ID on line 2. The date is shown in the format *MM/DD/YY hh:mm*. The Terminal ID is shown as a 16-digit number. **The vending machine operator should record both the date/time stamp and the Terminal ID.** If no previous EOM has been performed, the CAD will display the message, “EOM Not Done Yet.”

d. Step 4. When ready, activate the EOM function by pressing the right-hand hidden button on the CAD. The CAD will display the message “End of Month Activated,” and the EOM message is sent to the Navy Cash server. An EOM message is sent every time the button is pressed; however, to help prevent unnecessary EOM messages, the CAD will not send another EOM message for 15 seconds.

e. Step 5. The inventory team can then count the merchandise in the machine.

f. Step 6. Repeat steps 1 through 5 for the rest of the vending machines.

A.4 Phase Two—Close Out All Vending and Ship’s Store Merchants (Parents)

a. Step 1. When all vending machines have been closed out and inventories completed, log into the Navy Cash Application and click on the “Vending and Ship’s Store” link. The “Merchants and Vending Machines” box displays all the merchants, all the vending machines associated with each merchant (if any), and the Terminal ID numbers for the CADs tied to each of the vending machines.

(1) Click on the “+” of the Vending Soda Merchant (parent) to display all the soda machines with associated CADs (a green traffic signal with a date and time is displayed for all vending machines inventoried).

(2) Click on the “+” of the Vending Store Items Merchant (parent) to display all the store item machines with associated CADs (a green traffic signal with a date and time is displayed for all vending machines inventoried).

(3) Highlight the Vending Soda Merchant (parent).

(4) Click the check box next to “Indicate End of Period for Vending Merchant.

(5) Pull down the correct “End of Period Month” and “End of Period Year.”

(6) Click on the “Indicate EOP” button, and, when the prompt is displayed, verify that EOM is desired for the specified merchant by clicking the “OK” or “Cancel” button as appropriate.

(7) Highlight the Vending Store Items Merchant and repeat (4) through (6) above.

(8) Highlight the Ship’s Store #1 Merchant and repeat (4) through (6) above.

(9) Highlight the Ship’s Store #2 Merchant and repeat (4) through (6) above.

(10) A new date and time stamp will appear by the merchant (parent). Continue until all merchants (parents) are closed out. The icons next to the vending machines will turn back to yellow yield signs (triangles).

b. Step 2. Click on the “+” of the Vending Soda Merchant (parent) to display all the soda machines with associated CADs (a yellow yield sign with a date and time is displayed for all vending machines inventoried).

c. Step 3. Click on the “+” of the Vending Store Items Merchant (parent) to display all the store item machines with associated CADs (a yellow yield sign with a date and time is displayed for all vending machines inventoried).

d. Step 4. Record the date and time stamps displayed just to the right of each machine ID for all machines. This can be accomplished by performing a screen print or manually recording all the dates and times. **The Sales Officer must retain a record of the date and time stamps for each machine for use in the following month’s inventories.** If the record of date and time stamps is not available when the time comes for the next month’s inventories, the information can be collected at each CAD as described in Phase 1 Step 3 directly above.

(1) To perform a screen print, hit the “Alt” + “Print Screen” keys twice.

(2) Click on “Start” then “Programs” then “Accessories” then “Paint”.

(3) Click on “Edit” then “Paste” (if message states file is too big, just click “OK” to continue).

(4) Click on “File” then “Print”.

e. Step 5. Click on the “View Reports” link in the Navy Cash Application.

f. Step 6. Under the “Application Reports” box, click on “Merchant Sales Summary.”

g. Step 7. For each vending machine, fill in the “Start Date” with the date and time stamp retained from the last accounting period (Phase 2 Step 4 above) and fill in the “End Date” with the date and time stamp from the current inventory (also Phase 2 Step 4 above) . This period will establish what sales are to be included in the report for the monthly period. The period will be different for each machine because each machine is inventoried separately.

h. Step 8. Click on the “Generate” button.

i. Step 9. Click “Print” to print the sales report for that particular vending machine.

j. Step 10. Repeat Phase 2 Steps 7 through 9 to generate a separate report for each vending machine.

k. Step 11. Once all these reports have been generated, add the separate amounts printed in Step 9 above to determine all Vending Soda and all Vending Store Items sales for the period. These amounts should be entered into the ROM II system.

l. If ROM II inventories do not balance with Navy Cash collections, any or all machines can be re-inventoried by simply restarting the inventory process at Phase 1 Step 2. When the vending machine operator inserts the Merchant Card into the CAD and presses the right-hand button on the CAD to activate the EOM function, the date and time stamp in the Navy Cash system will be reset to the new date and time.

m. The EOM reports will be transferred to JPMorgan Chase upon completion of the third and final phase in the end-of-month sequence, the “Indicate End of Month” by the Disbursing Officer. The Vending EOM Report will appear in the Sales Officer report files. This report should be used as substantiating documentation for the DD 1149, Cash Memorandum of Sales.

Appendix B

A Quick Guide to Configuring a K22

Before beginning, two main things must be done to correctly configure a K22:

- ❑ Ensure there are no offline transactions stored that need to be sent from the K22.
- ❑ Get a list of the K22's current configuration settings (see K22 Settings Worksheet).

B.1 How to Check for Offline Transactions

To check for stored transactions in either the Normal or Proxy Mode, press the CLR button to bring up the diagnostic screens of the K22. The first screen shows the current status of the K22, the name of the operator currently logged on, the full 16-digit Terminal ID number, and the current version and build number of the K22 software, where *x.xx* is the version number and *y* is the build number. The second screen shows the current K22 mode and the number of messages in the queue, where *x* is the number of messages. The third screen shows the number of each type of message in the queue. To go from one screen to the next, press any button.

```
0 On-Line
1 Wayne, John
2 0647379200000000
3 V x.xx By
```

```
0 Normal Mode
1
2
3 Queue: x
```

```
0 Trans: x
1 Reversals: x
2 Errors: x
3 Other: x
```

B.2 ROM II Gotcha's

Additional steps are required to ensure the ROM II cash register connects properly to the Navy Cash system. To fully configure a K22 to work when the current version of ROM II software and a network card are installed and the cash register is on the Navy Cash network:

NOTE: These settings are for ROM II only and NOT for use with the Navy Cash Application. You will be able to tell there are issues if the ROM-II software takes a long time (e.g., 20+ seconds) to log the user on or is unable to log the user on.

- a. Load and configure the Navy Cash Proxy Application on the ROM II cash register computer. This proxy is the software that uses DDE, TCP/IP, and serial protocols to connect the cash register, the K22, and the Navy Cash server. The setting that needs to be configured is the port number of the ROM II cash register computer.
- b. The Navy Cash Proxy Application must be configured to use COM 3 on the ROM II computer since ROM II uses COM 1 and COM 2 for other devices.
- c. The Navy Cash Proxy Application must also be configured to use the DDE settings string "Navy Cash DDE Proxy".
- d. Configure the Navy Cash server. Place the IP Address of the ROM II computer and the port number of the Proxy Application in the server settings.
- e. Attach the K22 to the ROM II serial port that is being used.

f. Configure the K22. *ROM II and Navy Cash operator IDs must match for sales receipts to be reported properly.* However, even when ROM II and Navy Cash are integrated, "Enforce User Logon" must be set to "Do Not Force Logon" within the Proxy Application menu in the K22's Admin Mode.

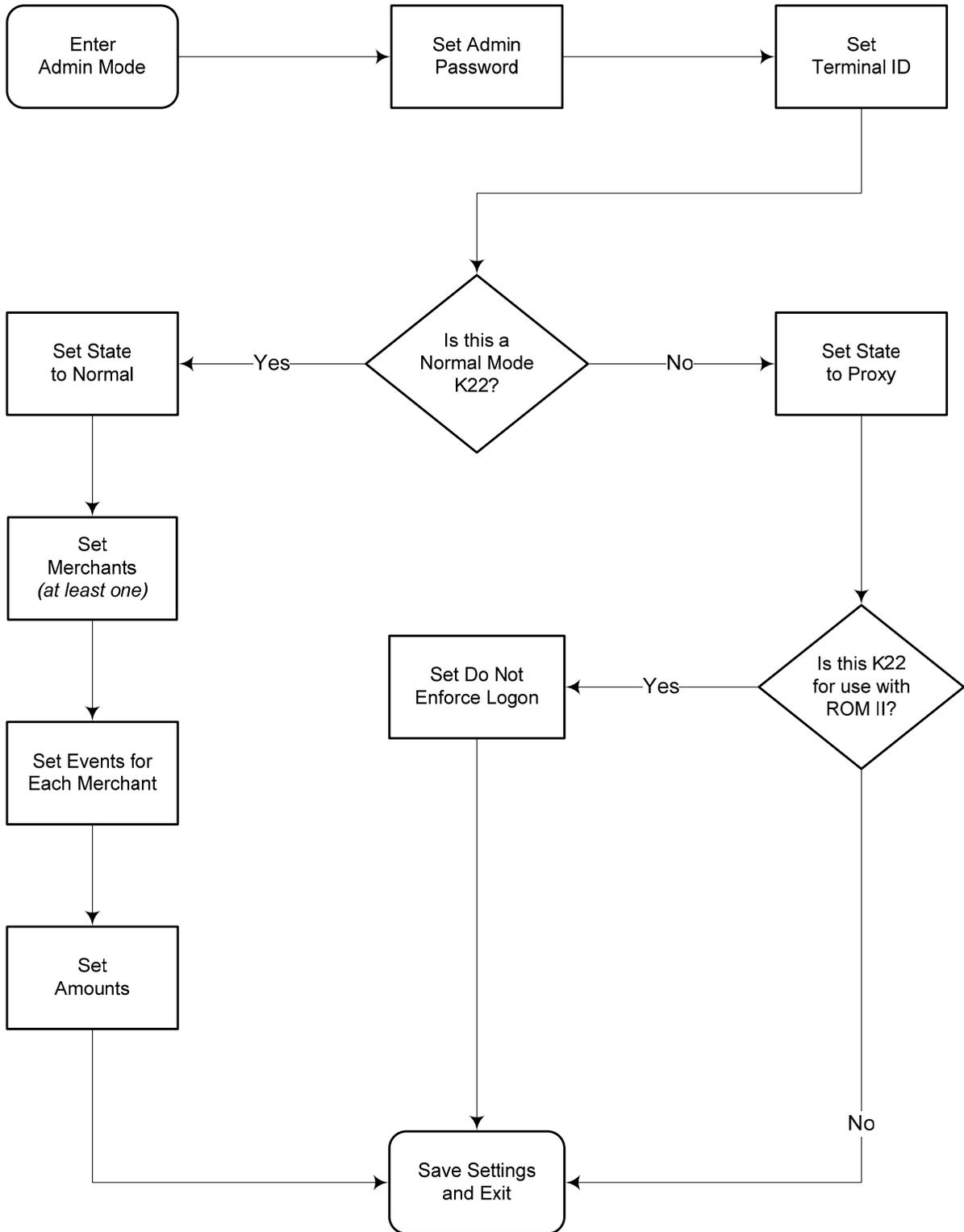
g. Reboot the K22. It will now work correctly with the ROM II cash register.

K22 Configuration Settings

Variable Needed	Description	Variable Source
Password	4-Digit Password for Admin Mode	Titan
Terminal ID	16-Digit ID Identifying K22	First 8 Digits Are Device Serial Number. Last 8 Digits Are Zeros
State	Current Mode the K22 Is In	<u>Proxy</u> for Disbo App and ROM II App; Otherwise, Set to <u>Normal</u>
Enforce User Log On	Set to <u>False</u> to Not Enforce User Log On ("Do Not Force Logon")	Even if K22 Integrated with ROM II, Set to <u>False</u>
Merchant ID Function Key 1	Merchant ID Assigned To Function Key 1	If K22 Is Used in Normal Mode. Merchant ID Available from Disbursing
Merchant ID Function Key 2	Merchant ID Assigned To Function Key 2	If K22 Is Used in Normal Mode Merchant ID Available from Disbursing
Merchant ID Function Key 3	Merchant ID Assigned To Function Key 3	If K22 Is Used in Normal Mode Merchant ID Available from Disbursing
Event Code Function Key 1	Event ID Assigned To Function Key 1 Based on Currently Selected Merchant Function Key	If K22 Is Used in Normal Mode. Event Code Available from Disbursing
Event Code Function Key 2	Event ID Assigned To Function Key 2 Based on Currently Selected Merchant Function Key	If K22 Is Used in Normal Mode. Event Code Available from Disbursing
Event Code Function Key 3	Event ID Assigned To Function Key 3 Based on Currently Selected Merchant Function Key	If K22 Is Used in Normal Mode. Event Code Available from Disbursing
Amount Function Key 1	Preset Dollar Amount Assigned To Function Key 1	If K22 Is Used in Normal Mode. Optional Feature. Enter Desired Amount
Amount Function Key 2	Preset Dollar Amount Assigned To Function Key 2	If K22 Is Used in Normal Mode. Optional Feature. Enter Desired Amount
Amount Function Key 3	Preset Dollar Amount Assigned To Function Key 3	If K22 Is Used in Normal Mode. Optional Feature. Enter Desired Amount

Flow Diagram — Configuring the K22

The following flow diagram may be helpful in configuring the K22.



K22 Configuration Settings Worksheet

Ship:	
K22 Location:	
IP Address: <i>(Computer or Network Drop)</i>	
Port Number:	
K22 Serial Number:	

Variable	Value	Notes
Password		
Terminal ID		
State		
Do Not Force Log On		
Merchant ID Function Key 1		
Event Code Function Key 1		
Event Code Function Key 2		
Event Code Function Key 3		
Merchant ID Function Key 2		
Event Code Function Key 1		
Event Code Function Key 2		
Event Code Function Key 3		
Merchant ID Function Key 3		
Event Code Function Key 1		
Event Code Function Key 2		
Event Code Function Key 3		
Amount Function Key 1		
Amount Function Key 2		
Amount Function Key 3		

Appendix C

How to Set Up Navy Cash and ROM II

C.1 PRE-INSTALLATION STEPS

The installations of the Navy Cash and ROM II software must follow certain guidelines to ensure success. Before beginning the software installation, the cash register computer on which the ROM II / Navy Cash system will be installed must have the follow options loaded and configured.

- a. The system must run Windows NT 4.0 with Service Pack 6 loaded.
- b. The system must have a working Network Interface Card (NIC) installed. The NIC must have all drivers loaded and must also be configured for the correct IP Address.
- c. The computer must have three working COM ports. Normally, ROM II cash registers normally come with only two COM ports installed. A COM port extender card should be installed to ensure the computer has three working COM ports.
- d. The COM ports must be properly configured. To configure the COM ports go to Start > Settings > Control Panel and select Ports. For each COM port under Ports (COM 1, COM 2, and COM 3) set to the following settings:

Baud Rate: 9600
Data Bits: 8
Parity: None
Stop Bits: 1
Flow Control: None

- e. The COM port memory locations (DMA and IRQ settings) must not overlap. To access the memory settings, click on the Advanced button under the Settings for each COM port.

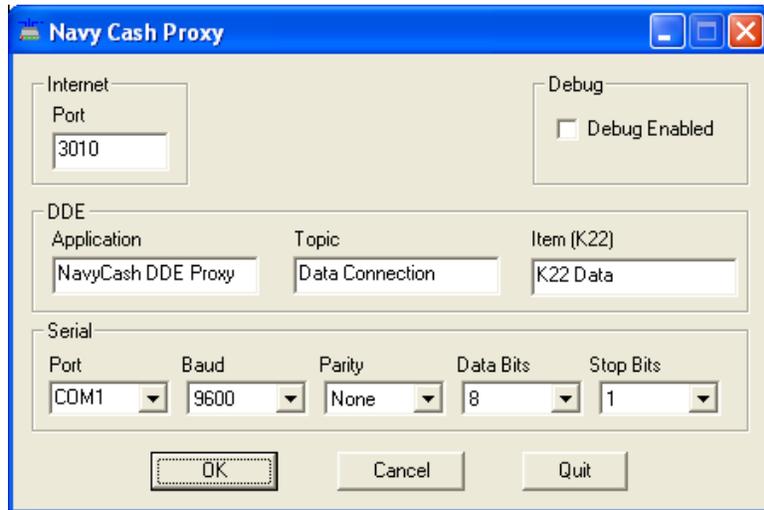
C.2 INSTALLATION

Once the pre-installation steps are completed, the following steps must be performed to fully install the ROM II and Navy Cash systems on the ROM II cash register computer.

- a. Install the ROM II system. Follow the installation guidelines for the ROM II system.
- b. Copy the Navy Cash Proxy application onto the machine. Normally, this should be installed in the following location: "C:\Program Files\Navy Cash".
- c. Create a shortcut in the Startup menu to point to the Navy Cash Proxy application. To access the startup menu, navigate to "c:\winnt\Profiles\All Users\Start Menu\Programs\Startup" and install the shortcut there. To create a shortcut, click on File > New > Shortcut and follow the directions.
- d. Once the Navy Cash Proxy application and associated shortcut are installed, double click on the shortcut to start the application. It will display an icon in the System Tray. Click on the icon to display the Navy Cash Proxy settings.

e. Configure the Navy Cash Proxy to use the following settings:

- Port: 3000
- Application: NavyCash DDE Proxy
- Topic: Data Connection
- Item (K22): K22 Data
- Item (Server): Server Data
 - Port: COM3
 - Baud: 9600
 - Parity: None
 - Data Bits: 8
 - Stop Bits: 1



f. Once done, click OK.

g. Attach the K22 to the system. If necessary, configure the K22 using the directions in Appendix B, A Quick Guide to Configuring a K22.

h. Configure the Navy Cash Server. Place the IP Address of the ROM II computer and the Port number of the Proxy Application in the Server settings.

i. Attach the K22 to the ROM II Serial Port that is being used, COM 3.

j. Configure the K22. *When ROM II and Navy Cash are integrated, the ROM II and Navy Cash operator IDs must match for sales receipts to be reported properly.* Within the Proxy Application menu in the K22's admin mode, the settings "Enforce User Logon" must be set to "Do Not Force Logon" to ensure that the K22 operates correctly with the ROM II.

k. Once the K22 is rebooted, it will work correctly with the ROM II.

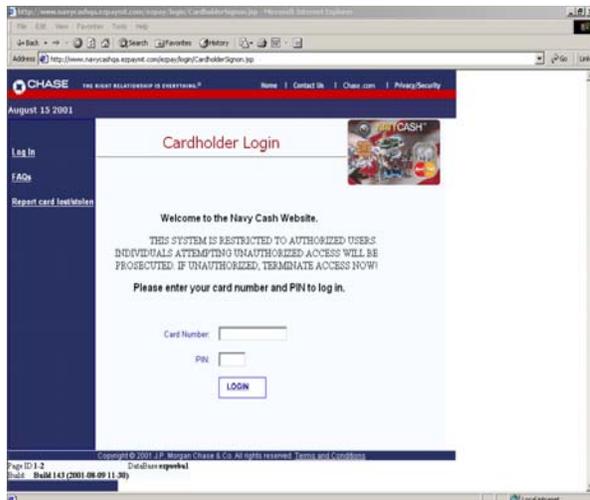
l. Start the ROM II system.

Note: These settings are for ROM II use only and are not to be used with the Navy Cash Application.

Appendix D

Cardholder Web Site — www.NavyCash.com

To access, use Netscape 4.5 or greater or Internet Explorer 4.0 or greater.



