

Chapter 8

Disbursing and the Navy Cash[®] Application

8.1	Background.....	8-7
8.2	General Navy Cash Information.....	8-7
8.2.1	Letters of Authority.....	8-7
8.2.2	Issuing Navy Cash Cards.....	8-8
8.2.3	Navy Cash Card Limits.....	8-9
8.2.4	Navy Cash Card Expiration.....	8-9
8.2.5	Internal Procedures and Controls.....	8-11
8.2.6	Planned Maintenance System.....	8-11
8.2.7	ATM Locations Worldwide.....	8-11
8.3	Navy Cash Custodial Responsibilities.....	8-11
8.3.1	Custody of Navy Cash Cards.....	8-11
8.3.2	Replenishing Navy Cash Card Stocks.....	8-13
8.3.3	Custody of Spare K22s and CADs.....	8-13
8.3.4	Transfer of Responsibility Upon Relief.....	8-14
8.4	Navy Cash Application.....	8-15
8.4.1	Starting the Navy Cash Service.....	8-15
8.4.2	Starting the Proxy Application.....	8-16
8.4.3	Starting the Navy Cash Application.....	8-16
8.4.4	Closing the Navy Cash Application.....	8-16

Working Draft

8.4.5 Closing the Proxy Application..... 8-16

8.4.6 Closing the Navy Cash Service..... 8-17

8.4.7 Funds Transfer 8-18

8.4.8 Funds Transfer to Chip 8-19

8.4.9 Funds Transfer from Chip..... 8-21

8.4.10 Individual Refund 8-23

8.4.11 Chip-to-Chip Corrections..... 8-26

8.4.12 Bulk Refunds 8-28

8.4.13 Deposit Cash or Check to Strip..... 8-31

8.4.14 Daily Cash Transaction Ledger 8-33

8.4.15 Resetting or Changing the PIN 8-36

8.4.16 Change Card Status..... 8-37

8.4.17 Unblock Card..... 8-43

8.4.18 Card Report..... 8-45

8.4.19 Assign Replacement Card..... 8-47

8.4.20 Close or Suspend an Account Pending Transfer or Discharge? 8-50

8.4.21 Account Enrollment 8-53

8.4.22 Account Information Update 8-58

8.4.23 Note Maintenance 8-63

8.4.24 Indicate End of Day 8-70

8.4.25 View Reports 8-78

8.4.26 ROM II Reporting..... 8-80

Working Draft

8.4.27 Safe Bank Transactions..... 8-83

8.4.28 Operator ID Maintenance 8-85

8.4.29 Vending and Ship’s Store—Vending Maintenance and End of Month..... 8-87

8.4.30 Event Maintenance..... 8-96

8.4.31 View Log 8-100

8.4.32 View Disk Usage 8-101

8.4.33 Network Operations Center (NOC) Selection 8-102

8.4.34 Process Split Pay File..... 8-103

8.4.35 Provisional Split Pay 8-108

8.4.36 Access Editor–Access Control for Navy Cash Application 8-112

8.5 Navy Cash and Vendors..... 8-119

8.5.1 Money Exchange by Vendors in a Foreign Port..... 8-119

8.5.2 Concessionaire Sales by Vendors in a Foreign Port 8-122

8.5.3 Creating New Merchants In Navy Cash 8-124

8.6 Miscellaneous Payments to Navy Cash Card..... 8-125

8.7 Collections from Portable K22 Point of Sale Devices 8-125

8.8 Electronic Transfers Dishonored and Returned 8-125

8.8.1 Negative Navy Cash Balance..... 8-126

8.8.2 Blocking and Unblocking Access to Home Accounts..... 8-130

8.9 EOM Reconciliation and Reporting of eFunds in Disbursing Officer’s Safe.. 8-132

8.10 Sample Disbursing Forms..... 8-138

8.10.1 DD 2657, Daily Statement of Accountability..... 8-138

Working Draft

8.10.2 Schedule of Deposit Activity (SODA) 8-143

8.10.3 SF 1219 8-146

8.11 Navy Cash Quarterly Cash Verification Team 8-149

8.11.1 Public Funds..... 8-149

8.11.2 Navy Cash Card Stock..... 8-149

8.12 Navy Cash Equipment Checklist 8-149

8.13 Managing and Requisitioning Spares..... 8-149

8.14 Customer Service Center Support..... 8-150

8.14.1 Call Centers..... 8-150

8.14.2 Updating Navy Cash Account Information 8-151

8.14.3 Accessing the Navy Cash Web Sites 8-153

8.15 Sample Disbursing Reports and Forms..... 8-154

8.15.1 Sample Accountable Officer Appointment/Termination Record 8-154

8.15.2 Sample Disbursing Agent Appointment/Termination Record..... 8-156

8.15.3 Sample Letter of Authority–Authority to Hold Cash 8-158

8.15.4 ROM II/Navy Cash Comparison Report..... 8-159

8.15.5 Disbursing Accountability Detail Report..... 8-161

8.15.6 Daily Negative Balance Report 8-162

8.15.7 Merchant Settlement Report 8-163

8.15.8 Disbursing Accountability Summary Report..... 8-164

8.15.9 Card Status Report 8-165

8.15.10 Daily Cash Transaction Ledger 8-166

Working Draft

8.15.11	Bulk Card Log.....	8-167
8.15.12	Card Issue Log.....	8-168
8.15.13	Navy Cash Pre-Audit/Turnover Checklist.....	8-169
8.15.14	Merchant Refund Log.....	8-171
8.15.15	Navy Cash Refund Chit.....	8-172
8.15.16	Split Pay Option Enrollment/Disenrollment Form.....	8-173
8.15.17	Navy Cash Payroll Report — Shore Report.....	8-174
8.15.18	SPO Payroll Report — Ship Report.....	8-175
8.15.19	Daily Blocked Account Report — Shore Report.....	8-176
8.15.20	Automated Chip-to-Chip Corrections Report — Shore Report.....	8-177
8.15.21	Return Codes and Notification Codes.....	8-178
8.15.22	The \$25 Vending “Counter”.....	8-180
8.15.23	Currency Exchange Log.....	8-181
8.15.24	Cash Verification Team Navy Cash Checklist.....	8-182
8.15.25	Navy Cash Trouble Call Worksheet.....	8-184

Working Draft

Working Draft

Working Draft

8.1 Background

a. This chapter addresses Navy Cash processes and procedures in the disbursing office and operating the Navy Cash application in the disbursing office and sales office.

b. Marine Corps. The Navy Disbursing Officer will be responsible for providing Navy/Marine Cash and other disbursing support for Marines embarked on a ship without a Marine Disbursing Officer and will make every effort to collect on any negative account balances. On ships with a Marine Disbursing Officer, the Marine Cash application is a subset of the Navy Cash application, and Marine disbursing personnel shall be guided by this SOP. Where Marine functionality is different from Navy functionality, split pay for example, the differences are discussed in the SOP. The basic policy for enrolling Marines in Marine Cash is discussed in paragraph 1.6.4.

c. The disbursing office will retain the flexibility to receive cash and checks under certain circumstances. When collecting or disbursing cash or checks, the existing cash-based disbursing processes and procedures remain in effect.

d. In this SOP, the term Disbursing Officer refers to the Disbursing Officer and his properly authorized and appointed representatives, such as disbursing agents or the Disbursing Officer Deputy.

e. In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)). *Do not change the time or time zone on the Navy Cash server. Changing the clock may result in errors and delays in End-Of-Day (EOD) processing. These errors can only be resolved through manual intervention guided by technical support personnel ashore.*

8.2 General Navy Cash Information

8.2.1 Letters of Authority

a. Because Navy Cash is a financial system, and the handling of public and private funds is inherent, a Letter of Authority should be signed by the Commanding Officer to the Disbursing Officer as the Navy Cash Accountable Officer, delineating what his or her accountability includes. Subsequent letters of appointment from the Disbursing Officer to his or her agents should also be maintained (see samples letters in paragraphs 8.15.1 and 8.15.2).

b. The Department of Defense Financial Management Regulation (DODFMR) Volume 5 addresses the issue of accountability for cash management of public funds within the Navy. Since the electronic movement of funds within the Navy Cash system, for example, from the cardholder's home bank or credit union account to the Navy/Marine Cash account, or from the Navy/Marine Cash account to the chip, or from the chip to the Post Office or soda vending machine, are not considered part of the Disbursing Officer's accountability, he or she would not have a pecuniary responsibility for those funds. However, certain Navy/Marine Cash transactions, for example, cash- and check-to-chip transactions, occur at the disbursing office, and the funds do become part of the Disbursing Officer's accountability. A sample letter of authority to hold cash at personal risk is included in paragraph 8.15.3. If a shortage (loss of funds/loss of accountability) or an overage occurs, it should be handled as prescribed in Chapter

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6 of DODFMR Volume 5. If it can be proved that the system, not the Disbursing Officer, made the mistake, the Disbursing Officer could not be held financially responsible for the loss.