Cardholder Log In

*Provides Cardholder Access
To Navy Cash Web Site*

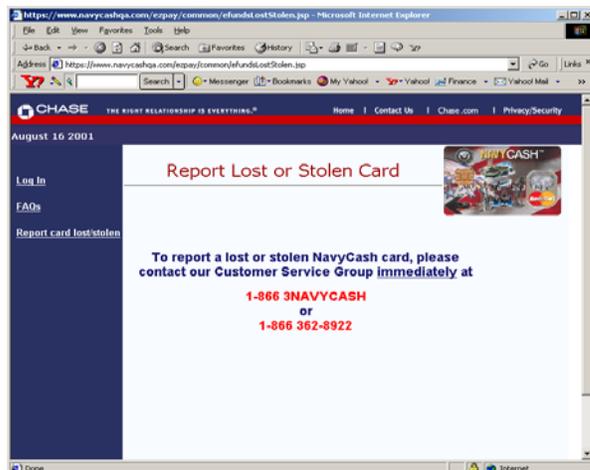
Use hyperlinks to view information pages:

[Report Card Lost / Stolen](#)

[Contact Us](#)

[Frequently Asked Questions \(FAQs\)](#)

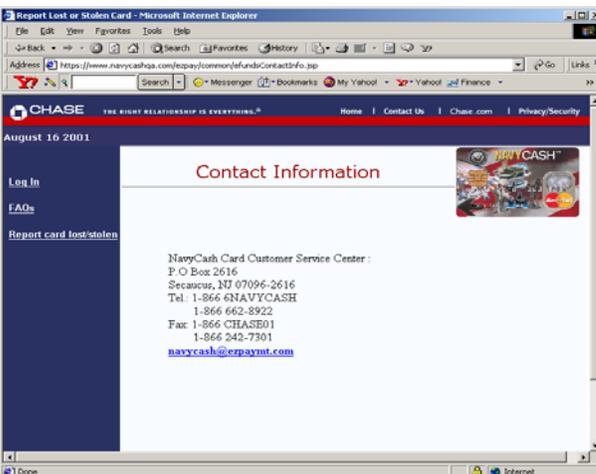
Enter card number and PIN to log in and view account summary information.



Report Lost or Stolen Card

*Shows Customer Service
Number to Call*

Call the toll-free number listed to report a lost or stolen card.

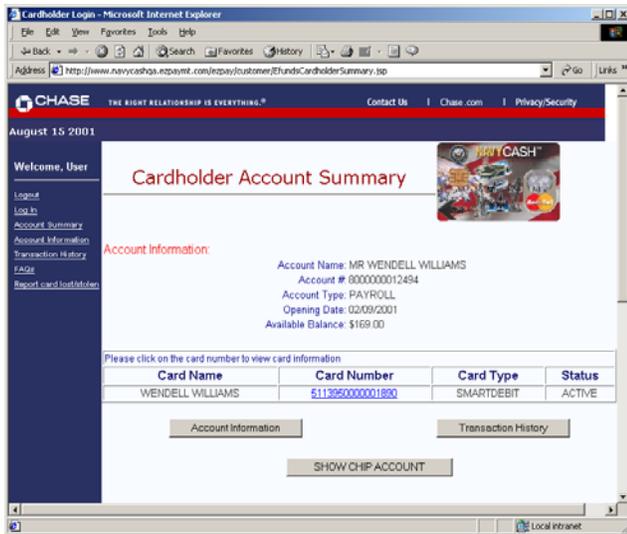


Contact Information

*Shows the Contact Information for
Customer Support*

Click NavyCash@ezpaymt.com to send an e-mail to Customer Support

Click [FAQs](#) to view the information page



Account Summary

Shows a Summary of Payroll or Chip Account

Enter via “Cardholder Login” page by entering card number and PIN.

Use the hyperlinks or buttons to view other account information pages:

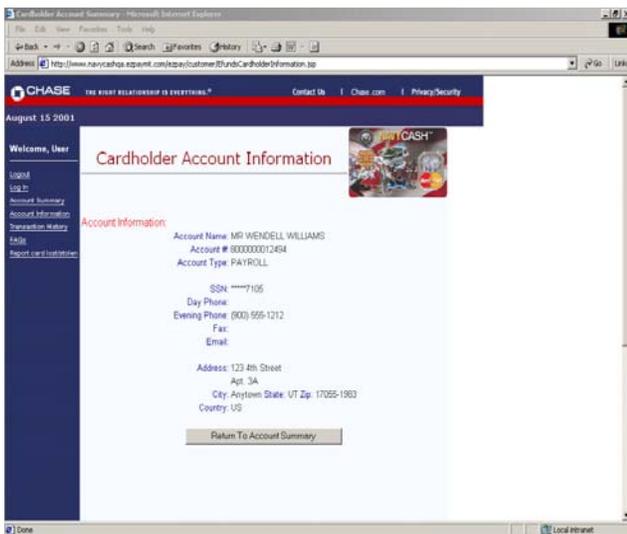
[Account Information](#)

[Transaction History](#)

[Show Chip Account](#)

[Show Payroll Account](#)

Click on the card number to view card information.



Cardholder Account Information

Shows a Summary of Payroll or Chip Account

Use the hyperlinks or buttons to view other account information pages:

[Account Summary](#)

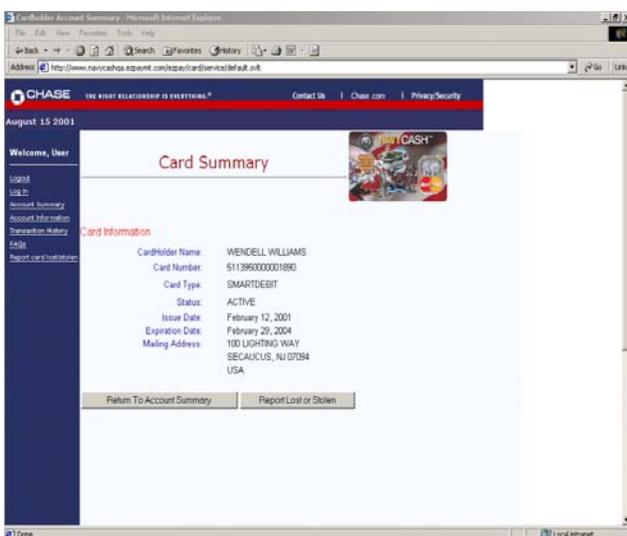
[Account Information](#)

[Transaction History](#)

[Contact Us](#)

[Report Card Lost or Stolen](#)

[Frequently Asked Questions \(FAQs\)](#)



Card Summary

Shows a Summary of Chip or Payroll Card Information

Use the hyperlinks or buttons to view other account information pages:

[Account Summary](#)

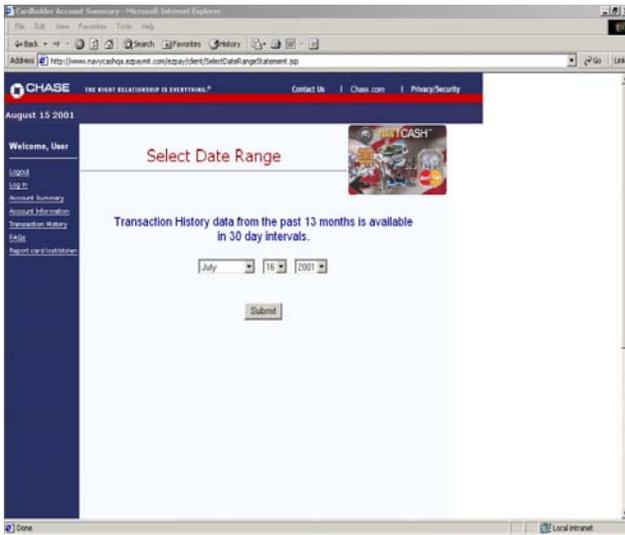
[Account Information](#)

[Transaction History](#)

[Contact Us](#)

[Report Card Lost or Stolen](#)

[Frequently Asked Questions \(FAQs\)](#)



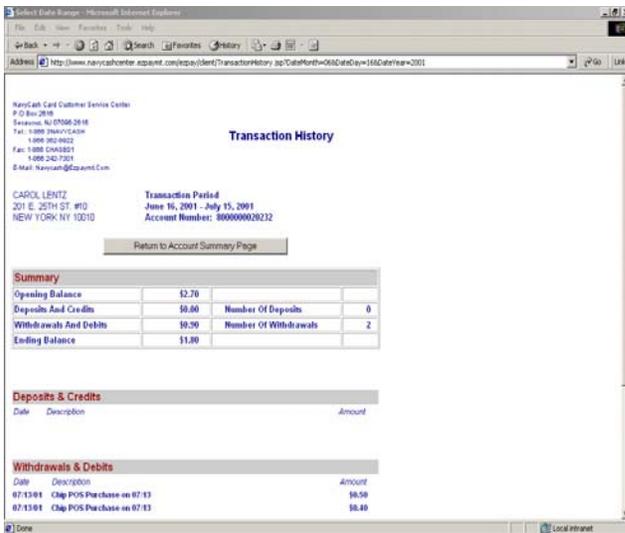
Transaction History **Select Date Range**

*Allows Selection of Date Range
To View Transaction History*

Select the beginning date for the transaction history

Click “Submit” button.

*Note: You can view any 30-day period
in the past 13 months.*



Transaction History

Displays Transaction History Requested

Select the beginning date for the transaction history

*Note: You can view any 30-day period
in the past 13 months.*

Log Out

Prevents Others from Viewing Your Information

In order to avoid unauthorized viewing of your information,
log out and exit the browser.

Click on “Logout” hyperlink on upper left of web page.

Exit your browser.

Appendix E

Disbursing Web Site—www.navycashcenter.com



Primary Login

Provides access to Navy Cash Center website

- Enter User ID for “Username”.
- Enter number on SecurID for “Passcode”.
- Click “Send” to submit.

First-time users will be prompted to create a new PIN.

JPMC will provide each user a User ID, a six-digit number preceded by letter “U”, a SecurID, and a temporary password (used for first-time secondary login).



Create New PIN

Establishes PIN for first-time users

- Enter new PIN.
- Re-enter new PIN.
- Click “Send” to submit.

PIN must be 6–8 alphanumeric characters.

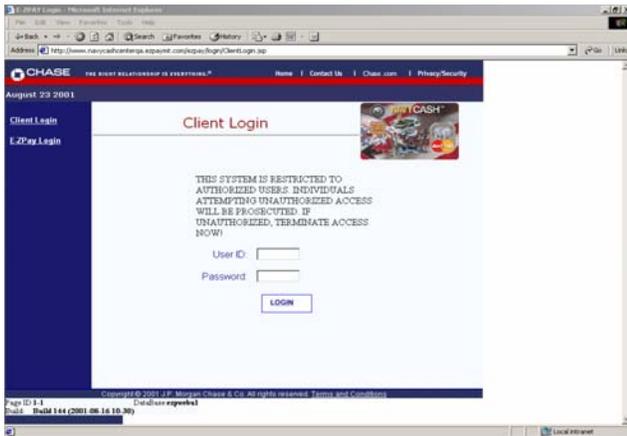


Create New PIN

Verifies new PIN for first-time users

- Enter User ID for “Username”.
- Enter new PIN and number on SecurID for “Passcode”. *Enter PIN and number as one string with no spaces.*
- Click “Send” to submit.

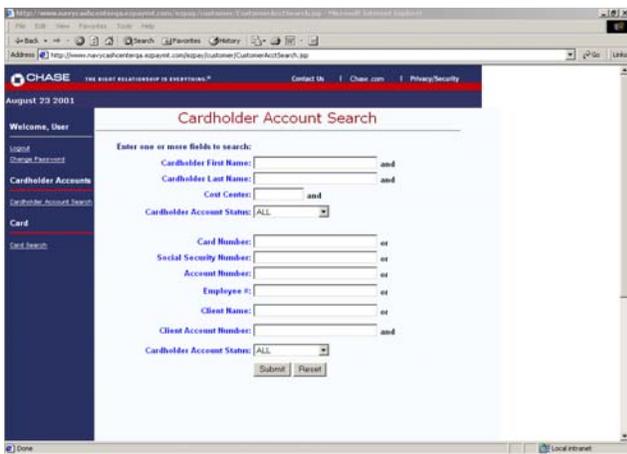
This screen is identical to Primary Login Screen.



Secondary Login

Provides Access to Navy Cash Center website

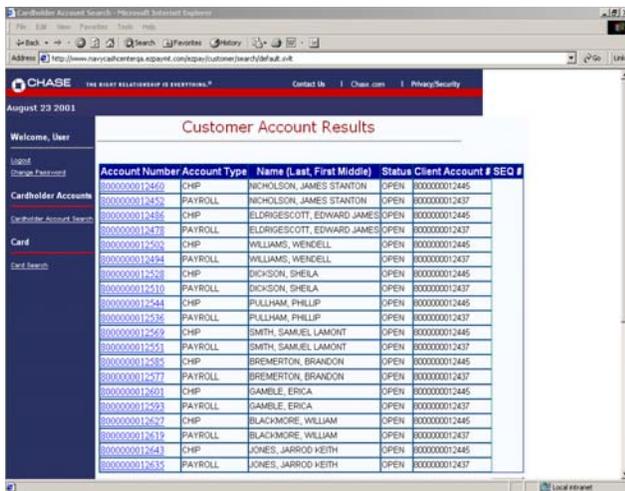
- Enter User ID and password to log in and view account summary information.
- Click “Login”.
JPMC will provide temporary password to use for first-time login.



Cardholder Account Search

Enter Search Criteria to Locate Cardholder Accounts

- Enter first name, last name, and cost center (use wildcard symbol “%” for cost center) to locate cardholder account(s).
- Ensure cardholder account status is correct. If not sure of status, select “All” in drop-down menu.
- Or, enter one of the additional fields.
- Click “Submit”.



Cardholder Account Results

Shows Results of Criteria Entered for Search

- Displays both chip and payroll accounts.
- Click on an account number to view Cardholder Account Summary page.



Cardholder Account Summary

Shows a Summary of Chip Account

Use the following buttons/links to view other pages

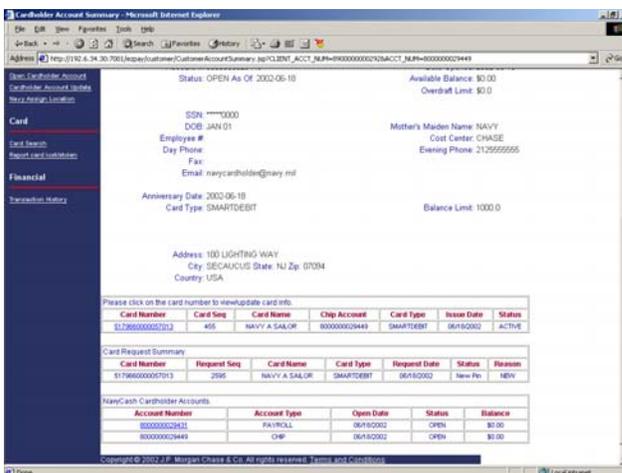
[Update Account](#)

[Assign Card](#)

[Show Payroll Account](#)

[Transaction History](#)

Click on card number to view card information.



Cardholder Account Summary

Shows a Summary of Payroll Account

Use the following buttons/links to view other pages.

[Update Account](#)

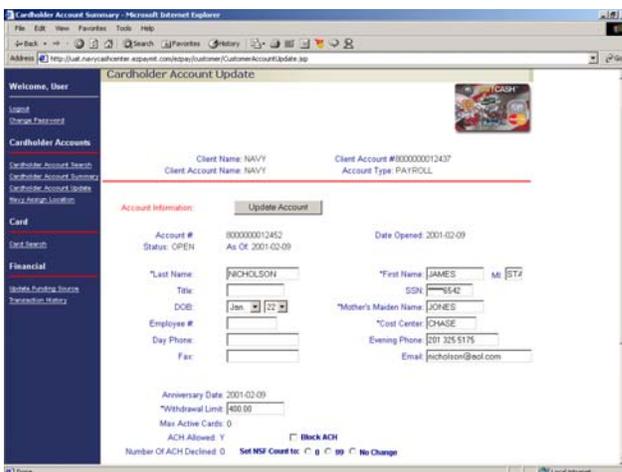
[Assign Card](#)

[Show Chip Account](#)

[Transaction History](#)

[Update Funding Source](#)

Click on card number to view card information.



Cardholder Account Update

Provides Ability to Update Personal Information

- Enter changes to NSF count, ACH block/unblock, withdrawal limits, etc.
- Click "Update Account" button to save any changes. "Update was Successful" displays at top of screen when it reloads.

Use the following buttons/links to view other pages.

[Update Account](#)

[Transaction History](#)

[Block / Unblock ACH](#)

[Navy Assign Location](#)

[Change Funding Source](#)

Only the Customer Service Center (CSC) can close or suspend an account.

CHASE
November 29, 2006

Welcome NAVYFIN1

Logout
Change Password
FAQs

Cardholder Accounts

Cardholder Account Search
Cardholder Account Summary
Cardholder Account Update
Navy Assign Location

Card

Card Search
Report card lost/stolen

Financial

Update Funding Source
Transaction History

Assign Location

Client Name: NAVY
Client Account Name: NAVY

Account Information:
Account Name: BEETLE F BAILEY
Account # 8000000118267
Status: OPEN As Of: 2004-03-17

SSN: *****1005
DOB: JAN 01
Employee #
Day Phone:
Fax:
Email: navycardholder@navy.mil

Anniversary Date: 2004-03-17
Card Type: SMARTDEBIT

Address: 100 LIGHTING WAY
City: SECAUCUS State: NJ Zip: 07094
Country: USA

The Sailor is assigned to the following locations

Location	Name
DL3800	DL3800 SETUP

Location:

Assign To Location

Navy Assign Location

Assigns Cardholder to Specified Ship

- Click on “Navy Assign Location” to assign cardholder to new ship location.
- “Assign Location” page is displayed.

The Sailor is assigned to the following locations

Location	Name	Hull	Class
DL3800	DL3800 SETUP	FFG40	FFG

Location:

Assign To Location

Navy Assign Location

Assigns Cardholder to Specified Ship

- At the bottom of the “Assign Location” screen, a history log lists the cardholder’s ship location history.
- At drop-down box labeled “Location”, select desired new ship location.
- Click the “Assign to Location” button.
- Cardholder will be assigned to the new ship location specified and the screen page will refresh.
- If cardholder has never been checked in to the ship, a new row of information will be displayed in the history log.

Client Name: NAVY
Client Account Number: 800000012437
Client Account Name: NAVY
Account Type: PAYROLL

Account Information:
Account Name: BEETLE F BAILEY
Account # 8000000118267
Date Opened: 2004-03-17
Status: OPEN As Of: 2004-03-17
Available Balance: \$620.00

SSN: *****1005
DOB: JAN 01
Employee #
Day Phone:
Fax:
Email: navycardholder@navy.mil

Anniversary Date: 2004-03-17
Card Type: SMARTDEBIT
Withdrawal Limit: \$400.00

Address: 100 LIGHTING WAY
City: SECAUCUS State: NJ Zip: 07094
Country: USA

The Sailor is assigned to the following locations

Location	Name	Hull	Class
DL3800	DL3800 SETUP	FFG40	FFG
D54321	DUMMY UAT SHIP	DDG 89	DDG

Location:

Assign To Location



Update Funding Source

Provides Ability to Change Cardholder Funding Source

- From Cardholder Account Summary Screen, click “Update Funding Source” link on left menu bar.
- Enter new funding source information for the selected funding type.
- Click “Submit” button to update.

At least one roundtrip and one working day required for new source to take effect.

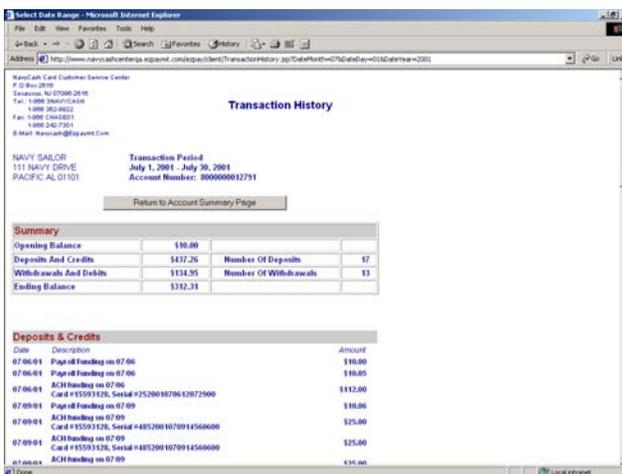


Transaction History Select Date Range

Provides Ability to Choose Date Range for Transaction History

- From Cardholder Account Summary, Cardholder Account Update, or Update Funding Source screens, click on “Transaction History” on left menu bar.
- Select beginning date for transaction history using pulldown menus.
- Click “Submit” button to process.

You can view any 30-day period in the past 13 months.