8.2.2 Issuing Navy Cash Cards

- a. Permanent Navy Cash cards: Cards will be issued to the crew in bulk when Navy Cash is initially implemented on a ship or issued individually as new personnel report aboard after implementation. These cards are embossed with the cardholder's name and card number.
- b. Visitor Navy Cash cards: Cards will be issued to visitors as required. These cards can be cashed out and turned in to disbursing when the visitor departs and can be reissued to another visitor. Visitor cards contain only the chip for use on board ship.
- c. Temporary Navy Cash cards: Cards will be issued to new personnel reporting after Navy Cash is initially implemented or as replacements for lost, stolen, or damaged cards. These cards are embossed with 'NAVY CARDHOLDER' and a card number, and will be exchanged at the disbursing office for permanent cards when the permanent cards are received.

(1) Temporary cards are intended for use mainly when ships are deployed away from homeports for extended periods. During overseas deployments, delivery of new or replacement cards via mail can take several weeks. Temporary cards ensure individuals have immediate access to all Navy Cash capabilities, for example, transferring funds on the ship to the chip or Navy Cash (strip) account from a bank or credit union account ashore, accessing split pay, and accessing funds in the strip account when ashore during port visits.

(2) However, temporary Navy Cash cards are relatively expensive, and are only used for a short time. Once issued, temporary cards must be destroyed before new permanent cards can be activated. Visitor cards are reusable and can be issued and then cashed out and returned to disbursing to be reissued at a later time. Replacement cards can now be requested and new personnel can now be enrolled in Navy Cash using the Navy Cash application without issuing them a temporary card (see paragraphs 8.4.19, Assign Replacement Card, and 8.4.21, Account Enrollment). A new enrollment will not be reflected on the ship until the new account is established ashore and the new account information is updated on the ship, which occurs when the end-of-day round trip is completed between ship and shore.

(3) Ships in homeports or operating in local OPAREAs should request replacement cards and enroll new personnel without issuing them a temporary Navy Cash card. Visitor cards can be issued for a short period without significant inconvenience until new permanent cards are delivered to the ship. If necessary, for individuals whose enrollments in Navy Cash have been completed ashore and who are waiting on delivery of new cards, split pay can be transferred to the chip on the visitor card using the Navy Cash application in accordance with the procedures in paragraph 8.4.8. When deployed away from homeport, delivery of new permanent Navy Cash cards via mail can take several weeks. During extended deployments, the Disbursing Officer can request replacement cards and enroll new personnel and issue temporary Navy Cash cards whenever it is considered necessary.

(4) Permanent Navy/Marine Cash cards should arrive at FISC Logistics Support Center (LSC) about 10 business days after the Treasury Financial Agent (TFA) receives the enrollment data electronically. Contact the ship's Logistics Support Representative (LSR) to check the status of any card shipments.

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8.2.3 Navy Cash Card Limits

a. Individual Cardholders

(1) A \$400 daily maximum limit has been pre-set on funds transfers from an individual's bank or credit union account to his/her Navy/ Marine Cash account.

(2) No more than \$1,000 can be loaded on the e- purse.

b. Merchant Cardholders

(1) For merchants who settle to bank or credit union accounts, a \$5,000 daily maximum limit has been pre-set on funds transfers from the bank or credit union account to the Navy/ Marine Cash account.

(2) No more than \$9,999.99 can be loaded on the e-purse. This limit prevents purchases of \$10,000 or larger on the ship in a single payment. For example, a CV/CVN wardroom treasurer pays a monthly food invoice to the general mess that can be as much as \$30,000. In a situation like this, the shipboard merchant can elect to make more than one payment with the organization's Navy Cash card or simply pay by check.

c. Modifying Navy Cash Card Limits

(1) These individual and merchant cardholder limits can be modified for particular accounts by the Disbursing Officer through the Navy Cash application (see paragraph 8.4.22, Account Information Update) or the Navy Cash Center web site (see paragraph 8.14 and Appendix E) or by contacting the Customer Service Center (CSC) (see paragraph 8.14).

(2) Any updates to card limits done through the Navy Cash application are effective immediately on board the ship and will regulate any subsequent funds transfer requests the cardholder attempts 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.

(3) For individual cardholders, reducing the maximum amount that can be transferred from a bank or credit union account ashore and/or reducing the maximum amount that can be loaded on the chip are options available to discipline a cardholder who continues to have problems with negative account balances or other personal financial responsibilities.

8.2.4 Navy Cash Card Expiration

a. Navy Cash cards expire three years from the initial date of issue. The actual expiration date is the last day of the month indicated in the "Valid Thru" date embossed on the front of Navy Cash permanent and temporary cards and the date printed on the back of the Navy Cash visitor cards. When a card expires, the chip on the card no longer functions.

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b. Permanent and Temporary Cards. When a permanent or temporary card expires, any funds remaining on the chip are transferred automatically to the Navy Cash (strip) account associated with the card.

(1) If there has been no activity on the card (strip and chip) in the previous six months, the account is considered dormant, and the card is cancelled and is not reissued. As a part of the process, any remaining balance is transferred to the linked bank or credit union account automatically, if the linked account is still valid. In addition, the Navy Cash account is suspended and Navy Cash access to the bank or credit union account is blocked automatically.

(2) If there is no linked bank or credit union account or the account information is not valid, the funds will remain in the Navy Cash (strip) account. If at all possible, the individual cardholder should be contacted and asked to provide a bank or credit union account number, ABA routing number, and his or her name as it appears on the account, so the positive balance can be pushed back to that account.

c. Visitor Cards. When a visitor card expires, the chip can no longer be read on the ship, so any value remaining on the card cannot be returned directly.

(1) The Disbursing Officer must ensure the customer understands when the card expires and that the card must be turned in before the expiration date to cash out any remaining value on the ship.

(2) If the expiration date displayed for a particular card indicates the card will expire before the individual will be leaving the ship, the Disbursing Officer should select a new visitor card to issue.

(3) Because a Navy Cash Visitor Card is anonymous and does not have a Navy Cash account associated with it, the funds that are on the chip cannot be moved automatically from the chip to a Navy Cash (strip) account after the card expires. Because the card has expired and the chip no longer functions, the Disbursing Officer can no longer change the card status of the “old” visitor card. The Disbursing Officer must contact the Customer Service Center (CSC) to change the status of an expired visitor card and restore any remaining value. Refer to paragraph 8.4.16.c.(2) under paragraph 8.4.16, Change Card Status, for the three options available to retrieve funds from a visitor card.

d. Dormant Accounts. A Navy Cash account (chip and strip) with no activity for six months after the expiration date of the Navy Cash card is a dormant account. To avoid having dormant accounts on the ship’s Navy Cash roster, the Disbursing Officer should keep the transfer

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date in each cardholder's member profile up to date (see paragraph 8.4.22.f, Transfer Type and Date, in the Account Information Update function of the Navy Cash application). The transfer date is used to pull accounts of cardholders who have left the ship off the ship's Navy Cash roster automatically and transfer these accounts to a "shore" command and to suspend Navy Cash accounts and block Navy Cash ACH access to bank and credit union accounts. Any funds remaining on the card (positive balance) should have been pushed to the linked bank or credit union account automatically when the card actually expired. Any accounts transferred to the shore command will continue to be monitored through a standard set of reports, including the daily Negative Balance Report and Returned Items Detail Report, so any account activity can be monitored ashore and any negative account balances can continue to be pursued.

8.2.5 Internal Procedures and Controls

To facilitate effective management and administration of Navy Cash operations, each ship should develop a ship's instruction delineating specific internal procedures and controls for Navy Cash. A sample instruction is included at Appendix K. 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.

8.2.6 Planned Maintenance System

Preventive maintenance for the Navy Cash Financial System is covered through the Planned Maintenance System (PMS). PMS information for Navy Cash is available from the ship's Maintenance and Material Management (3-M) Coordinator. Maintenance Index Page (MIP) number 6541/080-14 applies to Navy Cash. In particular, proper cleaning of the card readers can significantly reduce the incidence of card readers failing to read the Navy Cash card.

8.2.7 ATM Locations Worldwide

The MasterCard web site — www.mastercard.com — includes an "ATM Locator" at the top of the screen for locating ATMs in the United States, Asia, Australia, Europe, Middle East/Africa, North America, and Latin America/Caribbean (Antarctica is also listed!). By clicking on this icon and entering any city and state, the user will see the institution name and address, including maps, of each MasterCard® / Maestro® / Cirrus® ATM in that city.

8.3 Navy Cash Custodial Responsibilities

8.3.1 Custody of Navy Cash Cards

a. The Disbursing Officer is responsible for maintaining a stock of Navy Cash cards. Navy Cash cards shall be safeguarded in accordance with the procedures for blank Treasury checks prescribed in DODFMR, Volume 5, Chapter 7.

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

c. A Bulk Navy Cash Card Log shall be maintained, which contains the Navy Cash card numbers, date, and signature of the person to whom a working stock of Navy Cash Cards is issued. A sample log is included in paragraph 8.15.11. Unused working stock shall be returned to the Disbursing Officer or designated representative at the end of each day. All Navy Cash cards shall be individually counted and sequential serial numbers verified.

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d. An initial inventory shall be completed and recorded using the Bulk Navy Cash Card Log upon receipt of all permanent, temporary and visitor Navy Cash cards, even single cards. For bulk shipments, any open container shall be inventoried by individual count and by sequential serial numbers of the cards. All damaged containers, or those bearing evidence of having been tampered with, shall be opened.

e. All Navy Cash cards shall be inventoried at least once each calendar 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. At least once during each calendar quarter, the cash verification team shall conduct a surprise verification of Navy Cash cards to include cards received, issued, returned, and on hand.

f. A separate Navy Cash Card Issue Log shall be maintained for all Navy Cards issued from the Disbursing Office. The log contains the last four digits of the card number for temporary and permanent cards and the entire card sequence number for visitor cards, name and last four digits of the Social Security Number (SSN) of the cardholder, issue date, signature of the recipient, date returned for visitor and temporary Navy Cash cards, and the name and signature of the issuer. A sample log is included in paragraph 8.15.12.

g. Navy Cardholder Issued Card Report. XE "Navy Cash Cards:Navy Cardholder Issued Card Report" A report can be generated for temporary cards issued through the Navy Cash application at any time by selecting the "View Reports" link in the Navy Cash application, clicking on "Navy Cardholder Issued Card Report" in the "Operations Reports" window, filling in the start and end dates for the inclusive period, and clicking on the "Generate" button. The Navy Cardholder Issued Card Report lists by operator ID the last four digits of the card numbers, name and last four digits of the SSN of the cardholders, and issue dates for any cards issued during the period.

h. Document Destruction of Navy Cash Cards. The Navy Cash Card Issue Log also contains columns to document destruction of a card in the presence of the cardholder when a card is canceled (see paragraphs 8.4.16, Change Card Status, and 8.4.18, Assign Replacement Card). Cards can be destroyed by cutting them up or shredding them. At the time of destruction, record the last four digits of the card number for temporary and permanent cards and the entire card sequence number for visitor cards, name and last four digits of the Social Security Number (SSN) of the cardholder, destruction date and signature of the cardholder witnessing destruction, and the name and signature of the person destroying the card.

i. Cards for newly enrolled personnel shall be issued as described in paragraph 8.4.21, Account Enrollment.

j. Replacement cards shall be issued as described in paragraph 8.4.19, Assign Replacement Card.

k. Any card received for an individual who has left the ship should be forwarded to his or her next command. If the next command is not known or can't be identified or the individual was discharged from the service, the card should be canceled and destroyed (see paragraph 8.4.16, Change Card Status). The action taken should be annotated on either the Bulk Navy Cash Card Log or the Navy Cash Card Issue Log.

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8.3.2 Replenishing Navy Cash Card Stocks

a. The initial allowance of spare Navy Cash card stock is based on crew size and includes about 30 percent for crew turnover and 10 percent for replacement of lost, stolen, or damaged cards. The Disbursing Officer will replenish this stock of spare Navy Cash cards by contacting the Navy Cash Customer Service Center (CSC) when their inventory reaches the following levels:

For crews size from:

200–600	10 percent or 20 to 60 cards
601–2,000	20 percent or 120 to 400 cards
2,001–5,000	30 percent or 600 to 1,500 cards

b. When a ship experiences a high volume of visitors or transient personnel, contact the Navy Cash CSC. Specific requirements will be handled on a case-by-case basis so that the ship's inventory of Navy Cash cards is not depleted. Visitors should turn their visitor cards back in to disbursing before they leave the ship.

8.3.3 Custody of Spare K22s and CADs

a. The Disbursing Officer is responsible for control of all spare K22 Point-of-Sale (POS) devices held in ready reserve for periodic functions such as MWR sales, Husbanding Agent sale of currency, and concessionaire sales. These units should be accounted for as Operating Space Items (OSIs) in the ship's allowance for stock. When a K22 has been used in the offline mode and transactions have been recorded (stored) but have not yet been downloaded to the Navy Cash server, it should be kept in a safe, for example, the Disbursing Officer's or Sales Officer's safe. K22 OSIs that do not have transactions stored on them should be kept 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 office. Spare K22s not being held in reserve for periodic functions (and without transactions store on them) should be maintained as stock items in a secure storeroom.

b. The Sales Officer is responsible for all spare Card Access Devices (*also known as Card Accepting Devices*) (CADs) held in ready reserve as OSIs. When a CAD has been removed from a vending machine, but, for some reason, for example, maintenance, still has transactions recorded (stored) on it that have not yet been downloaded to the Navy Cash server, it should be kept in a safe, for example, the Disbursing Officer's safe. CADs held as OSIs that do not have transactions stored on them should be kept 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 sales office. In general, CADs should be maintained as stock items in a secure storeroom.

c. Regardless of the physical storage location for Navy Cash spares, for example, K22s or CADs held in reserve as OSIs and stored in the disbursing office or sales office, the spares provided during the Navy Cash installation will be accounted for in the same manner as other repair parts provided during an installation and added to the ship's allowance for stock under the control of the SKs. When a Navy Cash device, such as a K22 or CAD fails, a replacement should be requisitioned in the same manner as other repair parts. Submitting a requisition ensures that a replacement spare is sent to the ship by the Navy Cash depot. (See paragraph 8.13, Managing and Requisitioning Spares.)

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8.3.4 Transfer of Responsibility Upon Relief

a. The Navy Cash Pre-Audit/Turnover Checklist included at paragraph 8.15.13 provides a tool for Disbursing Officers to review overall administration of Navy/Marine Cash operations in preparing to transfer Navy/Marine Cash responsibilities.

b. SecurID Token and Disbursing Web Site Access. Custody of the Navy Cash SecurID token (random number generator) must be transferred from the outgoing to the incoming Disbursing Officer so that the incoming Disbursing Officer can access the Navy Cash Disbursing Web Site. To reflect this transfer of custody and receive the required log-in data, the incoming Disbursing Officer must provide the Navy Cash Customer Service Center (e-mail address: navycashcenter@ezpaymt.com) his or her full name, SSN, date of birth (month and day only), and date entered Navy service. The number generated by the token and the log-in data allow secure access to the Navy Cash web site to update cardholder account information and the like. A SecurID token and log-in data are required for each person who will access the web site, and the same transfer of custody will be required whenever the Leading DK(s) or Sales Officer turn over as well. Generally, each ship receives at least two SecurID tokens; LHAs/LHDs are provided no more than four SecurID tokens, and CVs/CVNs are provided no more than six.

c. Closing Out Navy Cash at Disbursing Officer Turnover.