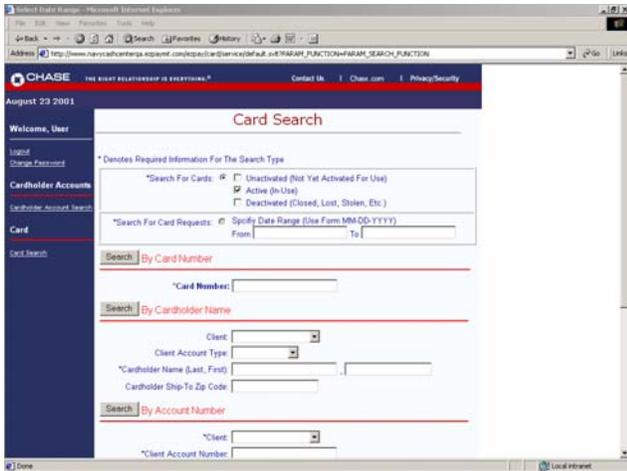
Transaction History

Displays Transaction History Requested

Preliminary troubleshooting tool when a cardholder comes to disbursing office to investigate a perceived problem with Navy Cash account.

Records displayed are shore-side records—may not include transactions performed offline either on ship or on shore. Transactions from current day will not be displayed until roundtrip is completed.

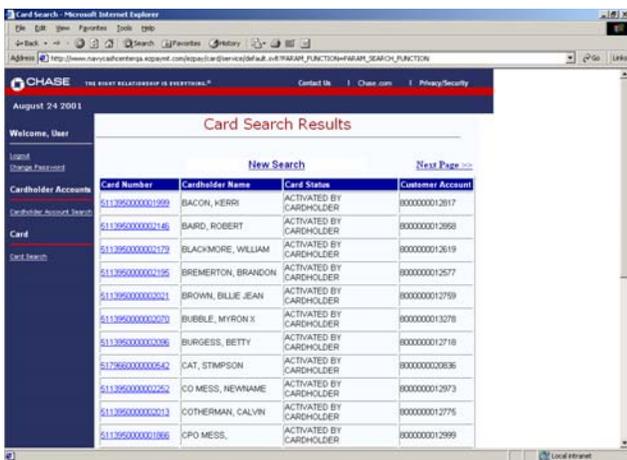
Click on button to return to “Account Summary” page.



Card Search

Provides Ability to Locate Desired Account and Retrieve Records

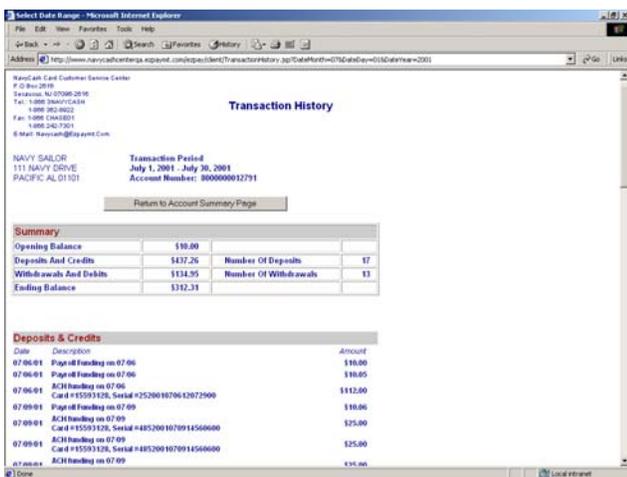
- Search by either card number, cardholder name, or account number.
- Click “Search” button to process.
Similar to “Cardholder Account Search” screen.



Card Search Results

Displays Results from Card Search Query

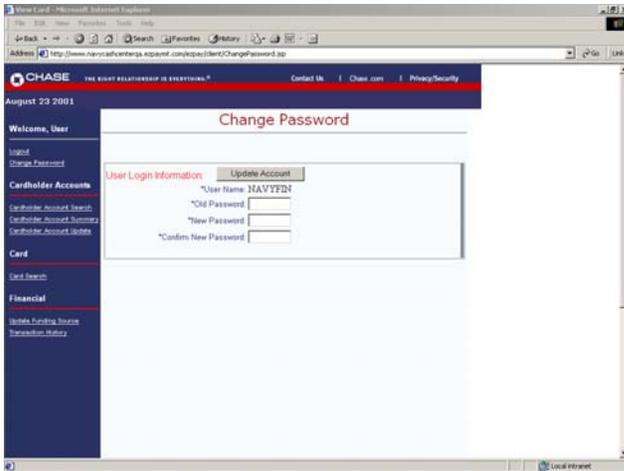
- Click on card number to view card information page.



View Card Screen

Displays Details of Card Information

Similar to “Cardholder Account Summary” screen.



Change Password

Provides Ability to Change Secondary Login Password

- From main menu, click “Change Password” .
- Enter current (or temporary).
- Enter new password.
- Re-enter new password to confirm.
- Click “Update Account” button.

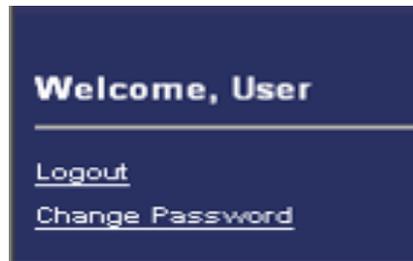
Note: Passwords must be six to eight alphanumeric characters.

Passwords cannot be the same as user name.

Passwords must contain at least one alpha and one numeric character.

Passwords cannot contain more than two consecutive occurrences of the same character.

Passwords cannot be reused within one year.



Logout

Prevents Others from Viewing Your Information

- Click “Logout” on any screen to end current login session.
- Exit your browser when done using Navy Cash Center website.

For security purposes, you are required to logout after every session. Never leave a workstation unattended while logged into the Navy Cash Center website.

Appendix F

Navy Cash Enrollment Form and Instructions

NAVY CASH™ / MARINE CASH™ ENROLLMENT AND AUTHORIZATION AGREEMENT				
PRIVACY ACT STATEMENT				
<p>AUTHORITY: Executive Order 9379, Department of Defense Financial Management Regulation (DoDFMR) 7000.14-R, Vol. 5, Disbursing Policy and Procedures, and 31 CFR 210.</p> <p>PRINCIPAL PURPOSES(S): To enroll individuals in the Navy Cash/Marine Cash program. Aggregate data about Navy Cash/Marine Cash transactions captured both on and off the ship, whether on the card's electronic purse or through the card's magnetic strip may be used to generate summary level reports.</p> <p>ROUTINE USES(S): The information on this form may be disclosed as generally permitted under 5 U.S.C. Section 552(a)(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense to the U.S. Treasury Department, Fiscal and Financial Agents involved in providing Navy Cash/Marine Cash services, and their contractors. In addition, other Federal, State, or local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses as published in the Federal Register.</p> <p>DISCLOSURE: Disclosure is voluntary; however, failure to furnish the requested information may prevent you from participating in the Navy Cash/Marine Cash program.</p>				
1. RATE, RANK, TITLE	2. FIRST NAME	3. MIDDLE INITIAL	4. LAST NAME	
5. SSN	6. PAY GRADE	7. MILITARY BRANCH <i>(Organization)</i>	8. DATE OF BIRTH <i>(MMDD)</i>	9. MOTHER'S MAIDEN NAME
10. ADDRESS 1 <i>(Ship's/Organization's Name)</i>				
11. ADDRESS 2 <i>(Division/Unit)</i>				
12. CITY			13. STATE	14. ZIP CODE
15. COUNTRY				
16. PHONE NUMBER		17. E-MAIL ADDRESS		
AUTHORIZATION TO MAKE NAVY CASH OR MARINE CASH TRANSFERS ELECTRONICALLY TO AND FROM MY BANK OR CREDIT UNION ACCOUNT				
<p>I authorize the U.S. Treasury's Financial Agent to initiate debit and credit entries to my bank or credit union account at the financial institution named below in order to fulfill any requests I may make to transfer funds between my bank or credit union account and my Navy Cash/Marine Cash account.</p>				
18. DEPOSITORY NAME		19. BRANCH	20. CITY	21. STATE
22. ZIP CODE				
23. ABA ROUTING NUMBER			24. ACCOUNT NUMBER	
25. ACCOUNT NAME <i>(Your name as it appears on your account)</i>				26. ACCOUNT TYPE <i>(C = checking; S = savings)</i>
<p>This authorization will remain in effect until you notify the U.S. Navy or U.S. Marine Corps in writing of its cancellation.</p> <p>In consideration of the privilege of having the U.S. Treasury initiate electronic debit and credit transactions to my bank or credit union account specified above, I hereby freely and voluntarily consent to the immediate collection from my pay by the U.S. Navy or U.S. Marine Corps, without prior notice or opportunity to be heard, the face value or resulting negative Navy Cash/Marine Cash account balance due the U.S. Treasury funds pool of any funds which were transferred to my Navy Cash/Marine Cash account, plus any additional fees levied by a financial institution, when such funds were not collectible from my specified bank or credit union account because a transaction is dishonored and returned for insufficient funds, closed account, inaccurate account information, or any other return reason.</p>				
27. SIGNATURE				28. DATE SIGNED <i>(YYYYMMDD)</i>

DD FORM 2887, DEC 2004 (USN/USMC)

**INSTRUCTIONS FOR COMPLETING DD FORM XXXX
NAVY CASH® APPLICATION FOR ENROLLMENT AND
AUTHORIZATION AGREEMENT**

XXXXXXX 2003 Version

DD Form XXXX shall be used to apply for enrollment in Navy Cash® and issuance of a Navy Cash® or Marine Cash® card. DD Form XXXX authorizes debits and credits to your bank or credit union account at your request using Automated Clearing House (ACH) transactions and provides your consent to immediate collection from pay for the face value or resulting negative Navy Cash balance due the U.S. Treasury funds pool in the event the ACH transaction is dishonored and returned for any reason. The original of the DD Form XXXX shall be forwarded to the Treasury Financial Agent responsible for Navy Cash in accordance with the Navy Cash Standard Operating Procedure (SOP). The Disbursing Officer may retain a copy if desired. All fields on the DD Form XXXX must be completed.

Block 1. Rate, Rank, Title. Enter your rate, rank, or title using standard abbreviations as appropriate, e.g., OS2, CTT3, Cpl, GySgt, SSG, SSgt, ENS, 1LT, LCDR, Maj, MAJ, Lt Col, Mr, Mrs, Ms. The rate, rank, or title cannot contain any special characters nor is any punctuation permitted. *Use no more than 8 characters and spaces.*

Block 2. First Name. Enter your first name. The name cannot contain any special characters nor is any punctuation permitted. *Use no more than 30 characters.*

Block 3. Middle Initial. Enter your middle initial. If you do not have a middle initial, a dash (“-”) must be entered. *Use no more than one character.*

Block 4. Last Name. Enter your last name. The “last name” field can include a designation of Jr, Sr, Esq, or the Roman numerals I through X. To include that designation, enter the appropriate data after the last name. The name cannot contain any special characters nor is any punctuation permitted. *Use no more than 30 characters.*

Block 5. Social Security Number (SSN). Enter your SSN in the following format: 000-00-0000. *Use eleven characters.*

Block 6. Pay Grade. Enter your pay grade from the valid abbreviations listed in the left column, below. *Use no more than five characters.*

E1–E9, W1–W5, O1–O10	Uniformed Services
GS01–GS15	Federal employees with General Schedule pay grades
SES	Senior Executive Service Personnel
EXEC	Executive Level Personnel
NF1–NF6	Federal employees with Nonappropriated Fund pay grades
OTHER	Other pay grades not defined above
CONTR	Contractor employee
CIV	Other eligible individuals

Block 7. Military Branch (Organization). Enter the organization with which you are affiliated from the valid abbreviations listed in the left column, below: *Use no more than five characters.*

Navy	U.S. Navy
Marines	U.S. Marine Corps
Army	U.S. Army
Air Force	U.S. Air Force
USCG	U.S. Coast Guard
USPHS	U.S. Public Health Service
NOAA	National Oceanic and Atmospheric Administration
DOD	Department of Defense
CIV	Used when the individual is not affiliated with one of the components listed above

Block 8. Date of Birth. Used to verify your identity if you call or e-mail the Customer Service Center. Enter your date of birth. Provide month and day only in two-digit month and two-digit day format (MMDD). *Use four characters.*

Block 9. Mother’s Maiden Name. Used to verify your identity if you call or e-mail the Customer Service Center. Provide last name only. *Use no more than 30 characters.*

Block 10. Address 1 (Ship’s Name). Address to which the permanent Navy Cash card should be mailed. Normally, personnel stationed aboard ship use the ship’s name (cards will be sent to the Disbursing Officer). Otherwise, enter the number and street of your current residence address. *Use no more than 34 characters.*

Block 11. Address 2 (Division). Supplemental address information. Normally, personnel stationed aboard ship indicate their assigned division. Otherwise, enter supplemental address information, such as an apartment number. Do not enter a duty address in combination with a residence address. This field may be left blank. *Use no more than 34 characters.*

Block 12. City. Enter your current city of residence. Normally, personnel stationed aboard ship use the ship’s FPO. If your address is a Fleet Post Office (FPO) or an Army Post Office (APO), enter the designation FPO or APO. *Use no more than 30 characters.*

Block 13. State. Enter the U.S. postal abbreviation for the state of your residence from the abbreviations listed below. If your address is an APO or FPO, enter the APO or FPO designation. If you live outside of the 50 United States, the District of Columbia, or one of the listed trust territories, enter a default value of “XX.” *Use two characters.*

APO/FPO (Military-Americas)....AA	APO/FPO (Military-Europe)AE
APO/FPO (Military-Pacific).....AP	AlaskaAK
AlabamaAL	Arkansas.....AR
American Samoa.....AS	Arizona.....AZ
CaliforniaCA	Colorado.....CO
ConnecticutCT	District of ColumbiaDC
DelawareDE	Florida.....FL
Georgia.....GA	Guam.....GU
HawaiiHI	IdahoID
IllinoisIL	Indiana.....IN
Iowa.....IA	KansasKS
KentuckyKY	Louisiana.....LA

Massachusetts	MA
Maine	ME
Minnesota.....	MN
Mississippi	MS
North Carolina	NC
Nebraska	NE
New Jersey	NJ
Nevada	NV
Ohio.....	OH
Oregon.....	OR
Puerto Rico.....	PR
South Carolina	SC
Tennessee.....	TN
Marshall Islands, Palau	
Utah.....	UT
Virginia	VA
Washington	WA
West Virginia.....	WV

Maryland.....	MD
Michigan	MI
Missouri	MO
Montana	MT
North Dakota.....	ND
New Hampshire	NH
New Mexico.....	NM
New York.....	NY
Oklahoma.....	OK
Pennsylvania	PA
Rhode Island	RI
South Dakota.....	SD
Federated States of.....	TT
Texas	TX
Vermont	VT
Virgin Islands.....	VI
Wisconsin.....	WI
Wyoming.....	WY

Block 14. ZIP Code. Enter the nine-digit ZIP code of your current residence address in the following format: 12345-6789. If the last four digits are unknown, enter four zeros (0000); e.g., 12345-0000. Normally, personnel stationed aboard ship use the ship’s ZIP code. If you do not reside in one of the 50 United States, the District of Columbia, or one of the listed trust territories, enter the applicable foreign ZIP Code, or APO or FPO number. If the ZIP Code is unknown, leave blank. *Use no more than 10 characters.*

Block 15. Country. Enter your correct country of residence from the abbreviations listed below. If your address is an APO or FPO, the country must be “US”. If the country is unknown, leave blank. (Use two characters.)

Afghanistan.....	AF
Algeria.....	AG
Andorra	AN
Anguilla.....	AV
Antigua and Barbuda	AC
Armenia.....	AM
Ashmore and Cartier Islands.....	AT
Austria.....	AU
Bahamas, The.....	BF
Baker Island	FQ
Barbados	BB
Belarus	BO
Belize	BH
Bermuda.....	BD
Bolivia.....	BL
Botswana.....	BC
Brazil.....	BR
British Virgin Islands.....	VI
Bulgaria.....	BU
Burma.....	BM

Albania.....	AL
America Samoa.....	AQ
Angola.....	AO
Antarctica.....	AY
Argentina.....	AR
Aruba.....	AA
Australia.....	AS
Azerbaijan	AJ
Bahrain	BA
Bangladesh.....	BG
Bassas Da India.....	BS
Belgium.....	BE
Benin	BN
Bhutan	BT
Bosnia and Herzegovina	BO
Bouvet Island	BV
British Indian Ocean Territory.....	IO
Brunei Darussalam.....	BX
Burkina Faso	UV
Burundi	BY

Cambodia	CB	Cameroon	CM
Canada.....	CA	Cape Verde.....	CV
Cayman Islands Republic	CT	Central African Republic	CJ
Chad	CD	Chile	CI
China	CH	Christmas Island.....	KT
Clipperton Islands	IP	Cocos (Keeling) Islands	CK
Colombia.....	CO	Comoros	CN
Cook Islands.....	CW	Coral Sea Islands.....	CR
Costa Rica	CS	Cote D'Ivoire	IV
Croatia.....	HR	Cuba	CU
Cyprus.....	CY	Czech Republic	EZ
Denmark.....	DA	Djibouti	DJ
Dominica.....	DO	Dominican Republic	DR
Ecuador	EC	Egypt.....	EG
El Salvador.....	ES	Equatorial Guinea	EK
Eritrea.....	ER	Estonia.....	EN
Ethiopia	ET	Europa Island	EU
Faroe Islands	FO	Falkland Islands	FK
Fiji.....	FJ	(Islas Malvinas)	
Finland	FI	Federated States of Micronesia ...	FM
France.....	FR	French Guiana.....	FG
French Polynesia.....	FP	French Southern and	FS
Gabon	GB	Antarctic Lands	
Gambia, The.....	GA	Gaza Strip.....	GZ
Georgia.....	GG	Germany.....	GM
Ghana	GH	Gibraltar	GI
Glorioso Islands	GO	Greece	GR
Greenland.....	GL	Grenada.....	GJ
Guadeloupe	GP	Guam.....	GQ
Guatemala	GT	Guernsey	GK
Guinea.....	GV	Guinea-Bissau	PU
Guyana	GY	Haiti.....	HA
Honduras	HO	Heard Island and	HM
Hong Kong.....	HK	McDonald Islands	
Howland Island	HQ	Hungary.....	HU
Iceland.....	IC	India	IN
Indonesia	ID	Iran	IR
Iraq	IZ	Ireland	EI
Israel.....	IS	Italy	IT
Ivory Coast.....	IV	Jamaica.....	JM
Jan Mayen.....	JN	Japan	JA
Jarvis Island	DQ	Jersey.....	JE
Johnston Atoll.....	JQ	Jordan.....	JO
Juan De Nova Island	JU	Kazakhstan	KZ
Kenya	KE	Kingman Reef	KQ
Kiribati	KR	Korea, Democratic	KN
Korea, Republic of	KS	Peoples Republic	
Kuwait.....	KU	Kyrgyzstan	KG
Laos.....	LA	Latvia	LG

Lebanon.....	LE	Lesotho.....	LT
Liberia.....	LI	Libya.....	LY
Liechtenstein.....	LS	Lithuania.....	LH
Luxembourg.....	LU	Macau.....	MC
Macedonia.....	MK	Madagascar.....	MA
Malawi.....	MI	Malaysia.....	MY
Maldives.....	MV	Mali.....	ML
Malta.....	MT	Man, Isle of.....	IM
Marshall Islands.....	RM	Martinique.....	MB
Mauritania.....	MR	Mauritius.....	MP
Mayotte.....	MF	Mexico.....	MX
Midway Islands.....	MQ	Moldova.....	MD
Monaco.....	MN	Mongolia.....	MG
Montenegro.....	MW	Montserrat.....	MH
Morocco.....	MO	Mozambique.....	MZ
Namibia.....	WA	Nauru.....	NR
Navassa Island.....	BQ	Nepal.....	NP
Netherlands.....	NL	Netherlands Antilles.....	NA
New Caledonia.....	NC	New Zealand.....	NZ
Nicaragua.....	NU	Niger.....	NG
Nigeria.....	NI	Niue.....	NE
Norfolk Island.....	NF	Northern Mariana Islands.....	CQ
Norway.....	NO	Oman.....	MU
Pakistan.....	PK	Palmyra Atoll.....	LQ
Panama.....	PM	Papua New Guinea.....	PP
Paracel Islands.....	PF	Paraguay.....	PA
Peru.....	PE	Philippines.....	RP
Pitcairn Islands.....	PC	Poland.....	PL
Portugal.....	PO	Puerto Rico.....	RQ
Qatar.....	QA	Reunion.....	RE
Romania.....	RO	Russia.....	RS
Rwanda.....	RW	St. Kitts and Nevis.....	SC
St. Helena.....	SH	St. Lucia.....	ST
St. Pierre and Miquelon.....	SB	St. Vincent and the Grenadines.....	VC
San Marino.....	SM	Sao Tome and Principe.....	TP
Saudi Arabia.....	SA	Senegal.....	SG
Serbia.....	SR	Seychelles.....	SE
Sierra Leone.....	SL	Singapore.....	SN
Slovakia.....	LO	Slovenia.....	SI
Solomon Islands.....	BP	Somalia.....	SO
South Africa.....	SF	South Georgia and.....	SX
Spain.....	SP	South Sandwich Islands	
Spratly Islands.....	PG	Sri Lanka.....	CE
Sudan.....	SU	Surinam.....	NS
Svalbard.....	SV	Swaziland.....	WZ
Sweden.....	SW	Switzerland.....	SZ
Syria.....	SY	Taiwan.....	TW
Tajikistan.....	TI	Tanzania.....	TZ
Thailand.....	TH	Togo.....	TO

Tokelau	TL	Tonga	TN
Trinidad and Tobago.....	TD	Tromelin Island.....	TE
Tunisia.....	TS	Trust Territory of the	PS
Turkey	TU	Pacific Islands (Palau)	
Turkmenistan	TX	Turks and Caicos Islands	TK
Tuvalu	TV	Uganda	UG
Ukraine.....	UP	United Arab Emirates	TC
United Kingdom.....	UK	United States	US
Uruguay.....	UY	Uzbekistan.....	UZ
Vanuatu	NH	Vatican City	VT
Venezuela.....	VE	Vietnam.....	VM
Virgin Islands.....	VQ	Wake Island	WQ
Wallis and Futuna	WF	West Bank.....	WE
Western Sahara	WI	Western Samoa	WS
Yemen (Aden).....	YM	Zambia	ZA
Zimbabwe	ZI		

Block 16. Home Phone. Enter your personal or ship telephone number beginning with the area code in the following format: 206 605-4253. *Use no more than 20 characters.*

Block 17. E-mail Address. Enter either ship or personal e-mail address. Used to verify your identity if you call or e-mail the Customer Service Center. *Use no more than 64 characters.*

Figure 1, Sample Check, is provided below to help in filling out Blocks 18 through 25. If at all possible, you should bring a blank, voided check, which will be used to verify account information.