(1) At Turnover. The Disbursing Officer cannot close out Navy Cash until all vending and ship's store merchants have been properly closed out. The Sales Officer, or designated representative, closes out the vending machines and ship's stores following the end of month procedures in paragraph 8.4.29.b and Appendix A. First, all the vending machines for a particular vending merchant must be closed out, and, second, all the merchants must be closed out, to include both vending merchants and ship's store merchants. Since he or she is not turning over, the Sales Officer can ignore these midmonth numbers at the true end of month. The outgoing Disbursing Officer can then perform the third step in the close-out sequence at the next end of day by following the indicate end of day procedures in paragraph 8.4.24 and checking the "Indicate End of Month" block (see paragraph 8.4.24.g). The Disbursing Officer prepares his or her final DD 2657, Daily Statement of Accountability, and final SF 1219, Statement of Accountability, following the procedures in paragraphs 8.4.24 and 8.9, and, for Navy Cash, entering only the figure for funds transfers from cash (or check) to chip and chip to cash and preparing only an SF 215, Deposit Ticket, or SF 5515, Debit Voucher, as appropriate.

(2) At True End of Month (EOM). The Sales Officer, or designated representative, closes out the vending machines and ship's stores following the end of month procedures in paragraph 8.4.29.b and Appendix A. These numbers will start from the previous month end, not the midmonth closeout, and include the full month's receipts. The new Disbursing Officer can then perform an EOM following the procedures in paragraphs 8.4.24 and 8.9. The reports will include numbers for the entire month, but the new Disbursing Officer will only be responsible for the latter part of the month.

8.4 Navy Cash Application

In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)). *Do not change the time or time zone on the Navy Cash server. Changing the clock may result in errors and delays in End-Of-Day (EOD) processing. These errors can only be resolved through manual intervention guided by technical support personnel ashore.*

NavyCash Disbursing Application

Welcome, DISBOD
[Logout](#)

Funds Transfer
[Funds Transfer](#)

Card Maintenance
[PIN Reset or Change](#)
[Change Card Status](#)
[Unblock Card](#)
[Card Report](#)

Account Maintenance
[Assign Replacement Card](#)
[Account Enrollment](#)
[Account Information Update](#)
[Note Maintenance](#)

Operations
[Indicate End of Day](#)
[View Reports](#)
[RDM II Reporting](#)
[Safe Bank Transactions](#)
[Operator ID Maintenance](#)
[Vending and Ship's Store](#)
[Event Maintenance](#)

Utility Functions
[View Log](#)
[View Disk Usage](#)
[NDC Selection](#)
[Process Marine Split Pay](#)
[Provisional Split Pay](#)
[Access Editor](#)

Disbursing Application

NAVSUP
NAVAL SUPPLY SYSTEMS COMMAND
HEADQUARTERS

Ready. Resourceful. Responsive!

You are using version 1.5.0 of the Disbursing Application. (ncp.dl380) 4/20/2006 10:39 AM

8.4.1 Starting the Navy Cash Service

a. From the windows desktop screen, click on the “Services” icon, the 4th or 5th icon in the box at the bottom of the screen to immediate right of Start button. A window will open with the title “Services” in upper left hand corner.

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- b. Locate the “Navy Cash Messaging Service” line and click on it once. Line will be highlighted.
- c. Click on “Play” button at top of window (looks like play button on a tape recorder). Status will change to “Started”.

8.4.2 Starting the Proxy Application

- a. From the desktop screen display, click Start.
- b. Point to Programs.
- c. Point to Navy Cash Disbursing Interface.
- d. Click on Navy Cash Proxy application. The card reader proxy icon, a green and blue serial cable connector, appears in the status bar next to the clock when the application starts.

8.4.3 Starting the Navy Cash Application

- a. From the windows desktop screen display, click Start.
- b. Point to Programs.
- c. Point and click on Navy Cash Disbursing Interface application.
- d. Navy Cash application menu screen shown on the preceding page is presented. The Navy Cash application has different levels of access. Menu items are grayed out if the current user does not have access to that particular function.
 - e. Disbursing Notifications Alerts. “Disbursing Notifications” notes may appear as alerts at start up of the Navy Cash application if there are new alerts since the last time an operator logged on or when a new operator logs on. These notes are sent to the ship by the Navy Cash shore side primarily to notify the ship of any replication conflicts between ship and shore. See paragraph 8.4.23.d.(5) for the actions that should be taken when one of these alerts appears. An operator will see all the Disbursing Notifications notes that have been received by the ship since the last time he or she logged on to the Navy Cash application. A brand new operator will see only the last 30 days of accumulated notifications notes. Click on the “Cancel” button to close the note(s).

8.4.4 Closing the Navy Cash Application

- a. Click on “Logout” in the upper left of the menu screen.
- b. Then click on “OK”.

8.4.5 Closing the Proxy Application

- a. Right click or double click the Card Reader Proxy icon in the status bar. A window will open titled “Navy Cash S-D-I Proxy”.
- b. Click the quit button.

Working Draft

View Disbursing Notifications

Disbursing Notifications

Note Date: 4/12/2006 8:27:30 PM

Note Type: REPLICATION CONFLICT DETECTED

Note Subject: REPLICATION CONFLICT DETECTED

Note Comments: One or more replication conflicts have been detected while synchronizing data from Batch Id:<DL3800_322> with the shore system. Please see the Replication Conflict Report for details

Cancel Help

Ready. Resourceful. Responsive!

[View Reports](#)
[RDM II Reporting](#)
[Safe Bank Transactions](#)
[Operator ID Maintenance](#)
[Vending and Ship's Store](#)
[Event Maintenance](#)
Utility Functions
[View Log](#)
[View Disk Usage](#)
[NDC Selection](#)
[Process Marine Split Pay](#)
[Provisional Split Pay](#)
[Access Editor](#)

You are using version 1.5.0 of the Disbursing Application. (ncp.dl380) 4/20/2006 10:30 AM

8.4.6 Closing the Navy Cash Service

- a. Click on Services icon at bottom of screen.
- b. Click on “Navy Cash Messaging Service” line. Line will be highlighted.
- c. Click on “Stop” button at top of window (looks like stop button on a tape recorder). Status box will be displayed showing shutdown in progress.

Working Draft

The screenshot shows the 'NavyCash Disbursing Application' interface. On the left is a dark blue navigation menu with links for Welcome, DISBOD, Logout, Funds Transfer, Card Maintenance, Account Maintenance, and Utility Functions. The main content area is titled 'Funds Transfer' and includes a 'NAVY CASH' logo. Below the logo, there is a text instruction: 'Have user insert card. Then click the 'Get Chip Info' button.' Two buttons, 'Get Chip Info' and 'Reset', are displayed. Below these are several input fields: Account Name, Account #, Card Number, Account Status, Card ID, Card Status, Account Balance, Chip Balance / Limit, and Social Security Number (Last 4 Digits). A red horizontal line separates the input fields from the 'Funds Transfer Options' section. This section lists five options: 1. Funds Transfer to Chip, 2. Funds Transfer from Chip, 3. Individual Refunds, 4. Chip to Chip Corrections, and 5. Bulk Refunds, each with a brief description. At the bottom of the application window, a status bar shows the version (1.4.27), date (6/21/2005), and time (10:37 AM).

8.4.7 Funds Transfer

Using the Navy Cash application, funds can be transferred to and from the electronic purse on the chip and directly to the Navy Cash (strip) account. To access the funds transfer functions, the Disbursing Officer clicks on the “Funds Transfer” link in the Navy Cash application. A window is then displayed that presents the funds transfer options, each of which will be discussed in turn.