If you do not want to enroll your bank or credit union account in Navy Cash, draw an “X” from Block 18 to Block 26 and from Block 25 to Block 22 and initial the “X”.

Block 18. Depository Name. Enter the name of your bank or credit union. *Use no more than 60 characters.*

Block 19. Branch. Enter the particular branch of your bank or credit union (if applicable). *Use no more than 60 characters.*

Block 20. City. Enter the city in which your bank or credit union is located. *Use no more than 30 characters.*

Block 21. State. Enter the state in which your bank or credit union is located. Use the U.S. postal abbreviations for the state from the abbreviations listed under Block 12. *Use 2 characters.*

Block 22. ZIP Code. Enter the nine-digit ZIP code of your bank or credit union following format: “12345-6789.” If the last four digits are unknown, enter four zeros (0000); e.g., “12345-0000.” If the ZIP Code is unknown, leave blank. *Use no more than 10 characters.*

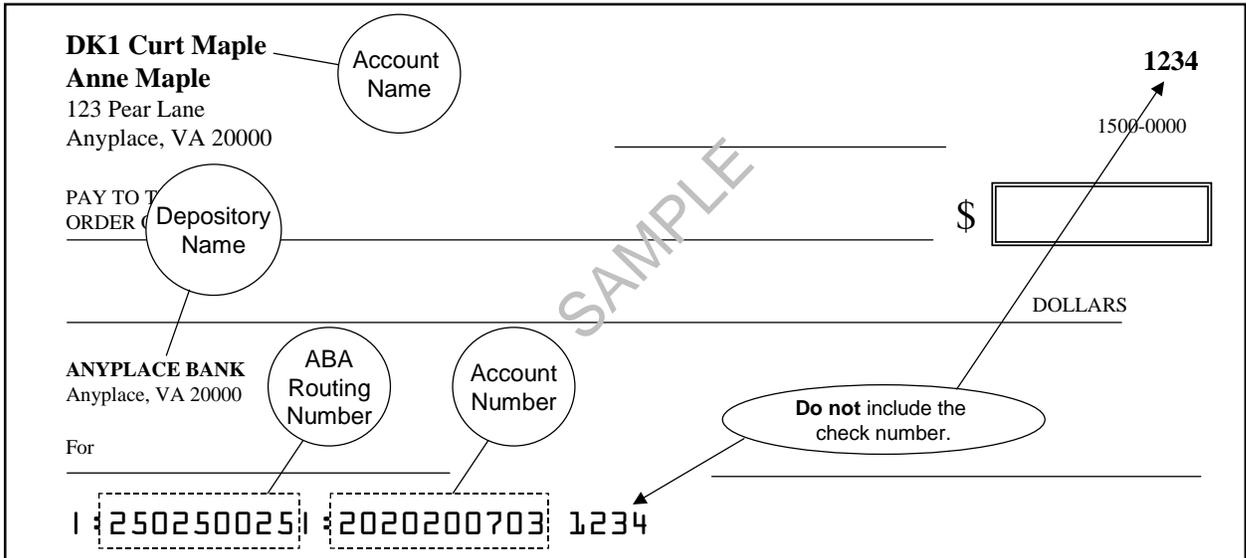


Figure 1. Sample Check

Block 23. ABA Routing Number. Enter the ABA routing number for your bank or credit union. *The routing number must be nine digits.* On the sample check above, the routing number is 250250025

Block 24. Account Number. Enter your account number. *The account number can be up to 17 characters, both numbers and letters.* Include hyphens but omit spaces and special symbols. On the sample check above, the account number is 2020200703. Be sure not to include the check number.

Block 25. Account Name. Enter your name *as it appears on your account or check*, not the name of the bank or credit union (depository name), which is entered in Block 18 above. *Use no more than 64 characters.*

Block 26. Account Type. Enter the account type, either an “S” for savings account or a “C” for checking account. *Use 1 character.*

Block 27. Signature. To apply for enrollment in Navy Cash and issuance of a Navy or Marine Cash card, you must sign in this block. Your signature authorizes debits and credits to your bank or credit union account at your request using Automated Clearing House (ACH) transactions and consents to immediate collection from pay for the face value or resulting negative Navy Cash balance due the U.S. Treasury funds pool in the event the ACH transaction is dishonored and returned for any reason.

Block 28. Date Signed (YYYYMMDD). Enter the date you sign the DD XXXX in four-digit year, three-alpha-character month, and two-digit day format (YYYYMMDD), e.g., 2003JUN24.

Appendix G

Sample Navy Cash Equipment Checklist

Priority 0

Item	Location	Works	
Server	Communications Center	Yes	No
Client	Disbursing Laptop	Yes	No
Client	Disbursing Desktop	Yes	No
Client	Troop Disbursing Office	Yes	No

Priority 1

Item	Location	Works	
ATM - K80	Disbursing PWAY	Yes	No
ATM - K80	Troop Training - Gym - Left	Yes	No
ATM - K80	Troop Training - Gym - Right	Yes	No
ATM - K80	Ship Store #1 - Across from	Yes	No
ATM - K80	PWAY 1-46-02-L - Officer's Country	Yes	No
K22	Ship's Store #1 - Nearest to door	Yes	No
K22	Ship's Store #1 -	Yes	No
K22	Ship's Store #2 - Nearest to door	Yes	No
K22	Ship's Store #2 -	Yes	No

Priority 2

Item	Location	Works	
K22	Food Service Office	Yes	No
K22	Galley Office	Yes	No
K22	MWR	Yes	No
K22	CPO Mess	Yes	No
K22	Wardroom Mess Treasurer's Office	Yes	No
K22	Post Office #9	Yes	No
K22	Post Office #10	Yes	No
K22	Post Office #11	Yes	No

Priority 3

Item	Location	Works	
CAD	Hangar Bay - Soda - #7	Yes	No
CAD	Hangar Bay - Soda - #8	Yes	No
CAD	Hangar Bay - Soda - #9	Yes	No
CAD	Disbursing Office PWAY - Soda - #6	Yes	No
CAD	Vending Room - Soda - #4	Yes	No
CAD	Vending Room - Soda - #3	Yes	No
CAD	Vending Room - Soda - #2	Yes	No
CAD	Vending Room - Soda - #1	Yes	No
CAD	Vending Room - Candy - #A	Yes	No
CAD	Vending Room - Candy - #B	Yes	No
CAD	Troop Training - Candy - #C	Yes	No
CAD	PWAY 1-41-02-L (near FSO) - Soda - #5	Yes	No
CAD	Laundry Room Lobby - Soap	Yes	No

CONDUCTED BY: _____

DATE ____/____/____

Appendix H

Basic Bulk Enrollment Procedures

1. **BACKGROUND.** The Navy Cash system is designed to replace bills and coins for personal financial transactions on board Navy ships and to provide Sailors and Marines 24/7 off-line access to funds in bank and credit union accounts ashore. Prior to system implementation, all crewmembers must provide personal information on special enrollment forms to establish Navy Cash accounts and be issued Navy Cash MasterCard debit cards. The bank or credit union account information provided enables the transfer of funds to and from the Navy Cash account. The process of enrolling crewmembers en masse prior to system startup can be somewhat cumbersome and time consuming, especially for a large ship with thousands of crewmembers. A comprehensive enrollment procedure must be coordinated with the ship about 10 to 12 weeks prior to system implementation to ensure the enrollment process is orderly and accurate and minimizes the impact on the ship's routine and crew.

2. GENERAL

- a. Enrollment in Navy Cash is highly recommended for all crewmembers.
- b. Providing bank or credit union information is optional when enrolling in Navy Cash. An individual can elect not to provide bank or credit union account information but can still be issued a Navy Cash MasterCard debit card with a magnetic strip and an associated Navy Cash account. Individuals who choose this option will still be able to fund their Navy Cash accounts by electing the Split Pay Option (SPO). Each payday, the amount of their split pay payroll will be forwarded either by DFAS Cleveland for the Navy or by the Marine Disbursing Officer for the Marine Corps to the Treasury Financial Agent who will plus up their Navy Cash accounts.
- c. Crewmembers fill out Navy Cash enrollment forms provided through the Disbursing Office and acknowledge, by their signature, the policy for collection from pay of any negative Navy Cash account balance resulting from transactions that are dishonored and returned by their bank or credit union for Non-Sufficient Funds (NSF), closed accounts, inaccurate account information, or any other return reason.
- d. Individuals whose check cashing privileges aboard ship have been suspended can be enrolled with access to their home bank or credit union accounts blocked until the ship decides to restore their privileges. Procedures for unblocking access are found in Chapter 8, Disbursing, paragraph 8.8.2. The Supply Officer or Disbursing Officer will provide a list of any individuals in this category to the Treasury Financial Agent, JPMorgan Chase, during the bulk enrollment process.
- e. The information entered on the enrollment forms will be transferred into the Navy Cash system database to establish each crewmember's account and to initiate the Navy Cash MasterCard debit card issuance process. The signed Navy Cash enrollment forms will be imaged and stored by JP Morgan Chase, the Treasury Financial Agent and prime contractor for Navy Cash.
- f. A special enrollment team will be set up by the Navy Cash program office to conduct the enrollment process. About 30 days before issuing the Navy Cash cards and starting up the Navy Cash system, crewmembers will be required to attend a Navy Cash orientation and enrollment meeting.

3. PRE-ENROLLMENT PROCEDURES

- a. Hold a pre-enrollment meeting on the ship to coordinate orientation and enrollment particulars and tailor the entire process to individual ship requirements. The meeting should include representatives from ship's company (primarily Supply Department and a Navy Cash Tiger Team made up of Division Pay Liaison Representatives (PLRs) or other departmental training personnel), the Type Commander, NAVSUP, the Fleet Support Group, and the Treasury Financial Agent.
- b. Determine dates and times to conduct enrollment and orientation training.
- c. Determine what classrooms or other designated spaces will be used to conduct the orientation training and enrollment.
- d. Determine the number of instructors, data entry clerks, laptop computers, tables, chairs, training aids, etc. necessary to facilitate a quick and accurate enrollment process.
- e. Organize crewmembers into logical groups to facilitate the orientation and enrollment process. Group size should be 100 people or less (size is dependent on facilities available), and it is recommended that the groups be planned along department, division, or work center lines.
- f. Develop an enrollment schedule and assign groups to a specific time and place.
- g. Distribute the enrollment schedule to the crewmembers.
- h. Build database of enrollment information for all members of the crew and pre-populate the database with as much information as possible (NAVSUP action).
- i. About two weeks prior to the ship's scheduled orientation and enrollment sessions, provide training to the ship's Navy Cash Tiger Team and Disbursing Office so they can answer questions about Navy Cash and the enrollment process.
- j. At the same time, provide material that can be distributed to the crew that provides basic information about Navy Cash, to include proposed POD notes, Frequently Asked Questions (FAQs), CCTV infomercials, brochures, posters, and bulletins.
- k. Print and distribute pre-populated enrollment forms and instructions to each crewmember a few days prior to the ship's scheduled orientation and enrollment sessions. This step provides an opportunity for crewmembers to verify pre-populated information; correct information as necessary; fill in any additional information required, e.g., mother's maiden name; and acquire information that an individual may not remember, e.g., bank ABA routing number and bank account number.

4. ORIENTATION TRAINING AND ENROLLMENT PROCEDURES

- a. Prior to their scheduled orientation training and enrollment session, crewmembers verify enrollment information, make pen and ink changes to correct any incorrect items, and fill out any incomplete items. Questions about the enrollment form can be addressed to the ship's Navy Cash Tiger Team or Disbursing Office or can wait until the orientation training and enrollment sessions are conducted.
- b. If at all possible, crewmembers should bring a cancelled check or deposit slip from the bank or credit union account that they want to associate with Navy Cash so that the ABA routing number and account number can be verified by the enrollment team.
- c. Enrollment team reports to the ship and, assisted by ship's Navy Cash Tiger Team, sets up tables, computer, and learning aids in the classroom or other designated space(s) to prepare for the orientation training and enrollment process.

d. For each enrollment group, the enrollment team conducts Navy Cash orientation training. The prepared training material takes about 30 minutes to cover and is followed by a question and answer period, which normally takes about 30 minutes as well. This step provides an additional opportunity for crewmembers to receive standard information about the Navy Cash program and to ask questions after the training materials are presented about the enrollment process and how the Navy Cash system works.

e. For each enrollment group, the enrollment team clerks assist individual crewmembers to fill out the enrollment forms as needed.

f. Each crewmember completes an enrollment form and gives the completed form to an enrollment clerk.

(1) Enrollment clerk immediately verifies that the enrollment form is complete and accurate. Any inaccurate or incomplete item will be resolved immediately. If a cancelled check or deposit slip is provided by the crewmember, the enrollment clerk will verify the ABA routing number and the account number and staple the cancelled check or deposit slip to the signed enrollment form.

SAMPLE CHECK

DK1 Curt Maple
Anne Maple
 123 Pear Lane
 Anyplace, VA 20000

Account Name

PAY TO THE ORDER OF Depository Name

\$ 1234

1500-0000

DOLLARS

ANYPLACE BANK
 Anyplace, VA 20000

ABA Routing Number: 250250025

Account Number: 2020200703

For

Do not include the check number.

1 250250025 2020200703 1234

(2) After the enrollment information on the form is verified, the crewmember signs the enrollment form, and the enrollment clerk immediately enters any additional or corrected enrollment data into the Navy Cash enrollment database.

(3) Crewmembers authorize, by their signature, debits and credits to their bank or credit union accounts at their request using Automated Clearing House (ACH) transactions, e.g., when requesting a transfer of funds at the K80 Cashless ATM.

(4) Crewmembers acknowledge, by their signature, the policy for collection from pay of any negative Navy Cash account balance resulting from transactions that are dishonored and returned by their bank or credit union for Non-Sufficient Funds (NSF), closed accounts, inaccurate account information, or any other return reason. This completes the enrollment process for the crewmember.

(5) The enrollment clerks keep the completed and signed enrollment forms. A copy of the enrollment form will be retained on file by the Disbursing Office, and the original will be sent to the Treasury Financial Agent.

5. POST-ENROLLMENT PROCEDURES

a. The enrollment team compiles the final enrollment database for the ship and generates a data file that includes the required header and trailer information in accordance with agreed upon procedures.

b. The enrollment team forwards the enrollment data file to the Treasury Financial Agent, JP Morgan Chase. The enrollment team will also forward the original copies of the enrollment forms to the Treasury Financial Agent to be imaged and stored.

c. The Treasury Financial Agent processes either the enrollment data file or the imaged enrollment forms, initiates the Navy Cash card issuance process, and sends pre-notification (pre-note) Automated Clearing House (ACH) transactions to verify that the bank or credit union account information has been entered correctly in the database. This final step helps to ensure that initial transactions are not dishonored and returned by a bank or credit union for closed accounts or otherwise inaccurate account information.

Appendix I

Affidavit of Unauthorized Transactions

1. An individual Navy/Marine Cash cardholder has every right to dispute an unauthorized ATM withdrawal ashore or MasterCard debit purchase ashore if he or she suspects unauthorized activity on his or her Navy/Marine Cash card.

2. In the event of an unauthorized transaction with a Navy/Marine Cash card, the individual cardholder should stop using his or her card and immediately notify the Customer Service Center (CSC)

Phone: 1 866 3NAVY CASH
1 866 362-8922

Web site: www.NavyCash.com

e-mail: NavyCash@ezpaymt.com

Fax: 1 866 CHASE01
1 866 242-7301

3. In order to dispute an unauthorized transaction, an individual must fill out, sign, and date an affidavit form. The form must then be faxed, mailed, or scanned and e-mailed to the CSC. A copy of the affidavit form is attached.

Address: Navy/Marine Cash Customer Service Center
10430 Highland Manor Drive
Building 1, 4th Floor
Tampa, FL 33610

4. If at all possible, the form should be sent to the CSC on the same day that the unauthorized use of the Navy Cash card was reported. The CSC will respond within 10 business days of receiving the affidavit form.

5. The individual must fill out all applicable information on the form for the claim to be processed. If the individual has exercised reasonable care in safeguarding the Navy / Marine Cash card, he or she will not be responsible for unauthorized purchases, depending, of course, on the history of the account, e.g., the individual has not reported two or more unauthorized events in the past 12 months. After the claim has been investigated and processed, the CSC will return the funds to the individual's Navy / Marine Cash account.

6. In the event an ATM ashore does not dispense the amount of money requested, i.e., too little or too much cash, no affidavit is required. The individual cardholder should immediately notify the CSC. The CSC will investigate the problem and, depending on the history of the account, return the funds to the individual's Navy Cash account.



AFFIDAVIT OF UNAUTHORIZED ELECTRONIC FUNDS TRANSFER AND POINT OF SALE TRANSACTION

Fax Completed Form Toll Free To: 1 866 242-7301 or
Mail Completed Form To: Navy Cash Customer Service Center
10430 Highland Manor Drive
Building 1, 4th Floor
Tampa, FL 33610

ACCOUNT NUMBER	ACCOUNT TITLE			
ADDRESS (Street and Number)		CITY	STATE	ZIP CODE
PERSON REPORTING ALLEGED ERROR				
NAME	Home Phone Number		Business Phone Number	

CIRCUMSTANCES OF THE LOSS

(All applicable information must be included for claim to be processed)

Check One Box Below (A, B, C, or D)

A. My ATM Card bearing number _____ has been:

Lost Stolen

I discovered my Card missing on (enter date here) _____

I last recall using my Card on (enter date here) _____

Please give a brief explanation of how your Card was lost/ stolen _____

B. I still have my Card bearing number _____

It has not left my possession, but money was withdrawn or transactions processed against my account(s) without my authorization. I learned about the withdrawals on (enter date here) _____

How?

Note: If you have copies of receipts for the transfers in dispute, please forward copies along with this form.

C. My Card was never received.

I learned on (enter date here) _____ that money was withdrawn or transactions were processed against my Navy Cash/Marine Cash account.

D. Other circumstances (please explain) _____

(Continued On Back)

POLICE REPORT

I have *or* have not reported this incident to the police. If you have, Precinct Number: _____
 Officer's Name: _____ Complaint Number: _____ Date: _____

OTHER INFORMATION

A. I have *or* have not allowed anyone to use my Navy Cash/Marine Cash Card.
 If you have, please list below:

NAME	RELATIONSHIP	PURPOSE	DATE

B. Please state how or where you keep your Personal Identification Number (PIN) _____

C. Who may have seen you enter your PIN number?

Name: _____ Relationship: _____

D. How do you think these unauthorized withdrawals occurred? _____

E. Do you have any ideas as to who could have used your Card? Who? _____

F. All authorized users and I have examined the following list of transactions and agree that they are unauthorized
(use separate page for additional items):

WITHDRAWALS			PURCHASES		
Date	Amount	Bank	Date	Amount	Merchant

Total Amount Claimed: \$ _____

CUSTOMER'S ACKNOWLEDGEMENT

Neither I, nor any authorized user of the card number indicated in this claim, used this card for the transactions listed above and/or authorized a third party to use the card for these transactions. I have no knowledge of the identity or the whereabouts of the person(s) using this card, and I have not received any benefit or value whatsoever from these transactions.

ACCOUNT HOLDER SIGNATURE	DATE
JOINT ACCOUNT SIGNATURE	DATE
AUTHORIZED USER'S SIGNATURE	DATE

Appendix J

Checklist for Recurring Navy Cash Tasks

Checklist for Recurring Navy Cash Tasks

Task	SOP ¹	Daily	Weekly	Monthly	As Required
Opening Business Each Day					
Log On. Log on to Navy Cash Application.	8.4	X			
Check EOD. Use Navy Cash Application to check status of previous End Of Day (EOD Report).	8.4.25	X			
Verify Shore Reports. Verify ROM II, PC 1412, and other merchant daily returns with end-of-day reports from shore. Print and distribute copies as needed.	8.4.24.n	X			
Replace Backup Tapes. Verify/replace server backup tapes. Tapes must be changed daily for complete backups (in accordance with Sys Admin Guide).	3.1.2.1 and 3.1.2.2	X			
Open Cash Transaction Ledger. Maintain ledger for chip transactions from Disbursing Office.	8.4.14	X			X
Check Negative Balances. Review Returned Items Detail and Negative Balance Reports. If account negative, use options available to collect on that debt.	8.4.24.n 8.8.1	X			
Closing Business Each Day					
Verify Backups. Set up system back-ups. Backup tapes must be changed daily for complete backups (in accordance with Sys Admin Guide).	3.1.2.1 and 3.1.2.2	X			
Close Cash Transaction Ledger. Close out ledger for chip transactions from Disbursing Office.	8.4.14	X			X
Unused Card Stock. Record return of unused working stock at end of day on Bulk Navy Cash Card Log.	8.3.1	X			X
MPCC — Close Out Batch. Close out Military Paper Check Conversion batch at end of day.	MPCC SOP	X			X
DD 2657 and DD 2665. Maintain Daily Statements of Accountability.	8.10	X			
Initiate EOD. Initiate Indicate End Of Day (IEOD) function on Navy Cash Application. ²	8.4.24	X			
Verify Server Reports. Review end-of-day merchant reports from server. Print/distribute copies as needed.	8.4.25	X			
Log Off. Log off of Navy Cash Application.	8.4	X			

¹ References are to Navy Cash SOP Version 1.12 and Sys Admin Guide Version 1.0.1.3.

² Should be performed every day, to include non-working days.

Task	SOP ¹	Daily	Weekly	Monthly	As Required
Other Recurring Tasks					
Review Personnel Transfers. Review pending transfers/ discharges with Personnel Office. Settle Navy Cash accounts. Issue temp cards 30 days prior to departure.	8.4.20		X		
Review Unmatched Chip-to-Chip. Review Automated Chip-to-Chip Corrections Report on weekly basis and restore value to visitor cards listed on report.	8.4.11		X		
Reboot Server. Reboot server to guard against memory loss (in accordance with Sys Admin Guide).	3.1.3		Biweekly		
EOM Closeout. Initiate EOM closeout and reporting for Vending, Ship's Store, ³ Disbursing, Food Service, Wardroom, Chief's Mess, MWR, etc. (Start process at least five working days prior to actual end of month.)	8.4.29.b 8.9			X	X ⁴
Safe Bank Transaction. Conduct Safe Bank Transaction.	8.4.27			X	X ⁴
EOM Spreadsheet. Fill out and exchange EOM spreadsheet with Treasury Financial Agent Bank navycashfin@ezpaymt.com.	8.9			X	X ⁴
SF 1219. Prepare and submit Disbursing Officer's Statement of Accountability on time at end of month.	8.9			X	X ⁴
Website IDs. Log in to MPCC and Navy Cash websites monthly to keep accounts active.	8.14.3 MPCC SOP			X	
PMS. Perform preventive maintenance in accordance with schedule. MIP 6541/080-14 applies to Navy Cash .	See 3M Coordinator				X
Bulk Card Log. Maintain Bulk Navy Cash Card Log. ⁵	8.3.1			X	X
Card Issue Log. Maintain Navy Cash Card Issue Log.	8.3.1				X
Card Working Stock. Issue card working stock.	8.3.1				X
Quarterly Cash Verification. Navy Cash Quarterly Cash Verification Check-Off List (audit of funds/card stock).	8.11	Conducted Quarterly			

³ See guidance in SOP section 8.4.29.b and Appendix A regarding EOM for vending and Ship's Store. Done individually for each vending machine having a Navy Cash CAD and for the Ship's Store.

⁴ Normally conducted monthly and at turnover of Disbursing/Sales Officer.

⁵ All Navy Cash cards held by DISBO shall be inventoried every 30 days and a note entered in the Bulk Card Log. Visitor cards in Cash-to-Card Machine (CCM) must be inventoried weekly.

Appendix K

Internal Procedures and Controls: Sample Instruction

NEVERSAIL INST 7220.1

USS NEVERSAIL (DDG XX) INSTRUCTION 7220.1

Subj: NAVY CASH INTERNAL PROCEDURES AND CONTROLS

Ref: (a) DOD Financial Management Regulation, Volume 5, Chapter 17 and Appendix D
(b) Navy Cash Financial System Standard Operating Procedure, NAVSUP PUB 727, Chapter 8

1. **PURPOSE.** To promulgate instructions for effective management and administration of Navy Cash operations on board NEVERSAIL.

2. **LETTERS OF AUTHORITY.** Navy Cash is a financial system, and the handling of public funds follows standard financial management procedures and regulations. A Letter of Authority will be signed by the Commanding Officer to the Disbursing Officer, who is the Navy Cash Accountable Officer, delineating what his accountability includes. Subsequent Letters of Appointment from the Disbursing Officer to his Agents will also be maintained. Sample letters are included in Appendix D to reference (a) and paragraphs 8.15.1 and 8.15.2 of reference (b). Detailed operating procedures for Navy Cash are included in reference (b).

3. NAVY CASH CARDS

a. **Permanent Navy Cash Cards.** Permanent cards will be manufactured and mailed to the ship by the Treasury Financial Agent when new personnel report aboard and enroll in Navy Cash. These cards are embossed with the account holder's name and account number.

b. **Temporary Navy Cash Cards.** If necessary, temporary cards will be issued to newly reporting personnel or as replacements for lost, stolen, or damaged cards. These cards are embossed with "NAVY CARDHOLDER". The Disbursing Officer will be provided a stock of temporary cards. These temporary cards will be exchanged at the Disbursing Office for permanent cards when the permanent cards are received.

c. **Visitor Navy Cash Cards.** Visitor cards are chip-only cards that will be issued to visitors as required. These cards will be cashed out and turned in to the Disbursing Office when the visitor departs and subsequently reissued to another visitor.

d. Any unused value remaining on a card that couldn't be reimbursed to the visitor, for example, a card that is turned in after hours or "under the door" or after the visitor has left the ship and cannot be attributed to a specific individual, must be collected to the Treasury Department Receipt Account, Forfeiture of Unclaimed Money and Property, in accordance with paragraph 0606 of this volume. *If not cashed out, any value remaining on a card after it has been turned in will be handed over to Treasury and cannot be recovered.*

4. NAVY CASH CARD LIMITS

a. A \$400 daily maximum limit on transfers of funds from an cardholder's bank or credit union account to his or her Navy Cash account is pre-set as a part of a cardholder's customer profile. The Disbursing Officer, through the Navy Cash web site, can reduce this limit, if necessary, for individual cardholders.

b. No more than \$1,000 can be loaded on the electronic purse. This is limit is pre-set as a part of a cardholder's customer profile. The Disbursing Officer, through the Navy Cash web site, can reduce this limit, if necessary, for individual cards.

5. CUSTODY OF NAVY CASH CARDS

a. The Disbursing Officer is responsible for maintaining the stock of Navy Cash temporary and visitor cards. Navy Cash cards shall be safeguarded in accordance with the procedures for blank Treasury checks prescribed in Chapter 7, of reference (a).

b. The Disbursing Officer may delegate the responsibility for custody of Navy Cash cards to a representative designated in writing.

c. A Bulk Navy Cash Card Log shall be maintained for each type of card, which contains the Navy Cash card number, name, date, and signature of the person to whom a working stock of Navy Cash Cards is issued. Unused working stock shall be returned to the Disbursing Officer or designated representative at the end of each day.

d. All Navy Cash cards shall be inventoried at least once each month, and an entry shall be made in the Bulk Navy Cash Card Log to document the inventory. A detailed record of the inventory, to include total cards on hand and sequential serial numbers, by card type, shall be retained in the disbursing office, and a copy shall be given to the quarterly cash verification team as an attachment to their quarterly verification report.

e. A separate Navy Cash Card Issue Log shall be maintained, which contains the last four digits of the card number, name and last four digits of the Social Security Number (SSN) of the card owner, issue date, signature of the recipient, date returned for visitor and temporary Navy Cash cards, and the name and signature of the issuer.

f. Cards for newly enrolled personnel shall be issued as described in references (a) and (b).

g. Replacement cards shall be issued as described in references (a) and (b).

6. CUSTODY OF SPARE K22 POINT-OF-SALE DEVICES.

In accordance with reference (a), the Disbursing Officer will be responsible for control of all spare K22 Point-of-Sale (POS) devices held in ready reserve, and the Sales Officer, for all spare vending machine Card Access Devices (*also known as Card Accepting Devices*) (CADs). When a K22 or CAD has transactions that have been recorded (stored) but have not yet been downloaded to the server, it should be kept in a safe, for example, the Disbursing Officer's safe. Spare K22s and CADs that do not have transactions stored on them should be kept either in a safe or in a secure storeroom or space on the ship that is locked when not occupied and has limited access, for example, the disbursing officer or sales office. For the K80 Cashless ATM, one of the installed K80s is considered an "online" spare, that is, if one K80 fails, at least one other K80 is immediately available to support Navy Cash transactions.

7. ACCESS CONTROL FOR NAVY CASH APPLICATION

a. The Disbursing Officer will control access to the various functions within the Navy Cash Application. Individual operators are assigned to one of six “User Groups.” These user groups essentially represent six levels of access rights. The access rights for each user group are initially set to default settings. The Disbursing Officer can tailor the access rights for an individual operator by either adding or deleting specific functions.

b. In order for an individual to change his/her password, the Disbursing Officer must first verify the individual’s identity. Once this is established, the individual can then enter a new password into the system.

c. Each individual operator should log off when they are through working on the system. The next operator can then log on the system by entering his or her own password.

d. As a matter of policy, any PS (DK) who wants to perform any personal Navy Cash transactions in the disbursing office, for example, to add or cash out value or change a PIN, should contact the Disbursing Officer or Deputy.

8. ENROLLMENT IN NAVY CASH

a. To open a Navy Cash account, an individual must enroll. To enroll, an individual must fill out and sign an enrollment form and turn the form in to the disbursing office. The Disbursing Officer shall verify the ABA or routing number and the account number recorded on the form. In order to help verify account information, the individual should, if possible, bring in a cancelled check or deposit slip from the bank or credit union account he or she wants to associate with Navy Cash.

b. The completed and signed enrollment form must be mailed or sent overnight by FEDEX or UPS to the Treasury’s designated Financial Agent, JPMorgan Chase Bank, N.A. at:

J.P. Morgan Chase
10430 Highland Manor Drive
F3-1505
Tampa, FL 33610
Attn: Transaction Services Unit (TSU)
(813) 432-4640

c. A copy of the enrollment form (and the cancelled check or deposit slip if available) shall be maintained on board ship for reference. Enrollment forms can be purged from the shipboard file three years from the date of signature, unless the individual is still on the ship.

9. CLOSING OR SUSPENDING A NAVY CASH ACCOUNT

a. Transfer Funds from Card. When cardholders are leaving the Navy, transferring to activities that do not have Navy Cash, or no longer want a Navy Cash card, they should move all funds on the chip (electronic purse) and strip (Navy Cash account) back to their home bank or credit union account using the K80 Cashless ATM. Alternatively, they may move all the funds on the strip to the chip at the K80 and cash out the chip at the disbursing office.

b. Close Account. Cardholders leaving military service or who no long want a Navy Cash card are required to close their Navy Cash account and turn in their Navy Cash card. After verifying that the Navy Cash card is empty (chip and strip), the Disbursing Officer will block Navy Cash ACH access to their home bank or credit union, change the card status to “canceled”, notify the Navy Cash CSC via phone or e-mail to close the account, and cut up the card.

c. Suspend Account. Cardholders transferring to another activity should keep their Navy Cash card, particularly as more and more ships in the fleet are equipped with Navy Cash. After verifying that the Navy Cash card is empty (chip and strip), the Disbursing Officer will block Navy Cash ACH access to their bank or credit union and request via phone or e-mail that the CSC suspend their Navy Cash account. Cardholder then retain their Navy Cash card until reporting to a Navy Cash equipped ship. Once on board a new ship, cardholders must first complete a “Ship Check In” at a K80 Cashless ATM, and the ship must complete the next end-of-day processing between ship and shore. In the interim, cardholders must also report to disbursing who will request via phone or e-mail that the CSC re-activate their Navy Cash account. Since end-of-day processing is normally completed each day, full access to Navy Cash capabilities should be available the next day.

d. The disbursing office will work closely with the personnel office to keep track of members who will be leaving the ship within 30 days.

(1) The Disbursing Officer will review the Negative Balance Report on a daily basis and ensure cardholders within 30 days of transfer or discharge are not listed on the report. The Disbursing Officer will ensure that a cardholder’s access to his or her home bank or credit union account is blocked until any negative Navy Cash account balance is cleared.

(2) The Disbursing Officer will make a judgment whether or not a negative balance condition is likely on a cardholder’s Navy Cash account, e.g., from an NSF or other returned transaction, taking into account pending transactions that have not yet been processed by the Navy Cash system. To prevent an unrecoverable debt from being posted to Navy Cash, the Disbursing Officer should evaluate the need to suspend the member’s Navy Cash account or cancel the member’s permanent Navy Cash card and close the member’s Navy Cash account some time prior to his or her actual departure date. If necessary, the Disbursing Officer can issue a “chip-only” visitor card for use on the ship until the member leaves the ship.

(3) If a member is within the final 30 days of being discharged from the Navy and has a negative Navy Cash balance, the Disbursing Officer’s only option is to post a “DS01” indebtedness, Company Code D411179, to the member’s military pay account prior to the member’s separation date.

(4) The Disbursing Officer continues to be responsible for stopping a member’s SPO at least 30 days before he or she leaves the ship.

e. The Disbursing Officer must recover permanent and temporary Navy Cash cards from individuals who are closing their Navy Cash accounts and cancel and destroy the cards. Visitor cards must also be recovered from anyone leaving the ship, so they can be reissued to another visitor. Technical representatives and other personnel from both government and industry who make repeated trips to ships can retain their Visitor Navy Cash cards for subsequent visits to other ships.

10. NEGATIVE NAVY CASH ACCOUNT BALANCES

a. The amount of any negative balance in a Navy Cash account represents a debt to the U.S. Treasury funds pool. Even though the amount of that debt is not part of his or her accountability, the Disbursing Officer is responsible for collecting on that debt.

b. A negative Navy Cash account balance can occur:

(1) When ACH transactions are returned from an individual's home bank or credit union account. Reasons for returned transactions include: nonsufficient funds (NSF), closed account, invalid account information, etc.

(2) As a result of debit card purchases or ATM withdrawals ashore when there are not sufficient funds in a cardholder's Navy Cash (strip) account. Possible causes include merchant holds, merchant without online authorization capability, transaction below merchant floor limit, network unavailable, etc.

(3) When cardholders use their Navy Cash debit feature ashore, either to get cash at an ATM or to purchase something at a restaurant or store, the new balance in their Navy Cash accounts will be reflected ashore immediately, but won't be reflected on the ship until the next end-of-day processing is completed between ship and shore. If they get back to the ship and check their Navy Cash account balance before this processing is completed, the K80 Cashless ATM will show their old balance not their new balance. If they transfer money to their chip based on their old balance.

c. Timeline for Collecting on a Negative Account Balance

(1) The Disbursing Officer will review the Negative Balance Report and the Returned Items Detail Report on a daily basis and immediately notify in writing any cardholder who appears on the report, for example, via e-mail (include the cardholder's chain of command for second and third occurrences).

(2) Once notified, the cardholder shall report to the Disbursing Officer within two working days to establish how the cardholder's Navy Cash balance will be restored to \$0 or greater. Options for clearing a negative account balance are detailed below.

(3) The Disbursing Officer shall collect the amount of the negative balance within 10 working days after the date of receipt of the initial negative balance report. A pay checkage (DS01) shall be applied to a cardholder's pay account if no response is received from the cardholder within the prescribed period. The Company Code for Navy Cash is D411179.

(4) The Disbursing Officer should recommend any disciplinary action considered necessary through the cardholder's chain of command within five working days of receipt of the pertinent Negative Balance Report.

d. All authorized military personnel who request Navy Cash privileges and enroll in Navy Cash consent in writing, using the Navy Cash enrollment form, to immediate collection against their pay for the face value of or resulting negative Navy Cash account balance due the U.S. Treasury funds pool from all dishonored transactions. With this procedure, dishonored transactions will not become a delinquent debt; therefore, there is no authority to assess a service charge (see reference (a) Chapter 4).

e. There are several options available to clear a negative account balance:

(1) The member may ask to settle the indebtedness by providing a check or cash to the Disbursing Officer. The Disbursing Officer can forward those funds to the Treasury Financial Agent, JP Morgan Chase, by mailing or overnighting (e.g., by FEDEX, UPS, etc.) a U.S. Treasury check, along with a list of the member(s) and the amount(s) that are covered by that check, to the following address:

J.P. Morgan Chase
10430 Highland Manor Drive
F3-1505
Tampa, FL 33610
Attn: Transaction Services Unit (TSU)
(813) 432-4640

(2) Chip to Navy Cash Account Transfer. The Disbursing Officer can have the member put the cash on the chip on the member's Navy Cash card, then escort the member to the K80 Cashless ATM, and verify that the member moves the funds from the chip to the Navy Cash account (strip). Depending on the size of the negative balance, this may need to occur several times to clear the negative balance.

(3) Change or Initiate Split Pay Option (SPO). The Disbursing Officer may have the member change or initiate SPO, which is transferred directly to the member's Navy Cash account (strip) on pay day, to cover the amount of the negative balance. Depending on the size of the negative balance, these "collections" may be spaced out over several pay periods until the negative balance is cleared.

(4) Immediate Collection from Pay. The Disbursing Officer can initiate an immediate collection from pay to clear the amount of any negative Navy/Marine Cash balance. The Disbursing Officer may post an indebtedness to the member's military pay account using the "DS01" Format Identifier (FID) in the DJMS system in accordance with the DJMS Procedural Training Guide. The Company Code for Navy Cash is D411179. When DFAS-CL receives the information from the DJMS system, the debt will be reconciled with the Treasury Financial Agent via a collection from the member's military pay account. Depending on the size of the negative balance, these collections may be spaced out over several pay periods until the negative balance is cleared. This option is also appropriate for members who have left the ship but are still in the service.