Working Draft



- Funds Transfer to Chip
- Funds Transfer from Chip
- Individual Refunds
- Chip-to-Chip Corrections
- Bulk Refunds
- Deposit Cash or Check to Strip

8.4.8 Funds Transfer to Chip

A cardholder can plus up the electronic value on his or her Navy Cash card at the disbursing office with a check or cash or from an existing Navy/Marine Cash account.

- To access the chip on the cardholder's card and add value, the Disbursing Officer clicks on the "Funds Transfer to Chip" link in the funds transfer options window.
- The cardholder inserts the card into the K22, and the Disbursing Officer clicks "Get Chip Info".
- The Navy Cash application displays the card ID number and balance received from the K22 and then displays the account number and account name associated with the card.
- The Disbursing Officer verifies ownership of the Navy Cash Card.
- The Disbursing Officer chooses the correct funding source, and specifies the transfer amount requested by the cardholder.
 - The Navy Cash application displays three funding sources, "Cash", "Check", and "SSN".
 - Check or Cash. When a cardholder is exchanging either a check or cash to plus up his or her Navy Cash card, "Cash" is selected as the funding source. All transactions will be recorded automatically on the Navy Cash server and added to the daily reports. In addition, all transactions will be recorded manually in accordance with paragraph 8.4.14 on the Daily Cash Transaction Ledger, which shall be kept in the 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. These checks should be handled, deposited, and reported in accordance with the Department of Defense Financial Management Regulation (DODFMR) Volume 5.

Working Draft

NavyCash Disbursing Application

Welcome, DISBOD

[Logout](#)

Funds Transfer

[Funds Transfer](#)

Card Maintenance

[PIN Reset or Change](#)

[Change Card Status](#)

[Unblock Card](#)

[Card Report](#)

[New Enrollee Card Pick Up](#)

Account Maintenance

[Assign Replacement Card](#)

[Account Enrollment](#)

Operations

[Indicate End of Day](#)

[View Reports](#)

[ROM II Reporting](#)

[Safe Bank Transactions](#)

[Operator ID Maintenance](#)

[Vending and Ship's Store](#)

[Event Maintenance](#)

Utility Functions

[View Log](#)

[View Disk Usage](#)

[NOC Selection](#)

[Process Marine Split Pay](#)

[Provisional Split Pay](#)

[Access Editor](#)



Funds Transfer to Chip

Have user insert card. Then click the 'Get Chip Info' button.

Account Name: Account #:

Card Number: Account Status:

Card ID: Card Status:

Account Balance: Chip Balance / Limit: /

Social Security Number: (Last 4 Digits)

Please select a funding source.

Cash

Check

SSN

Procedure

1. Have user insert card.
2. Click the 'Get Chip Info.' button.
3. Verify cardholder's identity (except for Visitor card).
4. Select a funding source.
5. Specify a transfer amount.
6. Click the 'Submit' button.

Transfer Amount:

You are using version 1.4.27 of the Disbursing Application. (ncp.dl380) 6/21/2005 10:38 AM

(4) SSN. A cardholder can request that the Disbursing Officer transfer funds from his or her Navy/Marine Cash (strip) account to another card's chip using the cardholder's Social Security Number (SSN) to designate the account. This capability could be used to transfer funds from a Navy/Marine Cash (strip) account to the chip on a visitor card, if the original card is lost or damaged and a permanent replacement card has not arrived. This capability could also be used for a cardholder on split pay who, for one reason or another, has a Visitor Navy Cash card rather than a Permanent or Temporary Navy/Marine Cash card and therefore can't use the K80 Cashless ATM to effect the transfer. An account must be in an "open" status to enable a transfer. "SSN" is selected as the funding source. Enter the cardholder's SSN without dashes or spaces.

f. The Disbursing Officer clicks "Submit" to initiate the funds transfers.

g. The K22 will require the cardholder to enter his PIN and click OK.

h. The K22 will then display the amount for credit and ask the cardholder if the amount is correct. The cardholder will select either "OK" or "CLR". If the cardholder chooses "OK", the transaction is complete, and the card can be removed. If the cardholder chooses "CLR", the

Working Draft

transaction will be rejected and cancelled, and the process will need to be repeated for the correct amount.

i. 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 (Reference DOD FMR, Volume 5, Chapter 4).

8.4.9 Funds Transfer from Chip

To convert electronic value on the chip to cash or to transfer value to a merchant account, the Disbursing Officer clicks on the “Funds Transfer from Chip” link in the funds transfer options window.

a. Chip-to-Cash Transactions

(1) After the Disbursing Officer verifies ownership of the Navy Cash card, the cardholder inserts the card into the K22.

(2) The Disbursing Officer clicks “Get Chip Info”, and the Navy Cash application displays the card ID number and balance received from the K22 and then displays the account number and account name associated with the card.

(3) The Disbursing Officer chooses the funding destination, “Cash,” specifies the transfer amount requested by the cardholder, and then clicks the “Submit” button to initiate the funds transfer.

(4) The K22 prompts the cardholder for a PIN. The cardholder enters the PIN and presses OK.

(5) The K22 will display the amount for credit and ask the cardholder if the amount is correct. The cardholder will select either “OK” or “CLR”. If the cardholder chooses “OK”, the transaction is complete and the card can be removed. If the cardholder chooses “CLR”, the transaction will be rejected and cancelled. The transaction will need to be repeated for the correct amount.

(6) All transactions will be recorded on the Navy Cash server and added to the daily reports. In addition, all transactions will be manually recorded in accordance with paragraph 8.4.14 on the Daily Cash Transaction Ledger, which shall be kept in the safe.

b. Cash Out of Visitor Cards

(1) Visitor cards are reusable. When a cardholder no longer requires a visitor card, for example, checking off ship, leaving Navy service, arrival of permanent card, the card should be turned in to the disbursing office, and any remaining value on the chip shall be returned to the cardholder in accordance with paragraph 8.4.9.a. The return date shall be entered on the Card Issue Log and the card shall be returned to the “chip-only” spare Visitor Navy Cash card stock for re-issue.

(2) When the card is turned in, all of the value remaining on the chip must be cashed out. Any unused value remaining on a card that couldn't be reimbursed to the visitor, for

Working Draft

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 DOD FMR, Volume 5, Chapter 6, Paragraph 0606. *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.*

The screenshot displays the 'NavyCash Disbursing Application' interface. On the left is a blue navigation menu with categories: Welcome, DISBOD; Logout; Funds Transfer; Card Maintenance; Account Maintenance; Operations; and Utility Functions. The main content area is titled 'Funds Transfer from Chip' and includes a 'NAVY CASH' logo. Below the logo, instructions state: 'Have user insert card. Then click the 'Get Chip Info' button.' There are two buttons: 'Get Chip Info' and 'Reset'. Below these are several input fields: Account Name, Account #, Card Number, Account Status, Card ID, Card Status, Account Balance, Chip Balance / Limit, and Social Security Number (Last 4 Digits). A section titled 'Please select a transfer destination.' contains two radio buttons: 'Merchant' (selected) and 'Cash'. The 'Merchant' option is linked to a dropdown menu showing '800000008436 - GENERAL MESS - FOOD'. Below this is a 'Procedure' box with a 6-step list: 1. Have user insert card. 2. Click the 'Get Chip Info.' button. 3. Verify cardholder's identity (except for Visitor card). 4. Select a funding source. 5. Specify a transfer amount. 6. Click the 'Submit' button. At the bottom of the procedure box are 'Transfer Amount:' and 'Submit' fields. The footer of the application shows the version '1.4.27', the date '6/21/2005', and the time '10:39 AM'.

c. Chip to Merchant Account (Individual and Bulk Sales)

The Navy Cash application is designed to handle electronic value transfers from the chip to the various Navy Cash accounts held by retail merchants on the ship, for example, Wardroom, Chiefs Mess, ship's store. Because these transactions represent electronic merchant sales, they are handled completely within the Navy Cash application and do not affect the Disbursing Officer's accountability or other responsibilities for funds.

(1) After the Disbursing Officer verifies ownership of the Navy Cash card, the cardholder inserts card into K22.

Working Draft

(2) The Disbursing Officer clicks the “Get Chip Info” button, and the Navy Cash application displays the card ID number and balance received from the K22 and then displays the account number and account name associated with the card.

(3) The Disbursing Officer chooses the funding destination, “Merchant”, and the appropriate merchant account, specifies the sales amount requested by the cardholder, and then clicks the “Submit” button to initiate the sales transaction.

(4) The K22 will prompt the cardholder for his or her PIN. After the PIN is entered, the cardholder presses OK.

(5) The K22 will prompt the cardholder to verify the sales transaction amount. If the cardholder clicks OK, the transaction is completed. If the cardholder clicks CLR, the transaction is cancelled and the entire process needs to be repeated with the correct amount.

(6) The Navy Cash server records the transaction, and it is included in the appropriate daily merchant transaction reports.

8.4.10 Individual Refund

a. When an individual cardholder desires a refund from a merchant on the ship (for example, ship’s store, MWR, General Mess), he or she must first obtain authorization (for example, from the Sales Officer, MWR Officer, Food Service Officer, or a designated representative) on a standard, serialized, Navy Cash Refund Chit. In addition, the approving merchant must record the refund on the Navy Cash Merchant Refund Log. A sample refund log and refund chit are included in paragraphs 8.15.14 and 8.15.15.

b. The cardholder will then take the refund chit to the disbursing office and present it to the Disbursing Officer or Deputy. On ships with a separate Sales Officer, refunds for Ship’s Store and vending will be taken care of at the sales office by the Sales Officer or Deputy.

(1) To access the chip on the cardholder’s card and add the value of the refund, the Disbursing Officer (Sales Officer) clicks on the “Individual Refunds” link in the funds transfer options window.

(2) After the Disbursing Officer (Sales Officer) verifies ownership of the Navy Cash card, the cardholder inserts the card into the K22.

(3) The Disbursing Officer (Sales Officer) clicks the “Get Chip Info” button, and the Navy Cash application displays the card ID number and balance received from the K22 and then displays the account number and account name associated with the card.

(4) The Disbursing Officer (Sales Officer) then selects either “Chip Purchase Refund” or “Miscellaneous Refund” as the funding source.

Working Draft

NavyCash Disbursing Application

Welcome, DISBOD

Logout

Funds Transfer

Funds Transfer

Card Maintenance

PIN Reset or Change

Change Card Status

Unblock Card

Card Report

New Enrollee Card Pick Up

Account Maintenance

Assign Replacement Card

Account Enrollment

Operations

Indicate End of Day

View Reports

RQM II Reporting

Safe Bank Transactions

Operator ID Maintenance

Vending and Ship's Store

Event Maintenance

Utility Functions

View Log

View Disk Usage

NDC Selection

Process Marine Split Pay

Provisional Split Pay

Access Editor

Individual Refund

Have user insert card. Then click the 'Get Chip Info' button.

Get Chip Info Reset

Account Name: _____ Account #: _____

Card Number: _____ Account Status: _____

Card ID: _____ Card Status: _____

Account Balance: _____ Chip Balance / Limit: _____ / _____

Social Security Number: _____ (Last 4 Digits)

Chip Purchase Refund Miscellaneous Refund Submit

Chip Purchase Refund

Transaction Date - D	Amount	Merchant	Event	Refunded
----------------------	--------	----------	-------	----------

Filters

From Date: ____ / ____ / ____ (mm/dd/yyyy) To Date: ____ / ____ / ____ (mm/dd/yyyy)

Event: _____

Display Expired Events Refresh

Procedure

1. Have user insert card.	Chip Purchase Refund.
2. Click the 'Get Chip Info' button.	1. You can narrow the list by choosing a date range and
3. Verify cardholder's identity.	by Event. Then click Refresh.
4. Choose refund by either a purchase or by dollar	2. Click 'Submit' to Refund.

You are using version 1.4.27 of the Disbursing Application. (ncp.d380) 6/21/2005 10:39 AM

(5) Chip Purchase Refund. This function allows the Disbursing Officer (Sales Officer) to select a single specific purchase transaction for the refund from a list of the cardholder's purchases. Multiple-item purchases are treated as a single total if all the items were purchased at the same time. To limit the number of transactions displayed when selecting the chip purchase refund option, the Disbursing Officer (Sales Officer) should either specify a date range ("From Date" and "To Date") or select a specific event (see paragraph 8.4.12, Bulk Refunds, for an explanation of events) and click the "Refresh" button. *In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).* When the transaction is selected, the transfer amount for the refund is specified by the Navy Cash application. The chip purchase refund helps to ensure that a particular purchase is only refunded once. For purchases at vending machines or for a single item within a multiple-item purchase, the miscellaneous refund should be used, since the specific sales transaction may be difficult or impossible to identify (see paragraph (6) below). Generally, in ship's store, the miscellaneous refund is the preferred method for refunds.

Working Draft

The screenshot displays the 'NavyCash Disbursing Application' interface. On the left is a blue navigation menu with categories: 'Welcome, DISBOD' (Logout), 'Funds Transfer' (Funds Transfer), 'Card Maintenance' (PIN Reset or Change, Change Card Status, Unblock Card, Card Report, New Enrollee Card Pick Up), 'Account Maintenance' (Assign Replacement Card, Account Enrollment), 'Operations' (Indicate End of Day, View Reports, RQM II Reporting, Safe Bank Transactions, Operator ID Maintenance, Vending and Ship's Store, Event Maintenance), and 'Utility Functions' (View Log, View Disk Usage, NDC Selection, Process Marine Split Pay, Provisional Split Pay, Access Editor). The main content area is titled 'Individual Refund' and includes a 'NAVY CASH' logo. Below the logo, it instructs the user to 'Have user insert card. Then click the 'Get Chip Info' button.' There are two buttons: 'Get Chip Info' and 'Reset'. Below these are several input fields: 'Account Name', 'Account #', 'Card Number', 'Account Status', 'Card ID', 'Card Status', 'Account Balance', 'Chip Balance / Limit', and 'Social Security Number (Last 4 Digits)'. A 'Submit' button is located to the right. Below the input fields, there are two radio buttons: 'Chip Purchase Refund' (unselected) and 'Miscellaneous Refund' (selected). Below the radio buttons is a 'Refund' section with a 'Transfer Amount' input field and a dropdown menu showing '800000008436 - GENERAL MESS - FOOD'. A 'Procedure' box contains two columns of instructions: the first column lists steps 1-4 for a general refund, and the second column lists steps 1-3 for a 'Miscellaneous Refund'. The status bar at the bottom indicates 'You are using version 1.4.27 of the Disbursing Application. (ncp.d1380)', the date '6/21/2005', and the time '10:40 AM'.

(6) Miscellaneous Refund. This function allows the Disbursing Officer (Sales Officer) to specify a transfer amount for the refund and select a Navy Cash merchant (for example, vending soda, vending snack, or ship's store) from which the refund should originate.

(a) The Disbursing Officer (Sales Officer) clicks the "Submit" button to initiate the funds transfers.

(b) The K22 will require the cardholder to enter his PIN and click OK.

(c) The K22 will display the amount for credit and ask if the amount is correct. The cardholder will select either "OK" or "CLR". If the cardholder chooses "OK", the transaction is complete, and the card can be removed. If the cardholder chooses "CLR", the transaction will be rejected and cancelled. The transaction will need to be repeated for the correct amount.

(d) This will return the amount of the refund to the card and deduct that amount from the originating merchant's (for example, ship's store, MWR) collections for that day.

Working Draft

Individual refunds are credited on the ship to a cardholder's chip account (electronic purse) immediately.

(e) The Navy Cash server records the transaction, and it is included in the appropriate daily merchant transaction reports for the day.

(f) The Disbursing Officer and other responsible individuals, for example, Sales Officer, MWR Officer, should verify that the amounts reported by the Navy Cash server are correct and match the approved chits. They should also verify that the amounts refunded plus the amounts deposited (for example, in ship's store accounts, MWR bank account, or Navy Cash account) match the total collections (for example, ship's store, MWR) for that day.

(g) The Disbursing Officer (Sales Officer) will retain one copy of the approved chit, an updated Refund Log, and the end of month reports summarizing all refunds. The original chit will be returned to the approving merchant for verification against the serialized logs.