(5) If a member is within the final 30 days of being discharged from the Navy and has a negative Navy Cash balance, the Disbursing Officer's only option is to post a "DS01" indebtedness, Company Code D411179, to the member's military pay account prior to the member's separation date.

(6) Out-of-Service Debt. Even if a member leaves the service before settling a negative account balance, the Defense Finance and Accounting Service (DFAS), Directorate of Debt and Claims Management, and the Department of the Treasury, Financial Management Service, are responsible for collecting delinquent debts owed the government by former military members. Debt collection procedures for the Government are detailed in Book 31 of the Code of Federal Regulations, Chapter 9, Parts 900-904. A debt notice will be sent through the United States Postal Service using the mailing address provided by the Master Military Pay Account. If the Postal Service returns the debt notice as undeliverable, an attempt will be made to obtain a current mailing address through the commercial credit bureau network and various other government databases. Whether or not a current mailing address is found, DFAS and Treasury are required by law to continue with the debt collection process. Thus, even if they cannot contact the former member, the debt must be reported to commercial credit bureaus as a "collection account", and the former member's Federal income tax refund will be offset by the Department of the Treasury for payment towards the debt. They are also required by law to

report the delinquent account to private collection agencies through the Department of the Treasury.

f. The Disbursing Officer or designated representative can block or unblock a cardholder's Navy Cash ACH access to his or her home bank or credit union account by going to the Disbursing web site (www.navycashcenter.com) or by contacting the CSC by phone or e-mail. The Disbursing Officer will ensure that a cardholder's Navy Cash ACH access remains blocked until the negative balance is cleared.

11. FUNDS TRANSFER

a. A member can plus up the electronic value on his/her Navy Cash card with a check, cash, or refund at the Disbursing Office. Checks and cash received in exchange for electronic credit on the Navy Cash card will be treated as public funds and maintained in the Disbursing Officer's safe. Checks that are exchanged for electronic credit on the Navy Cash card will be treated the same as cash within the Navy Cash system. All transactions will be recorded automatically on the Navy Cash server and added to the daily reports. In accordance with reference (a), all transactions will be manually recorded on the Check and Cash Transaction Ledger, which will be kept in the safe.

12. REFUNDS

a. When a crewmember is due a refund from a merchant, for example, Ship's Store or MWR, he or she must first obtain authorization, for example, from the Sales Officer or MWR Officer, or a designated representative, on a standard, serialized, Navy Cash refund chit. In addition, the approving merchant will record the refund on the Refund Chit Log. The crewmember will then take the refund chit to the Disbursing Office and present it to the Disbursing Officer or Deputy.

b. The Disbursing Officer will retain one copy of all approved chits and the end of month reports summarizing all refunds. The original chits will be returned to the approving merchants for verification against the serialized logs.

13. FUNDS TRANSFER FROM CHIP

a. A member can convert the electronic value on his/her Navy Cash chip to cash at the Disbursing Office. Transactions will be recorded automatically on the Navy Cash server and added to the daily reports. In addition, transactions will be recorded manually on the Check and Cash Transaction Ledger and kept in the safe.

b. When a member no longer requires a visitor card (e.g., checking off ship, leaving Navy service, arrival of permanent card, etc.) the card shall be turned in to the Disbursing Office, and the value on the chip shall be returned to the member. The return date shall be entered on the Card Issue Log and the card shall be returned to the "chip-only" spare card stock for re-issue.

c. The Navy Cash Application is designed to handle electronic value transfers from the chip on a customer's Navy Cash card to the various Navy Cash accounts held by retail merchants on the ship, e.g., Wardroom, Chiefs Mess, Ship's Store, etc. Because these transactions represent electronic transfer of value, they are handled completely within the Navy Cash application and do not affect the Disbursing Officer's accountability or other responsibilities for funds. Similarly, transferring value at the K80 Cashless ATMs, e.g., from the chip on the Navy Cash card to a Navy Cash account, are handled within the Navy Cash application and do not affect the Disbursing Officer's accountability.

14. INDICATE END-OF-DAY

a. At the end of a business day, the Disbursing Officer or Deputy must perform the “Indicate End of Day”. This will end all business transactions for that particular day and the system will begin recording all subsequent transactions for the next business day.

b. On non-workdays, Saturday, Sunday etc., the duty Supply/IT/ET should access the Navy Cash application at the server, and perform the “Indicate End-of-Day” function.

15. REPORTS

a. The Disbursing Officer and other responsible individuals, e.g., Sales Officer, MWR Officer, Chief’s Mess Treasurer, etc., will compare the daily reports with reports from other existing systems to verify accuracy. Navy Cash generated reports state the collections that have been recorded to any particular activity. Therefore, the reports serve the same function to an accountable officer as a signed page in the NS 470 or a deposit ticket.

b. Transaction reports will be generated for all enrolled merchants. Typical enrolled merchant accounts are:

- (1) MWR
- (2) Post Office — Metered Mail
- (3) Post Office — Money Orders
- (4) Post Office — Stamps
- (5) Ship’s Store
- (6) Vending — Store Items (e.g., Snack, Phone Cards, Soap)
- (7) Vending — Soda
- (8) Vending — Amusement Machines
- (9) Chiefs Mess
- (10) General Mess
- (11) Wardroom
- (12) Flag Mess
- (13) Commanding Officer’s Mess
- (14) First Class Petty Officer Association.

16. SAFE BANK TRANSACTIONS.

a. The “Safe Bank Transaction” functionality enables the Disbursing Officer to make adjustments to the check amount and cash amount in the Safe Audit Summary Report (SASR) in order to change the balance reported by the Navy Cash application. This functionality will be used during the “End-of-Month” process to reset the SASR to a zero balance.

b. In addition, this functionality can be used to create adjustments to the SASR when an out of balance condition exists. This action should be used as a last resort and only as a temporary fix to continue with the “End-of-Day” process when the out-of-balance condition cannot be rectified. The Disbursing Officer should go back and complete all required actions for an out of balance condition, as stated in Chapter 6 of reference (a).

17. NETWORK OPERATIONS CENTER (NOC) SELECTION.

Depending on the communication capabilities available to the ship, the flow of data off the ship moves along two paths. The Disbursing Officer is responsible for selecting the appropriate path for the Navy Cash system. If the wrong selection is made in the Navy Cash Application, the Navy Cash server will not be able to communicate with the shore system.

18. PROCESS SPLIT PAY FILE

a. The procedures for the Navy Cash Split Pay Option (SPO) follow the procedures in place today for non-Navy Cash ships. The member will continue to sign a locally generated form to authorize SPO, and an HM series FID will be generated in the DJMS system. However, all SPO payroll functions will be accomplished between DFAS Cleveland and the Treasury Financial Agent. The SPO payroll dollars will continue to appear on the pay message, but no action is required by the ship.

b. Should the Treasury Financial Agent reject SPO payroll payments, e.g., for individuals that do not have Navy Cash accounts, the funds will be returned to DFAS Cleveland to be credited back to the individuals' Master Military Pay Accounts (MMPAs). After every payday, the Disbursing Officer should review the rejected SPO payments report the Treasury Financial Agent sends to the ship. The Disbursing Officer should then monitor the MMPA to see when the SPO payroll amounts have been credited back to these individuals' accounts. Once the amounts are reflected in the MMPAs, the Disbursing Officer can pay the individuals as appropriate.

c. In the event of a communications interruption around payday, which is normally held on the 1st and the 15th of the month, the Disbursing Officer has the option to run a provisional SPO payroll on the ship. Cardholders who are enrolled in SPO can be given a "provisional credit" in the amount of their SPO payroll amounts. The Navy Cash system on the ship keeps the previous SPO payroll amounts as a part of each cardholder's customer profile information and provides the Disbursing Officer the ability to update the SPO payroll amounts. Even when the Navy Cash system cannot communicate with the shore side, DFAS Cleveland will still send the actual Navy split pay file to the Navy Cash back end ashore for processing. When communications are restored, the Navy Cash system synchronizes the Navy Cash accounts between ship and shore. The provisional split pay files will be sent from ship to shore as a part of the normal end-of-day processing, and the Navy Cash system will reconcile Navy Cash accounts on the ship so they reflect the correct balances.

19. VENDORS

a. Money Exchange by Vendors in a Foreign Port

(1) When a ship pulls into a port, the Disbursing Officer will issue the vendor a portable K22 point of sale device, using a vendor number that the Disbursing Officer has previously assigned. The vendor will use the K22 to record all transactions and collect value from the cardholders' Navy Cash cards in exchange for foreign currency. The vendor will also maintain a currency exchange log and record each transaction. The Disbursing Officer will provide the vendor a sufficient number of copies of the log.

(2) At the end of each day or at the end of the port visit, the vendor will bring the K22 and the currency exchange logs back to the Disbursing Office. The Disbursing Officer or Deputy will download the information contained on the K22 to the Navy Cash server. Once the reports generated by the Navy Cash system and the vendor's currency exchange logs are

reconciled, the Disbursing Officer will cut an exchange for cash remittance check to the vendor for the amount of the money exchanged.

b. Concessionaire Sales by Vendors in a Foreign Port

(1) The Sales Officer will check out a hand-held battery-operated K22 point of sale device for each vendor, using a vendor number that the Disbursing Officer has previously assigned. If possible, the Sales Officer will establish the Concessionaire setup in the on-line mode, which will allow for real-time access to the Navy Cash server. The vendor will be responsible for this device and use it to record all transactions and collect value from the cardholders' Navy Cash cards.

(2) At the end of each day or at the end of the port visit, each vendor will bring the K22 and all appropriate paperwork back to the Sales Office. The Sales Officer will download the K22 sales information to the Navy Cash server, and, using the reports generated by the system, compute the commission due the NEX and the ship and the amount due the vendor.

(3) The Disbursing Officer will cut exchange for cash remittance checks for the amount due the vendor for his percentage of the sales and the amount due NEX based on the SF1034s provided by the Sales Officer. The amount due the ship will be taken up as a collection under SSPN based on the SF 1034s.

20. NAVY CASH QUARTERLY CASH VERIFICATION

a. All funds collected, disbursed, or maintained by the Disbursing Officer, Deputies, and Agents are to be considered public funds. Therefore, responsible individuals will be required to show auditable proof for the disposition of those funds. Any accountable items, to include cash, checks, blank card stock, and the like, will be verified in the same manner as prescribed within the DODFMR Volume 5 Appendix A.

b. The cash verification board will use the Daily Cash Transaction Ledger as well as the Disbursing Officer's Safe Audit Summary Report to substantiate all funds being held on line 6.9 of the DD 2657.

c. All Navy Cash funds collected and reported as deposits on the SF 1219 can be substantiated by the End Of Month reports generated by the Navy Cash System. For example, the Disbursing Officer reports a \$10,000 deposit on line 4.2 of the SF 1219 for the Ship's Store. There should be a corresponding End Of Month report showing \$10,000 in electronic collections for the same month.

d. All blank Navy Cash card stock shall be verified by count against the Navy Cash Card Issue Log and the Bulk Navy Cash Card Log, and an entry shall be made in the Bulk Navy Cash Card Log to document the audit.

CO's Signature

Distribution

Reason for Negative Balance	Guidelines ¹ for Negative Navy/Marine Cash Account Balances		
	First Occurrence	Second Occurrence	Third Occurrence
Returns from Home Account Requests ²	<p>System <i>temporarily</i> blocks access to DDA until negative balance is corrected.³ Disbursing has discretion to unblock access</p> <p>Options:</p> <ul style="list-style-type: none"> • Counseling from DISBO on managing Navy Cash account more effectively • Disbursing has discretion to reduce daily max limit down from \$400 for 30 days⁴. • If willful negligence or fraud suspected, Non-Judicial Punishment (NJP) or court-martial under Article 92 of Uniform Code of Military Justice (UCMJ) 	<p>System <i>temporarily</i> blocks access to DDA until negative balance is corrected.³ Disbursing has discretion to unblock access</p> <p>Options:</p> <ul style="list-style-type: none"> • Counseling from DISBO on managing Navy Cash account more effectively • Notify member of second occurrence via member's chain of command • Disbursing has discretion to reduce daily max limit from previous limit for 60 days • Block access to DDA for 30 days • If willful negligence or fraud suspected, NJP or court-martial under Article 92 of UCMJ 	<p>System <i>permanently</i> blocks access to DDA.³ Disbursing has discretion to unblock access</p> <p>Options:</p> <ul style="list-style-type: none"> • Notify member of third occurrence via member's chain of command • Block (suspend) Navy Cash account indefinitely • Confiscate Navy Cash card; provide visitor card funded only via cash or SPO • If willful negligence or fraud suspected, NJP or court-martial under Article 92 of UCMJ
ATM and Point-of-Sale Purchases Ashore ⁵	<p>Options:</p> <ul style="list-style-type: none"> • Counseling from DISBO on managing Navy Cash account more effectively • If willful negligence or fraud suspected, NJP or court-martial under Article 92 of UCMJ 	<p>Options:</p> <ul style="list-style-type: none"> • Counseling from DISBO on managing Navy Cash account more effectively • Notify member of second occurrence via member's chain of command • Block (suspend) Navy Cash account 30 days • If willful negligence or fraud suspected, NJP or court-martial under Article 92 of UCMJ 	<p>Options:</p> <ul style="list-style-type: none"> • Notify member of third occurrence via member's chain of command • Block (suspend) Navy Cash account 60 days • Confiscate Navy Cash card; provide visitor card funded only via cash or SPO • If willful negligence or fraud suspected, NJP or court-martial under Article 92 of UCMJ

¹ Several options are presented for each reason a Navy Cash account balance might go negative. Actual action taken is at discretion of cardholder's chain of command. Guidelines are based on the number of times a cardholder's account has gone negative and are listed in order of severity, from least severe to most severe.

² ACH transactions returned from cardholder's DDA account, i.e., home bank or credit union, resulting in a negative balance. Reasons for returned transactions include: nonsufficient funds (NSF) in cardholder's account, closed account, invalid account information, etc.

³ ACH access automatically blocked when ACH return received and Navy Cash (strip) account goes negative. If NSF and balance restored to \$0 or greater, block is removed in first two instances of NSF returns. ACH block remains in place on receipt of third NSF return. If non-NSF return received, ACH access remains blocked until banking info updated.

⁴ For first occurrence, reduction based on graduated access limits determined by rate/rank: E1–E2 \$50, E3–E4 \$75, E5–E6 \$100, E7 and above \$200. For second occurrence: E1–E2 \$10, E3–E4 \$25, E5–E6 \$50, E7 and above \$100. For third occurrence, access to DDA blocked indefinitely.

⁵ Debit card purchases or ATM withdrawals ashore that cause the Navy Cash (strip) account to go negative. Possible causes include merchant holds, merchant without online authorization capability, transaction below merchant floor limit, network unavailable, etc.

Appendix L

Guidelines for Negative Account Balances

1. The following table presents guidelines for taking action in the case of a cardholder whose ACH transaction has been returned and has resulted in a negative Navy/Marine Cash account balance. These guidelines are based on the number of times a cardholder's account has gone negative and are listed in order of severity, from least severe to most severe. These guidelines are offered as suggestions only; the actual action taken is at the discretion of the cardholder's chain of command.
2. A negative Navy/Marine Cash account balance can occur:
 - a. When ACH transactions are returned from a cardholder's home bank or credit union account. Reasons for returned transactions include: nonsufficient funds (NSF), closed account, invalid account information, etc.
 - b. As a result of debit card purchases or ATM withdrawals ashore when there are not sufficient funds in a cardholder's Navy Cash (strip) account. Possible causes include merchant holds, merchant without online authorization capability, transaction below merchant floor limit, network unavailable, etc.
 - c. When cardholders use their Navy Cash debit feature ashore, either to get cash at an ATM or to purchase something at a restaurant or store, the new balance in their Navy Cash accounts will be reflected ashore immediately, but won't be reflected on the ship until the next end-of-day processing is completed between ship and shore. If they get back to the ship and check their Navy Cash account balance before this processing is completed, the K80 Cashless ATM will show their old balance not their new balance. If they transfer money to their chip based on their old balance, their Navy Cash account will end up with a negative balance once all their transactions ashore and on the ship are fully processed.
3. The Navy/Marine Cash system automatically blocks Navy/Marine Cash access to a cardholder's bank or credit union account when an ACH return is received and the cardholder's Navy/Marine Cash (strip) account goes negative. If the reason for the ACH return is NSF, once the Navy/Marine Cash account balance is restored to \$0 or greater, the ACH block is automatically removed in the first two instances of NSF returns. The ACH block remains in place on receipt of the third NSF return until the Disbursing Officer, or his designated representative, initiates action to reinstate access. If an ACH return is received for a reason other than NSF, ACH access remains blocked until an individual's banking information is updated.
4. When an ACH transaction is returned for whatever reason, the Disbursing Officer is responsible for dealing with it in accordance with the procedures delineated in paragraph 8.8 of this SOP. The amount of a negative balance represents a debt to the U.S. Treasury funds pool, and the Disbursing Officer is responsible for collecting on that debt, even though the amount of that debt is not part of the Disbursing Officer's accountability.
 - a. The Disbursing Officer shall review the Negative Balance Report and the Returned Items Detail Report on a daily basis and immediately notify in writing any cardholder who appears on the report, for example, via e-mail (include the cardholder's chain of command for second and third occurrences).

b. Once notified, the cardholder shall report to the Disbursing Officer within two working days to establish how the cardholder's Navy/Marine Cash balance will be restored to \$0 or greater.

c. The Disbursing Officer shall collect the amount of the negative balance within 10 working days after the date of receipt of the initial negative balance report. A pay checkage (DS01) shall be applied to a cardholder's pay account if no response is received from the cardholder within the prescribed period.

5. The Commanding Officer is responsible for establishing a Navy/Marine Cash policy for the command that identifies the limits on size, number, suspension of a customer's card for misuse, and disciplinary repercussions associated with Non Sufficient Funds (NSF) or other returned transactions and a negative Navy/Marine Cash balance. The guidelines in the following table should assist in putting together that policy.

a. Again, immediately upon receipt of a Negative Balance Report, the Disbursing Officer shall be responsible for notifying in writing any cardholder whose Navy/Marine Cash account balance is negative to report to the disbursing office within two working days of notification.

b. Based on the Navy/Marine Cash policy established for the command, the Disbursing Officer should recommend any disciplinary action considered necessary through the cardholder's chain of command within five working days of receipt of the pertinent Negative Balance Report.

Reason for Negative Balance	Guidelines ¹ for Negative Navy/Marine Cash Account Balances		
	First Occurrence	Second Occurrence	Third Occurrence
Returns from Home Account Requests ²	<p>System <i>temporarily</i> blocks access to DDA until negative balance is corrected.³ Disbursing has discretion to unblock access</p> <p>Options:</p> <ul style="list-style-type: none"> • Counseling from DISBO on managing Navy Cash account more effectively • Disbursing has discretion to reduce daily max limit down from \$400 for 30 days⁴. • If willful negligence or fraud suspected, Non-Judicial Punishment (NJP) or court-martial under Article 92 of Uniform Code of Military Justice (UCMJ) 	<p>System <i>temporarily</i> blocks access to DDA until negative balance is corrected.³ Disbursing has discretion to unblock access</p> <p>Options:</p> <ul style="list-style-type: none"> • Counseling from DISBO on managing Navy Cash account more effectively • Notify member of second occurrence via member's chain of command • Disbursing has discretion to reduce daily max limit from previous limit for 60 days • Block access to DDA for 30 days • If willful negligence or fraud suspected, NJP or court-martial under Article 92 of UCMJ 	<p>System <i>permanently</i> blocks access to DDA.³ Disbursing has discretion to unblock access</p> <p>Options:</p> <ul style="list-style-type: none"> • Notify member of third occurrence via member's chain of command • Block (suspend) Navy Cash account indefinitely • Confiscate Navy Cash card; provide visitor card funded only via cash or SPO • If willful negligence or fraud suspected, NJP or court-martial under Article 92 of UCMJ
ATM and Point-of-Sale Purchases Ashore ⁵	<p>Options:</p> <ul style="list-style-type: none"> • Counseling from DISBO on managing Navy Cash account more effectively • If willful negligence or fraud suspected, NJP or court-martial under Article 92 of UCMJ 	<p>Options:</p> <ul style="list-style-type: none"> • Counseling from DISBO on managing Navy Cash account more effectively • Notify member of second occurrence via member's chain of command • Block (suspend) Navy Cash account 30 days • If willful negligence or fraud suspected, NJP or court-martial under Article 92 of UCMJ 	<p>Options:</p> <ul style="list-style-type: none"> • Notify member of third occurrence via member's chain of command • Block (suspend) Navy Cash account 60 days • Confiscate Navy Cash card; provide visitor card funded only via cash or SPO • If willful negligence or fraud suspected, NJP or court-martial under Article 92 of UCMJ

¹ Several options are presented for each reason a Navy Cash account balance might go negative. Actual action taken is at discretion of cardholder's chain of command. Guidelines are based on the number of times a cardholder's account has gone negative and are listed in order of severity, from least severe to most severe.