8.4.11 Chip-to-Chip Corrections

a. Two cardholders can transfer electronic value from the chip on one cardholder's Navy Cash card to the chip on the other cardholder's card. Cardholders will conduct these transactions at the K80 Cashless ATMs following the instructions presented on the ATM screen.

b. The transfer is completed in two parts. First, the sending card initiates the transfer, the funds are removed from the card and placed into an escrow account, and the card is removed from the ATM. Second, the receiving card is put into the ATM, authenticated with PIN entry, and the funds are moved from the escrow account to the receiving card. The receiving card must be placed into the K80 and authenticated within 60 seconds (more time can be requested if needed).

c. If the process is interrupted for any reason before it is completed, for example, a power failure at the K80 or time expires before the transaction is completed; the result of the transaction is stored in the escrow account on the Navy Cash server as an unmatched transaction.

d. Unmatched chip-to-chip transactions must be corrected to return the value to the sending card. Navy Cash can correct any unmatched electronic value transfers in two ways, manually, through the Navy Cash application, or automatically. 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.

e. Automatic Chip-to-Chip Correction

(1) Once every 24 hours, the Navy Cash server on the ship will scan the escrow account for unmatched chip-to-chip transactions.

(2) For each unmatched transaction detected, the automatic correction process will first determine if the sending card was a permanent or temporary card or a visitor card. If the sending card was a permanent or temporary card, the electronic value will be returned to the cardholder's Navy Cash (strip) account automatically. Because a visitor card does not have a Navy Cash (strip) account associated with it, the electronic value will be transferred to the Navy Disbursing Office merchant card strip account.

Working Draft

The screenshot displays the 'NavyCash Disbursing Application' interface. On the left is a blue navigation menu with categories: 'Welcome, DISBOD', 'Funds Transfer', 'Card Maintenance', 'Account Maintenance', 'Operations', and 'Utility Functions'. The main content area is titled 'Chip to Chip Corrections' and includes a 'NAVY CASH' logo. Below the logo, instructions state: 'Have user insert card. Then click the 'Get Chip Info' button.' The form contains several input fields: 'Account Name', 'Account #', 'Card Number', 'Account Status', 'Card ID', 'Card Status', 'Account Balance', 'Chip Balance / Limit', and 'Social Security Number (Last 4 Digits)'. There are 'Get Chip Info' and 'Reset' buttons. Below the form, a 'Find' button is present with the instruction: 'Click on the 'Find' button to locate unmatched transactions for this card.' A dropdown menu is located below the 'Find' button. A 'Procedure' box contains a 6-step list: 1. Have user insert card into reader. 2. Click the 'Get Chip Info' button. 3. Verify card holders identity. 4. Click the 'Find' button. 5. Select a transaction from the drop-down box. 6. Click the 'Submit' button. At the bottom of the procedure box are 'Submit' and 'Cancel' buttons. The status bar at the bottom of the application window shows: 'You are using version 1.4.27 of the Disbursing Application. (ncp.d380)', the date '6/21/2005', and the time '10:40 AM'.

(3) Automated Chip-to-Chip Corrections Report. When the automatic correction process is completed each day, an Automated Chip-to-Chip Corrections Report will be generated by the Navy Cash server on the ship and placed in the Q:\files\navydata\report\ship\pspo folder. The report lists the chip-to-chip corrections that were successfully completed that day (see paragraph 8.15.20 for a sample report). The Disbursing Officer should review these reports at least once a week. For every chip-to-chip correction completed for a visitor card, the Disbursing Officer must take action to restore the value to the appropriate visitor card cardholder.

(4) Restoring Value to a Visitor Card. The Disbursing Officer should take the Disbursing Office merchant card to the K80, and move the funds from the strip to the chip. Then, the Disbursing Officer can either cash out the chip and use the cash to fund the cardholder's visitor card in the amount of the unmatched chip-to-chip correction; or cash out the chip and give the cardholder the cash; or go to the K80 Cashless ATM and do a chip-to-chip transfer from the Disbursing Office merchant card to the cardholder's visitor card.

(a) If a visitor card cardholder is no longer on aboard the ship, the individual cardholder should be contacted, if at all possible, and asked to provide a mailing address.

Working Draft

(b) The Disbursing Officer should then cut an ex cash remittance check in the amount of the unmatched chip-to-chip correction and mail the check to the visitor cardholder.

f. Manual Chip-to-Chip Correction

(1) Manual correction can be used to correct an unmatched chip-to-chip transaction on the spot, rather than waiting for the next automatic correction process.

(2) To access the chip on the cardholder's card and return the value of the unmatched transaction, the Disbursing Officer clicks on the "Chip-to-Chip Corrections" link in the funds transfer options window.

(3) After the Disbursing Officer verifies ownership of the "sending" Navy Cash card, the cardholder inserts the card into the K22 and enters his or her PIN. The Disbursing Officer can determine who owns a visitor card in question by referring to the Navy Cash Card Issue Log (see paragraphs 8.3.1 and 8.15.12).

(4) The Disbursing Officer then clicks the "Get Chip Info" button.

(5) The Disbursing Officer clicks the "Find" button to locate any unmatched transactions associated with this particular Navy Cash card.

(6) The Disbursing Officer selects the appropriate unmatched transaction and clicks "Submit" to return the electronic value to the sending card. When correcting an unmatched transaction manually through the Navy Cash application, the electronic value is returned to the chip account on the sending card.

g. If for some reason, an unmatched chip-to-chip transaction couldn't be reimbursed to the cardholder, the overage must be collected to the Treasury Department Receipt Account, Forfeiture of Unclaimed Money and Property, in accordance with DOD FMR, Volume 5, Chapter 6, Paragraph 0606. For example, a visitor card may have been turned in after hours or "under the door" or after a visitor has left the ship and cannot be attributed to a specific individual, *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.*

8.4.12 Bulk Refunds

a. Refunds for single cardholders and single transactions can be handled readily using the "Individual Refund" function in the Navy Cash application (see paragraph 8.4.10). However, when a large number of cardholders need a refund, handling the refunds individually would be time consuming. For example, MWR may sell a significant number of tickets to a concert or sporting event or series of tours that must be cancelled at the last minute because of operational requirements or a change in the ship's schedule. The bulk refund function allows the Disbursing Officer to initiate a refund to everyone who purchased a ticket in a few simple steps. Bulk refunds are credited to each cardholder's strip account (Navy/Marine Cash account) on the ship. This credit will be reflected ashore as soon as the ship completes its end-of-day processing between ship and shore. Purchases made with visitor cards, which do not have a strip account associated with them, must be refunded individually at the Navy Cash application (see paragraph 8.4.10 and the "Chip Purchase Refund" selecting a specific event).

Working Draft

b. Bulk Refunds consists of four basic parts, each of which will be discussed in turn.

- Event Processing
- Programming the K22 Point-Of-Sale (POS) Device
- Bulk Refunds
- Reporting

c. Event Processing. Although developed primarily for MWR, event processing allows any merchant on the ship to specify events for collections and reporting (see paragraph 8.4.30, Event Maintenance).

(1) To set up event processing, the merchant must coordinate with the Disbursing Officer, who will use the Event Maintenance function in the Navy Cash application to enter an event name and event description and create an event code.

(2) Event Codes. Event codes provide the ability to track events that are purchased using Navy/Marine Cash so that sales transaction data can be reported by event and a bulk refund can be performed at a later time if necessary. Once an event code is created, a merchant can use it during sales by selecting the appropriate function key on a K22 that has been configured with event codes, although selecting an event is not required to complete a sale. Event codes are not reusable.

d. Programming the K22 POS Device. Following the instructions in Chapter 2 (see paragraphs 2.3.3 and 2.3.9), the K22 can be programmed with up to three event codes for each of three merchants, with each event assigned to a different function key. When transactions are collected on a K22 that has been properly configured, the sales clerk will be able to indicate which event the cardholder is purchasing by selecting the appropriate function key. This event code information is then held in the database for reporting purposes and for a bulk refund if one should become necessary.

e. Bulk Refunds. When requested by an appropriate merchant, the Disbursing Officer can initiate a bulk refund on the ship using the Navy Cash application. For each event refunded, the full purchase amount will be credited to each cardholder's strip (Navy/Marine Cash) account on the ship. This credit will be reflected ashore after the next end-of-day round trip is completed. A bulk refund can only be initiated one time for any one event.