² ACH transactions returned from cardholder's DDA account, i.e., home bank or credit union, resulting in a negative balance. Reasons for returned transactions include: nonsufficient funds (NSF) in cardholder's account, closed account, invalid account information, etc.

³ ACH access automatically blocked when ACH return received and Navy Cash (strip) account goes negative. If NSF and balance restored to \$0 or greater, block is removed in first two instances of NSF returns. ACH block remains in place on receipt of third NSF return. If non-NSF return received, ACH access remains blocked until banking info updated.

⁴ For first occurrence, reduction could be based on graduated access limits determined by rate/rank: E1-E2 \$50, E3-E4 \$75, E5-E6 \$100, E7 and above \$200. For second occurrence: E1-E2 \$10, E3-E4 \$25, E5-E6 \$50, E7 and above \$100. For third occurrence, access to DDA could be blocked indefinitely.

⁵ Debit card purchases or ATM withdrawals ashore that cause the Navy Cash (strip) account to go negative. Possible causes include merchant holds, merchant without online authorization capability, transaction below merchant floor limit, network unavailable, etc.

Appendix M

Purchasing Stamps for Sale in Ship's Store

1. Ship's stores are authorized to sell U.S. Postal Service (USPS) stamp booklets. Sale of single stamps is not authorized. Procedures for the purchase and sale of stamps are outlined below.

2. Purchasing Stamps from the Ship's Post Office

a. Prior to purchasing stamps, the Sales Officer will create a new stock department (P1) in ROM II for the stamp booklets. A stock number (UPC) will be created for the new item. The mark-up percentage for department P1 will be zero percent.

b. An Order for Supplies or Services, DD Form 1155, will be prepared in accordance with NAVSUP P487, paragraph 4022, and as outlined in the ROM II User's Guide, except that the senior supply officer will sign the purchase order. In block 9 of the DD 1155, the words "Ship's Post Office" will be entered.

c. A Public Voucher for Purchases and Services other than Personal, Standard Form (SF) 1034, will be prepared charging the Navy Working Capital Fund. The SF1034 will be approved by the senior supply officer. The Sales Officer will give the Disbursing Officer the following:

(1) Original and one copy of the DD 1155.

(2) Original and all copies of the SF 1034.

d. The Disbursing Officer will make the payment in cash and transfer the value to the ship's store Navy Cash merchant card for payment of the stamps.

e. The Sales Officer will go to the Postal Petty Officer (PPO) and use the ship's store Navy Cash merchant card to pay for the stamps. The PPO will then issue the stamps to S-3. One copy of the DD 1155 and the SF 1034 are required for accounting purposes and to maintain accountability. Both will be filed in the AO File.

3. Returns from Customers. There are no refunds for stamps.

4. Effect on Financial Operations. Each book of stamps represents a zero percent profit margin because the cost price and retail price are the same. When combined with total store sales, the sale of stamps should not measurably affect the overall gross profit of an operation.

5. Receipt and Processing of Stamps into S-3. The Sales Officer will follow the procedures outlined in NAVSUP P487, Chapter 5, when receiving stamps from the PPO.

6. Mandatory Price Increases. If there is an increase in postage rates, the Sales Officer will purchase "make-up stamps" from the PPO in accordance with NAVSUP P487, paragraph 3401, to bundle and sell with the current on-hand inventory. A stock record card will be created and the "make up stamps" will be assigned to department P-1. Bundled stamp booklets will be depleted before new booklets with the new price are purchased.

7. Security of Stamps. Ship's store operators are responsible to the Sales Officer for stamp inventory and sales conducted in the ships store. Operators will exercise care and diligence in all sales transactions. Stamp booklets will be kept in a secure location, and only the ship's store operator(s) will have access during the working hours of the ship's store.

8. Damaged Stamps. Damaged stamp booklets may be exchanged with the PPO or post office for booklets of the same value.

Appendix N

Processing Official Mail

1. On Navy Cash ships, the ship's Official Mail Manager (OMM) is authorized to use a Navy Cash visitor card to pay for postage and postal services when processing official mail. After each transaction, the OMM shall obtain a receipt for the total amount of postage and postal services purchased.

2. Responsibilities

a. The OMM is responsible for the security of the visitor card(s) issued for processing official mail. When not in use the visitor card(s) shall be secured in a locked container or in a locked room, accessible only to the person having custody of the card(s).

b. The OMM will maintain a signature receipt record (logbook) for all visitor cards transferred for use on a sub-custody basis. The OMM will require all persons having sub-custody of or using a visitor card to maintain a daily record reflecting:

- (1) Cash value of the visitor card upon receipt or at the beginning of the day.
- (2) Number of official mail pieces mailed.
- (3) Total postage and postal services purchased.
- (4) Cash value of the visitor card at the end of the day.
- (5) Receipts for postage and postal services purchased at the post office.

3. Funds Control and Accounting Procedures

a. The OMM will prepare a Standard Form (SF) 1034, Public Voucher for Purchases and Services Other Than Personal, requesting issuance of a treasury check. The SF 1034 will include:

- (1) A letter from the OMM stating the postage and postal services anticipated.
- (2) The anticipated cost of the postage and postal services requested.
- (3) The date the treasury check is required.

b. The OMM will forward the SF 1034 to the comptroller for approval. The comptroller will verify the availability of funds, provide the accounting data, and forward it to the Disbursing Officer for preparation of the treasury check, made payable to the OMM.

c. The OMM will cash the treasury check from the disbursing officer and load the funds on the Navy Cash visitor card. The maximum value on any one chip-only visitor card cannot exceed \$1,000.00, so multiple cards may need to be used.

d. The Disbursing Officer will record the transfer of the payment to the Navy Cash visitor card(s) issued for processing official mail as cash transactions on the Daily Cash Transaction Ledger in accordance with paragraph 8.4.14. Although the transfers are essentially cash-to-chip transactions, the OMM shall sign the ledger for the amount of value received, and the Disbursing Officer shall record the SF 1034 voucher number.

e. The Disbursing Officer will post the amount of the payment to the DD 2657, Daily Statement of Accountability, as an increase to line 6.2A and a decrease to line 6.9.

f. The OMM can then take the Navy Cash visitor card(s) issued for processing official mail to the post office as needed to pay for purchases of postage and postal services for official mail.

g. If a question arises about the record of transactions for any Navy Cash visitor card(s) issued for processing official mail, the OMM can go to the disbursing office and request the Card Report for the particular visitor card in question (see paragraph 8.4.18). The “Card Report” link in the Navy Cash application can provide a breakdown of all chip transactions, including all loads and purchases, for any period specified.

4. Reports. Semi-annually, each command will provide a report of the cost of official mail postage and postal services used. These reports will cover the periods 1 October through 31 March and 1 April through 30 September. These reports will be submitted to the serving Consolidated Mail Facility (CMF) not later than the 15th day of the month following the end of the reporting period.

Appendix O

Barge Support

1. Ships undergoing availabilities in shipyards often use barges as temporary office, messing, and berthing spaces. To accommodate Navy Cash ships when required, selected barges have been equipped with the basic infrastructure of serial and LAN drops and equipment racks/foundations needed to support limited Navy Cash operations. The Navy Cash equipment itself, such as the server, workstations, K80 Cashless ATM and router, and K22 Point of Sale (POS) devices, would be relocated from the ship to the barge. As an example, the table below lays out the typical configuration for YRBM(L) size barges.

Barge Configuration – YRBM(L)

Serial/ LAN Drops	To Support
3	Vending Machines
2	Server
1	Disbursing Workstation
1	Sales Office
1	Download Box
2	Ship's Store
1	Post Office
1	K80 and Router
1	Post Office

2. Coordinate with Barge Managers. If it becomes necessary to move Navy Cash to the barge, this requirement must be communicated to the Barge Managers along with the ship's other requirements. Given enough lead time, Barge Managers can match Navy Cash ships to Navy Cash barges.

3. Relocate Navy Cash Equipment. To relocate Navy Cash equipment from the ship to the barge, the ship can request assistance from L-3 Communications. The ship will work directly with L-3 Communications to arrange these services and will be responsible for all costs associated with the relocation. If the ship decides to relocate the equipment using ship's force, the ship will be responsible for any damages to Navy Cash equipment sustained during the move.

a. There are basically three options for relocating the equipment, and two of these necessitate a purchase order (contract) between the ship and L-3 Communications before any work commences.

(1) Option 1 allows the support contractor to perform all of the work necessary to move Navy Cash equipment from the ship to the barge or to return that equipment from the barge to the ship, including the configuration and restoration of the Navy Cash system.

(2) Option 2 allows ship's force to move the equipment necessary to move Navy Cash operations to the barge or to return the equipment to the ship. After ship's force moved the equipment, L-3 Communications would restore the configuration and operation of the Navy Cash system.

(3) Option 3 allows ship's force to perform all of the work necessary to move the Navy Cash equipment from the ship to the barge or from the barge to the ship without any assistance from L-3 Communications. However, any work to restore operations related to the movement of equipment that would necessitate a visit from L-3 Titan Group would incur a cost.

b. Request a Case Number. Each time there is a request for barge support that would involve work performed by L-3 Communications, the ship should contact the Customer Service Center (CSC) (see paragraph 8.14.1) so that a case number can be generated for tracking purposes. The ship must then generate a purchase order for any work to be performed by L-3 Communications.

4. Ensure Navy Cash is Fully Operational. The ship must ensure that the Navy Cash system is fully operational prior to the relocation. Any hardware, software, communications, or operational issues should be reported to the Customer Service Center (see paragraph 8.14.1). It will be much easier to resolve any issues before the equipment has been moved to the barge.

5. Vending Machines. To operate with Navy Cash, any vending machines on the barge must be compatible with Navy Cash. If soda vending machines are to be installed on the barge, the Coke and Pepsi distributors need to be aware of the requirement to install "MDB compliant" machines that will be operating with Navy Cash. To accommodate shipyard, SIMA, or other short-term guests during the availability, the ship can set up selected "cash only" vending machines and/or vending machines that take both coins and Navy Cash by turning on the coin acceptor (see paragraph 1.7, Visitors, Guests, and Dependents). If the Navy Cash server must be relocated from the ship to the barge, the vending machines on the ship may have to be turned off or revert to accepting cash by replacing the CAD with a dollar bill validator and/or turning on the coin acceptor during the availability (see paragraph 7.7.3, CAD Failure). Any cash collected will be handled in accordance with existing procedures.

6. Barge Checklist. The checklist below has been developed to lay out the ship's responsibilities in working with L-3 Communications to relocate Navy Cash equipment to the barge.

7. Move Back to Ship. At some point near the end of the availability, the Navy Cash equipment that was moved to the barge will need to be moved back to the ship. Again, the ship must work directly with L-3 Communications to arrange these services and will be responsible for all costs associated with the relocation. With some straightforward substitutions, the Barge Checklist can be used to support the move from the barge to the ship as well.

CHECKLIST FOR MOVING NAVY CASH TO A BARGE

SHIP: _____

BARGE: _____

NAVY CASH MOVE ABOARD DATE: _____

L-3 COMMUNICATIONS ENGINEER: _____

Item	Responsible Shipboard POC	Task ¹	I-3 Initials
Network Connectivity			
1		Ensure the Local Area Network (LAN) on the barge is up and connectivity is established between all servers and workstations on the barge.	
2		Ensure that the barge can communicate to shore and that web browsing is fully functional.	
3		If the barge has a router and the ship's router isn't moving to the barge, ensure that the password to the router is available, so that the router can be checked/configured with the outbound ACL for Navy Cash if necessary. If the activity that controls/maintains the router will not divulge the password, we will then need a contact to call who can be available quickly.	
Physical Access			
4		Ensure access to all necessary spaces <i>on the ship</i> for Navy Cash components that are intended to be moved to the barge.	
5		Ensure access to all necessary spaces <i>on the barge</i> .	
6		Ensure that Navy Cash vending machines are in place on the barge and the vending machine operator is available to allow access into the machines.	
7		Ensure that network drops for Navy Cash equipments have not been used for other equipments.	
Power			
8		Ensure power is currently supplied to the barge.	
9		Ensure that power outlets for Navy Cash equipments have not been used for other equipments.	

¹ Any item not completed prior to the scheduled move aboard may incur additional costs to the ship.

Appendix P

Navy Cash Merchants

1. Navy Cash merchants are set up for each retail location on the ship as a part of the initial implementation process. Navy Cash essentially eliminates the circulation of bills and coins on the ship. Transactions are processed electronically in the Ship's Store, Post Office, Wardroom, Chief's Mess, at vending machines, etc. Reports at the end of each day record receipts from sales for the day. Funds are settled electronically on a daily, weekly, or monthly basis.

2. Private Merchants.

a. Option to Settle to Checking or Strip Account. Private merchants have the option to settle either to the bank or credit union checking accounts specified when their Navy Cash merchant accounts are established at implementation or to the Navy Cash (strip) account. A Navy Cash merchant account can also be established without a corresponding checking account. In that case, funds are settled only to the strip account. Generally, if most of a merchant's payments are made by check, it is probably better to settle to a bank or credit union account; if most of a merchant's payments are made with the Navy Cash card, it is probably better to settle to a Navy Cash (strip) account. Money can always be transferred among the Navy Cash chip and strip accounts and the bank or credit union checking account, if one was specified.

b. Option to Settle Daily or Weekly. Private merchants also have the option to settle on either a daily or a weekly basis. For merchants who elect to settle on a weekly basis, deposits are initiated on the 8th, 15th, 22nd, and 28th of each month. The deposit on the 8th of the month includes any transactions that posted on the 29th, 30th, and 31st of the previous month. This slight delay in actual deposits is minor compared to the delay experienced when checks had to be mailed to a bank or credit union ashore for deposit to the merchant's checking account. By default, private merchants are initially set up to settle on a weekly basis.

c. Settlement Timing and Availability of Funds. Navy Cash funds settled to a checking account ashore *are not immediately available* for expenditure. Navy Cash transactions are sent ashore daily as a part of the End-Of-Day (EOD) process, but deposits are not made immediately. Automated Clearance House (ACH) transactions, which Navy Cash uses, are only processed Sunday through Friday at 10:00 PM Eastern Time (8:00 PM on Sunday) by the Federal Reserve System. Transactions will generally be posted to bank or credit union accounts within 48 hours, and funds are normally available the next business day after the transactions are posted. Funds settled to Navy Cash (strip) accounts are available as soon as the end-of-day round trip is completed between ship and shore. Merchant settlement reports listing all Navy Cash deposits made are generated ashore on a daily basis for all merchants and sent to the ship at the completion of the EOD process.

3. Line of Accounting (LOA) Merchants

a. For merchants who settle to LOAs, receipts from sales are sent ashore as a part of the EOD process and held in the appropriate merchant accounts within Navy Cash until the end of the month. Summary and detail reports can be generated on the ship as needed or retrieved from the shore reports directory when the EOD process is completed showing the name of the merchant account, the number of transactions, and the dollar value.

b. Monthly Settlement. For some LOA merchants, such as the General Mess and Ship's Store, Navy Cash transactions are settled or "registered" to the appropriate lines of accounting at the end of each month through the Disbursing Officer's monthly returns. Navy Cash receipts from sales, refunds, and other collections and debits for the month are reported in the Food Service Officer's Monthly General Mess Operating Statement (NS 1359), the Sales Officer's Cash Memorandum of Sales (DD 1149), and the Disbursing Officer's Statement of Accountability (SF 1219). Based on the Sales Officer's and Food Service Officer's reports, the accumulated end-of-month Navy Cash transactions are recorded on the appropriate lines of the Disbursing Officer's SF 1219, and the Disbursing Officer prepares Deposit Tickets (SF 215's) and Debit Vouchers (SF 5515's) in the appropriate amounts. Based on the SF 215's and 5515's, the Treasury Financial Agent enters the funds into the CashLink system. When the Disbursing Officer submits his monthly returns, DFAS uses the SF 1219 to register the funds to the appropriate LOAs. Each month, the Food Service Officer, Sales Officer, and Disbursing Officer must coordinate their monthly reporting responsibilities to make certain that the Disbursing Officer's monthly returns are prepared and submitted on time, so that the funds are credited to the appropriate LOAs on a timely basis.

c. As Needed Settlement. For some LOA merchants, such as the Husbanding Agent, Foreign Concessionaire, College Courses, and College Books, Navy Cash transactions must be "settled" on an as needed basis so the vendor can be paid for services or goods provided. Transaction logs maintained by the merchant can be compared with Navy Cash reports generated on the ship as needed. If the log and report agree, the Disbursing Officer can cut an ex-cash-remittance check to the merchant or vendor in the appropriate amount based on a Public Voucher for Purchases and Services Other Than Personal (SF 1034) or other appropriate documentation. If the log and report do not agree, the differences must be reconciled before the Disbursing Officer cuts the ex-cash-remittance check. The Disbursing Officer records the amount of each check on the appropriate lines of the Daily Statement of Accountability (DD 2657). At the end of the month, the Disbursing Officer settles with the Treasury Financial Agent by preparing a Deposit Ticket (SF 215) in the appropriate amount in conjunction with the proper entries on the Disbursing Officer's Statement of Accountability (SF 1219).

4. Setting Up a K22 Point of Sale (POS) Device. To enable a merchant to record Navy Cash sales transactions, the Disbursing Officer simply sets up one or more K22s for the appropriate merchant and assigns operator IDs to each K22. Event processing can also be established to collect and report on sales transactions to an additional level of detail. The K22 must be online to the Navy Cash server to access the ship's current merchant list, select the appropriate merchant, select an appropriate event if desired, and log on an operator. If it is to be operated in the offline mode, the K22 can be taken to one of the available Navy Cash "download boxes" or serial ports to select a merchant and log on an operator. When plugged in at the end of the business day or at the end of the event, the K22 automatically uploads sales receipt information to the Navy Cash server for processing at the next end of day. Navy Cash reports of sales receipts can be generated on the ship on an as needed basis.

5. Navy Cash Standard Merchant Listing

a. A set of standard merchants has been established within Navy Cash (see the Navy Cash Merchant Listing at enclosure (1)). Not all merchants are set up for each ship, however. As a part of the process of implementing Navy Cash on each ship, specific merchants are set up based on the size of the ship and the requirements stated by the ship at the time. For example,

many ships do not need a Flag Mess or First Class Association merchant (see the sample set of merchant accounts at enclosure (2)). Should a need arise at a later date, additional merchants can be activated at any time by sending a request to the Customer Service Center (CSC).

b. Standard merchant names cannot be changed to accommodate a short-term need on a ship. For example, if the generic merchant PRIVATE ONE has been assigned to Cruise Book Sales for a particular deployment, PRIVATE ONE will appear on the K22 screen and in Navy Cash reports related to Cruise Book Sales. Individual ships are responsible for managing any cross references required between the standard merchant names and the actual merchants assigned.

c. For the carriers, air wing and squadron merchant accounts can be used as needed while the air wing is embarked. When the air wing leaves the ship, the merchant accounts will no longer be used, and the merchant accounts can then be reused when a new air wing embarks. Individual ships are responsible for managing the cross references between the standard air wing and squadron merchant names and the actual air wing and squadrons assigned. For example, the standard name from the merchant listing SQDN1 CPO MESS DUES could be assigned to VFA 14 for one deployment and to VFA 94 for the next (see the sample set of air wing and squadron merchant accounts at enclosure (4)). It is critical that all the funds on Navy Cash merchant cards be moved from the chip (electronic purse) and the strip (Navy Cash account) back to the home bank or credit union accounts using the K80 Cashless ATM before the air wing and squadrons leave the ship. The Navy Cash merchant cards must also be returned to the Disbursing Office before the air wing and squadrons leave the ship.

6. Activate a Private Merchant. To activate a merchant who settles to a bank or credit union checking account ashore or to a Navy Cash (strip) account on the ship, the Disbursing Officer must contact the CSC. In the request, the Disbursing Officer must include the information needed to enroll the new merchant to include the bank or credit union name, routing number, and account number for the settlement account. The request should also indicate whether the merchant wants to settle on a daily or weekly basis to the checking account specified or to the Navy Cash (strip) account. If the merchant elects to establish a Navy Cash merchant account without a corresponding checking account, the request should so indicate. In that case, funds would be transferred only to the strip account. Once the merchant is enrolled ashore, the new account information will be updated on the ship when the next end-of-day round trip is completed between ship and shore. At the same time, the ship's current merchant list will be updated with the new merchant, if necessary. The new merchant's Navy Cash merchant card will be forwarded to the ship automatically.

7. Generic Private Merchants

a. Recognizing that the named merchants established within Navy Cash will not cover every situation, a set of generic merchants has been established. Generic merchants can be used to "activate" a merchant not specifically named in the Navy Cash merchant listing, such as Family Support Group or Cruise Book Sales. These generic merchants are included in the merchants set up for each and every Navy Cash ship. Individual ships are responsible for managing the cross references between the standard generic merchant names and the actual merchants assigned (see enclosure (3)). For example, Cruise Book Sales could be assigned the standard name from the merchant listing PRIVATE TWO one deployment and PRIVATE FIVE the next.

b. By default, generic private merchants will be set up to settle automatically to the merchant's strip (Navy Cash) account on a weekly basis. If a ship wants to link a bank or credit union account to a generic private merchant, they can update the account through either the Navy Cash application (see paragraph 8.4.22, Account Information Update) or the Navy Cash Disbursing web site (see paragraph 8.14.1 and Appendix E), or by sending a request to the CSC by phone or e-mail (see paragraph 8.14.2). Any updates done through the Navy Cash application are effective immediately on board the ship and will regulate any subsequent transactions at the K80 Cashless ATM. Updates done through the Navy Cash Center web site do not go into effect on board the ship until a round trip is completed between ship and shore. Updates done through the CSC do not go into effect on board the ship until the CSC receives the information, processes the request, and a round trip is completed between ship and shore. If the ship wants to change the settlement schedule (see paragraph 2.b above, Option to Settle Daily or Weekly) or the settlement account (see paragraph 2.a above, Option to Settle to Checking or Strip Account), they must send the request to the CSC.

c. When the need for a generic merchant is over, the merchant account will no longer be used, and the merchant account can be reused when a new requirement emerges. Again, it is critical that all the funds on the Navy Cash merchant card (if one was provided to the merchant) be removed and that the balance for both the strip and the chip accounts be zero when the generic merchant account is no longer needed. The funds can be pushed from the chip (electronic purse) and the strip (Navy Cash account) back to the home bank or credit union account using the K80 Cashless ATM. Alternatively, the funds can be moved from the strip to the chip using the K80, and the chip can then be cashed out at the Disbursing Office. The Navy Cash merchant cards must be returned to the Disbursing Office when the need for the generic merchant is over.

8. Activate an LOA Merchant. To activate a merchant who settles to a line of accounting, for example, a second ship's store when only one ship's store was set up during implementation, the Disbursing Officer must contact the CSC to indicate which merchant to enroll. Once the merchant is enrolled, the new account information will be updated on the ship when the next end-of-day round trip is completed between ship and shore. At the same time, the ship's current merchant list will be updated with the new merchant, if necessary. The new merchant's Navy Cash merchant card will be forwarded to the ship automatically. To add a new vending machine to an existing merchant, the Disbursing Officer simply goes to the "Vending and Ship's Store" link in the Navy Cash application. No transactions can occur at the new vending machine until the Card Access Device (CAD) terminal ID number is associated with the machine in the Navy Cash application.

9. New Equipment. It is the responsibility of the ship to install any new equipment, for example a new vending machine or an additional ship's store, and to pull the cabling from the nearest Navy Cash router to the new equipment. The Navy Cash depot and field support contractor can advise the ship on the nearest available router. The ship can contract directly with the Navy Cash depot and field support contractor to pull cable, hook up the equipment, and/or come on board after the installation is complete to set up the new equipment in the Navy Cash system configuration. Any costs associated with this effort, including travel, will be borne by the ship.

Navy Cash Merchant Listing

LOA Merchants

GENERAL MESS – FOOD
GENERAL MESS – SURCHARGES
SHIP STORE
SHIP STORE #1
SHIP STORE #2
VENDING SODA
VENDING STORE ITEMS
NAVY DISBURSING
MARINE DISBURSING
HANGAR BAY SALES
FOREIGN CONCESSIONAIRE
HUSBANDING AGENT
COLLEGE COURSES
COLLEGE BOOKS

Private Merchants

POST OFFICE – STAMPS
POST OFFICE – MONEY ORDERS
POST OFFICE – METERED MAIL
WARDROOM MESS – DUES
WARDROOM MESS – FOOD
WARDROOM – OTHER
FLAG MESS – DUES
FLAG MESS – FOOD
CPO MESS – DUES
CPO MESS – FOOD
1ST CLASS ASSN (*First Class Association*)
NAVY MWR
MARINE MWR
VENDING STAMPS
RELIGIOUS SERVICES CATHOLIC
RELIGIOUS SERVICES PROTESTANT
RELIGIOUS SERVICES ORTHODOX
TAXI MERCHANT (*to be used only for taxi services set up to support the ship's crew*)
DUTY FUND

Generic Private Merchants

*PRIVATE SIX through TEN generally assigned to large-deck ships only.
See enclosure (3).*

PRIVATE ONE	PRIVATE SIX
PRIVATE TWO	PRIVATE SEVEN
PRIVATE THREE	PRIVATE EIGHT
PRIVATE FOUR	PRIVATE NINE
PRIVATE FIVE	PRIVATE TEN

Flag, Air Wing, and Squadron Merchants

Sample listing. Complete listing in enclosure (4).

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

**NAVY CASH POINTS OF CONTACT AND BANK AND CREDIT UNION ACCOUNTS — PART 1
USS NEVERSAIL**

MERCHANT	PYMT FREQ ¹	POINTS OF CONTACT			NAME ON ACCOUNT	ABA NUMBER	ACCOUNT NUMBER	CUST TYPE ²	ACCT TYPE ³	LOA ⁴
		NAME	PHONE	E-MAIL ADDRESS						
SHIP STORE	Monthly				N/A	N/A	N/A	N/A	N/A	Y
VENDING STORE ITEMS	Monthly				N/A	N/A	N/A	N/A	N/A	Y
VENDING SODA	Monthly				N/A	N/A	N/A	N/A	N/A	Y
GENERAL MESS FOOD	Monthly				N/A	N/A	N/A	N/A	N/A	Y
GENERAL MESS SURCHARGES	Monthly				N/A	N/A	N/A	N/A	N/A	Y
NAVY MWR	Weekly									N
MARINE MWR	Weekly									N
CPO MESS FOOD	Weekly									N
CPO MESS DUES	Weekly									N
1ST CLASS ASSN	Weekly									N
WARDROOM MESS FOOD	Weekly									N
WARDROOM MESS DUES	Weekly									N
TAXI MERCHANT ⁵	Weekly									N
POST OFFICE STAMPS	Daily				USPS PFO	123456789	123456789 xxxx			N
POST OFFICE MONEY ORDERS	Daily				USPS PFO	123456789	123456789 xxxx			N
POST OFFICE METERED MAIL	Daily				USPS PFO	123456789	123456789 xxxx			N
VENDING STAMPS	Daily				USPS PFO	123456789	123456789 xxxx			N
HANGAR BAY SALES	Monthly				N/A	N/A	N/A	N/A	N/A	Y
FOREIGN CONCESSIONAIRE	Monthly				N/A	N/A	N/A	N/A	N/A	Y
HUSBANDING AGENT	Monthly				N/A	N/A	N/A	N/A	N/A	Y
COLLEGE COURSES	Monthly				N/A	N/A	N/A	N/A	N/A	Y
COLLEGE BOOKS	Monthly				N/A	N/A	N/A	N/A	N/A	Y

¹ PYMT FREQ = Payment Frequency = Daily, Weekly, or Monthly. Weekly payments are initiated on the 8th, 15th, 22nd, and 28th of the month.

² CUST TYPE = Customer Type = Commercial or Individual = "C" or "I"

³ ACCT TYPE = Account Type = Savings or Checking = "S" or "C"

⁴ LOA = Line of Accounting

⁵ TAXI MERCHANT to be used only for taxi services set up to support the ship's crew.

NAVY CASH POINTS OF CONTACT AND BANK AND CREDIT UNION ACCOUNTS — PART 2
USS NEVERSAIL

MERCHANT	PYMT FREQ ¹	POINTS OF CONTACT			NAME ON ACCOUNT	ABA NUMBER	ACCOUNT NUMBER	CUST TYPE ²	ACCT TYPE ³	LOA ⁴	MERCHANT LISTING STANDARD NAME ⁵
		NAME	PHONE	E-MAIL ADDRESS							
	Weekly							C	C	N	PRIVATE ONE
	Weekly							C	C	N	PRIVATE TWO
	Weekly							C	C	N	PRIVATE THREE
	Weekly							C	C	N	PRIVATE FOUR
	Weekly							C	C	N	PRIVATE FIVE
	Weekly							C	C	N	PRIVATE SIX
	Weekly							C	C	N	PRIVATE SEVEN
	Weekly							C	C	N	PRIVATE EIGHT
	Weekly							C	C	N	PRIVATE NINE
	Weekly							C	C	N	PRIVATE TEN

¹ PYMT FREQ = Payment Frequency = Daily, Weekly, or Monthly. Weekly payments are initiated on the 8th, 15th, 22nd, and 28th of the month.

² CUST TYPE = Customer Type = Commercial or Individual = "C" or "I"

³ ACCT TYPE = Account Type = Savings or Checking = "S" or "C"

⁴ LOA = Line of Accounting

⁵ MERCHANT LISTING STANDARD NAME = As it appears on K22 screen from ship's current merchant list. PRIVATE SIX through TEN generally assigned to large-deck ships only.

**NAVY CASH POINTS OF CONTACT AND BANK AND CREDIT UNION ACCOUNTS — PART 3
USS NEVERSAIL**

MERCHANT	PYMT FREQ ¹	POINTS OF CONTACT			NAME ON ACCOUNT	ABA NUMBER	ACCOUNT NUMBER	CUST TYPE ²	ACCT TYPE ³	LOA ⁴	MERCHANT LISTING STANDARD NAME
		NAME	PHONE	E-MAIL ADDRESS							
Staff CPO Mess Dues	Weekly							C	C	N	STAFF CPO MESS DUES
Staff Wardroom Dues	Weekly							C	C	N	STAFF WARDROOM DUES
Staff 1st Class Dues	Weekly							C	C	N	STAFF 1STCLASS DUES
Staff MWR Fund	Weekly							C	C	N	STAFF MWR FUND
CVW CPO Mess Dues	Weekly							C	C	N	CVW CPO MESS DUES
CVW Wardroom Dues	Weekly							C	C	N	CVW WARDROOM DUES
CVW 1st Class Dues	Weekly							C	C	N	CVW 1STCLASS DUES
CVW MWR Fund	Weekly							C	C	N	CVW MWR FUND
VFA XXX CPO Mess Dues	Weekly							C	C	N	SQDN0 CPO MESS DUES
VFA XXX Wardroom Dues	Weekly							C	C	N	SQDN0 WARDROOM DUES
VFA XXX 1st Class Dues	Weekly							C	C	N	SQDN0 1STCLASS DUES
VFA XXX MWR Fund	Weekly							C	C	N	SQDN0 MWR FUND
VFA XXX CPO Mess Dues	Weekly							C	C	N	SQDN1 CPO MESS DUES
VFA XXX Wardroom Dues	Weekly							C	C	N	SQDN1 WARDROOM DUES
VFA XXX 1st Class Dues	Weekly							C	C	N	SQDN1 1STCLASS DUES
VFA XXX MWR Fund	Weekly							C	C	N	SQDN1 MWR FUND
VFA XXX CPO Mess Dues	Weekly							C	C	N	SQDN2 CPO MESS DUES
VFA XXX Wardroom Dues	Weekly							C	C	N	SQDN2 WARDROOM DUES
VFA XXX 1st Class Dues	Weekly							C	C	N	SQDN2 1STCLASS DUES
VFA XXX MWR Fund	Weekly							C	C	N	SQDN2 MWR FUND
VF XXX CPO Mess Dues	Weekly							C	C	N	SQDN3 CPO MESS DUES
VF XXX Wardroom Dues	Weekly							C	C	N	SQDN3 WARDROOM DUES
VF XXX 1st Class Dues	Weekly							C	C	N	SQDN3 1STCLASS DUES
VF XXX MWR Fund	Weekly							C	C	N	SQDN3 MWR FUND

MERCHANT	PYMT FREQ ¹	POINTS OF CONTACT			NAME ON ACCOUNT	ABA NUMBER	ACCOUNT NUMBER	CUST TYPE ²	ACCT TYPE ³	LOA ⁴	MERCHANT LISTING STANDARD NAME ⁵
		NAME	PHONE	E-MAIL ADDRESS							
VS XXX CPO Mess Dues	Weekly						C	C	N	SQDN4 CPO MESS DUES	
VS XXX Wardroom Dues	Weekly						C	C	N	SQDN4 WARDROOM DUES	
VS XXX 1st Class Dues	Weekly						C	C	N	SQDN4 1STCLASS DUES	
VS XXX MWR Fund	Weekly						C	C	N	SQDN4 MWR FUND	
VAQ XXX CPO Mess Dues	Weekly						C	C	N	SQDN5 CPO MESS DUES	
VAQ XXX Wardroom Dues	Weekly						C	C	N	SQDN5 WARDROOM DUES	
VAQ XXX 1st Class Dues	Weekly						C	C	N	SQDN5 1STCLASS DUES	
VAQ XXX MWR Fund	Weekly						C	C	N	SQDN5 MWR FUND	
VAW XXX CPO Mess Dues	Weekly						C	C	N	SQDN6 CPO MESS DUES	
VAW XXX Wardroom Dues	Weekly						C	C	N	SQDN6 WARDROOM DUES	
VAW XXX 1st Class Dues	Weekly						C	C	N	SQDN6 1STCLASS DUES	
VAW XXX MWR Fund	Weekly						C	C	N	SQDN6 MWR FUND	
HS XXX CPO Mess Dues	Weekly						C	C	N	SQDN7 CPO MESS DUES	
HS XXX Wardroom Dues	Weekly						C	C	N	SQDN7 WARDROOM DUES	
HS XXX 1st Class Dues	Weekly						C	C	N	SQDN7 1STCLASS DUES	
HS XXX MWR Fund	Weekly						C	C	N	SQDN7 MWR FUND	
XX XXX CPO Mess Dues	Weekly						C	C	N	SQDN8 CPO MESS DUES	
XX XXX Wardroom Dues	Weekly						C	C	N	SQDN8 WARDROOM DUES	
XX XXX 1st Class Dues	Weekly						C	C	N	SQDN8 1STCLASS DUES	
XX XXX MWR Fund	Weekly						C	C	N	SQDN8 MWR FUND	

¹ PYMT FREQ = Payment Frequency = Daily, Weekly, or Monthly. Weekly payments are initiated on the 8th, 15th, 22nd, and 28th of the month.

² CUST TYPE = Customer Type = Commercial or Individual = "C" or "I"

³ ACCT TYPE = Account Type = Savings or Checking = "S" or "C"

⁴ LOA = Line of Accounting

⁵ MERCHANT LISTING STANDARD NAME = As it appears on K22 screen from ship's current merchant list.

Appendix Q

Pre- and Post-Deployment Grooms

1. Navy Cash Groom. Field support personnel from L-3 Titan Group are available to conduct operations and maintenance assessments and grooms of Navy Cash systems both before and after overseas deployments. These pre- and post-deployment grooms include shipboard verification of system hardware, software, communications, operations, documentation, spares, and training. To assist in identifying issues before they become problems, every effort should be made to take advantage of this opportunity, especially before extended overseas deployments. A Navy Cash groom should be a part of your pre- and post-deployment checklist.

2. During a groom the following actions are performed:

- a. Replenish Navy Cash spares inventory.
- b. Test all Navy Cash equipment and devices.
- c. Conduct On-the-Job Training (OJT) as required.
- d. Replace failed or defective equipment.
- e. Update system software as required.

3. Contact the Customer Service Center (CSC). To request pre- and post-deployment grooms, contact the Navy Cash CSC, either through the Global Distance Support Center (GDSC) or directly. The CSC will assign a case number for tracking purposes and forward the request to L-3 Titan Group. L-3 Titan Group will coordinate with the ship to schedule, prepare for, and complete the groom.

GDSC Phone: 1.877.41TOUCH — Press 4, then 5, then 3.
1.877.418.6824

DSN: 510.42TOUCH — Press 4, then 5, then 3.
510.428.6824

CSC Phone: 1.866.6NAVYCASH
1.866.662.8922

E-mail: navcashcenter@ezpaymt.com.

4. Schedule the Groom. To provide sufficient time to resolve any issues or problems that may be identified, pre-deployment grooms should be requested about 60 to 90 days before deployment, with a goal of scheduling the groom itself about 30 days prior to deployment. Post-deployment grooms should be scheduled as soon as stand down is completed.

5. Ship Responsibilities. A groom will normally take about three days to complete. The ship should expect two representatives from L3 Titan Group to come to the ship to conduct all of the required tasks. During the groom, the ship must be ready to provide access to all Navy Cash equipment, including all vending machines and K22's, as well as all spare equipment and devices. Navy Cash "key players" among the PSs (DKs), SHs, PCs, CSs, ITs, and ETs should be present if at all possible to receive OJT in their individual responsibilities for managing and maintaining Navy Cash operations. The groom provides an excellent opportunity to get answers to any Navy Cash questions the ship may have.

6. Pre- and Post-Deployment Groom Checklist. The information in the checklist below will assist the ship and L-3 Titan Group prepare for the groom. The ship should complete the checklist and provide the information to L-3 Titan Group as soon as possible after coordinating the actual dates for the groom.

Pre- and Post-Deployment Groom Checklist

K22s and CADs		
How many K22s (including spares) do you have?		
How many of that number are spares?		
Do all K22s (including spares) have SAM chips?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
How many CADs (including spares) do you have?		
How many of that number are spares?		
Do all CADs (including spares) have SAM chips?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
How many spare SAMs (not in spare CADs/K22s) do you have?		
How many card reader cleaning cards do you have in stock?		
Support for Daily Server Backups		
How many backup tapes (including spares) do you have?		
Do you have a backup tape drive cleaning tape?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Navy Cash Cards		
How many temporary cards do you have in stock?		
How many visitor cards do you have in stock?		
How many card ledgers (small booklet for tracking transactions to give out with Navy Cash card) do you have in stock?		
How many plastic card holders do you have in stock?		
How many anti-static card protectors do you have in stock?		
System Maintenance		
Do you have a complete set of PMS cards for your Navy Cash system? Maintenance Index Page (MIP) 6541/080-14 refers.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have any damaged or malfunctioning Navy Cash equipment? If so, please provide details.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

System Administration		
What version of the Navy Cash SOP do you have?		
Do you have a copy of the Navy Cash Maintenance CD?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you have a copy of the Navy Cash EOM CD?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please list any Navy Cash discrepancies noted on the last audit, if applicable.		
Who has custody of Shiva cards (for access to Navy Cash disbursing website)?		
When was the last time each Shiva card holder logged on to the Navy Cash disbursing website?		
MPCC		
What version of the MPCC SOP do you have?		
Have you completed the MPCC OTC conversion?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is your log on to the Elvis/CIRA website current (refer to the MPCC SOP)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
When was the last time each MPCC user logged on to the Elvis/CIRA website (refer to the MPCC SOP)?		
Preparing for Groom		
Will there be any Engineering Drills which will involve securing of ship's power during the time period for your groom?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Please provide location of ship at scheduled time for groom (shipyard, dry dock, pier side).		
Please provide rank/rate, name, phone and fax number of ship's Security Manager (for visit request and access to the ship).		