(1) To enter the "Bulk Refunds" function, the Disbursing Officer clicks on the "Bulk Refunds" link in the funds transfer options window.

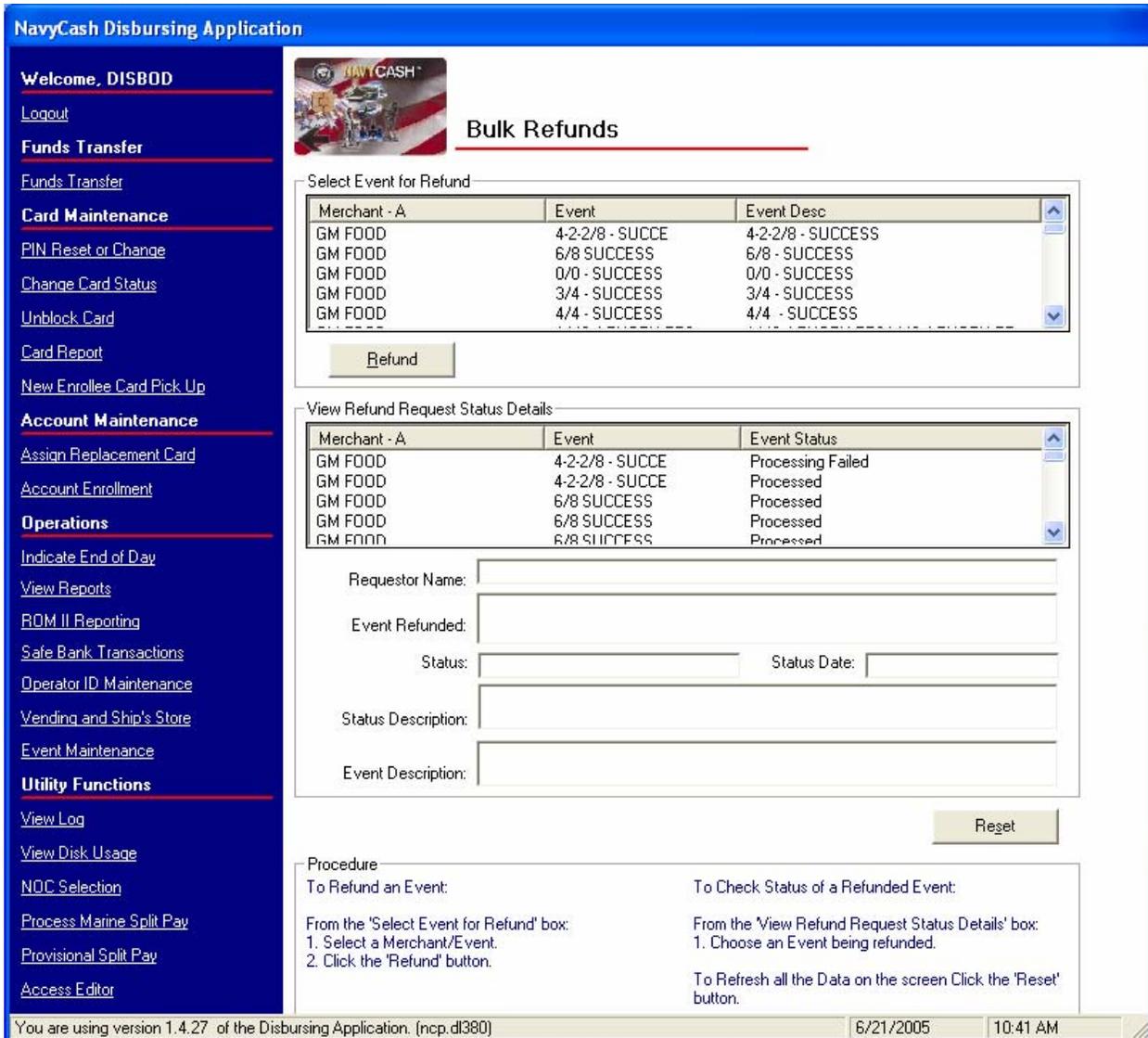
(2) Select Event. To refund an event, select the appropriate event in the "Select Event for Refund" box and click the "Refund" button.

(3) Check Status. To check the status of a refunded event, look at the appropriate event in the "View Refund Request Status Details" box.

(a) Review Bulk Refund Exceptions Report. Although the status of a refund request may indicate "Processed Successfully", the Disbursing Officer and MWR Officer must review the Bulk Refund Exceptions Report to ensure that all transactions were refunded.

Working Draft

(b) Visitor Cards. Purchases made with visitor cards, which do not have a strip (Navy/Marine Cash) account associated with them, will always be listed on the Bulk Refund Exceptions Report and must be refunded individually at the Navy Cash application (see paragraph 8.4.10 and the “Chip Purchase Refund” selecting a specific event).



NavyCash Disbursing Application

Welcome, DISBOD

[Logout](#)

Funds Transfer

[Funds Transfer](#)

Card Maintenance

[PIN Reset or Change](#)

[Change Card Status](#)

[Unblock Card](#)

[Card Report](#)

[New Enrollee Card Pick Up](#)

Account Maintenance

[Assign Replacement Card](#)

[Account Enrollment](#)

Operations

[Indicate End of Day](#)

[View Reports](#)

[ROM II Reporting](#)

[Safe Bank Transactions](#)

[Operator ID Maintenance](#)

[Vending and Ship's Store](#)

[Event Maintenance](#)

Utility Functions

[View Log](#)

[View Disk Usage](#)

[NOC Selection](#)

[Process Marine Split Pay](#)

[Provisional Split Pay](#)

[Access Editor](#)

Bulk Refunds

Select Event for Refund

Merchant - A	Event	Event Desc
GM FOOD	4-2-2/8 - SUCCE	4-2-2/8 - SUCCESS
GM FOOD	6/8 SUCCESS	6/8 - SUCCESS
GM FOOD	0/0 - SUCCESS	0/0 - SUCCESS
GM FOOD	3/4 - SUCCESS	3/4 - SUCCESS
GM FOOD	4/4 - SUCCESS	4/4 - SUCCESS

View Refund Request Status Details

Merchant - A	Event	Event Status
GM FOOD	4-2-2/8 - SUCCE	Processing Failed
GM FOOD	4-2-2/8 - SUCCE	Processed
GM FOOD	6/8 SUCCESS	Processed
GM FOOD	6/8 SUCCESS	Processed
GM FOOD	6/8 SUCCESS	Processed

Requestor Name:

Event Refunded:

Status: Status Date:

Status Description:

Event Description:

Procedure

To Refund an Event:

- From the 'Select Event for Refund' box:
 1. Select a Merchant/Event.
 2. Click the 'Refund' button.

To Check Status of a Refunded Event:

- From the 'View Refund Request Status Details' box:
 1. Choose an Event being refunded.

To Refresh all the Data on the screen Click the 'Reset' button.

You are using version 1.4.27 of the Disbursing Application. (ncp.dl380) 6/21/2005 10:41 AM

f. Bulk Refund Reports.

(1) Bulk Refund Exceptions Report. The bulk refund procedure will generate a Bulk Refund Exceptions Report for transactions that it cannot refund, for example, purchases made with visitor cards or transactions that have already been refunded individually. This report will be placed automatically in the “Q:\files\navydata\report\ship\bulkrefund” directory.

(2) Merchant Reports. Merchant daily and monthly reports will group sales transaction data by event codes if one or more have been created (and used) for any “events” within a merchant’s sales, for example, a concert, golf tournament, cruise book, flower sales. If no event codes were indicated during sales, all sales transactions will be reported together.

Working Draft

The screenshot displays the 'NavyCash Disbursing Application' window. The title bar shows the application name and standard window controls. The left sidebar contains a navigation menu with categories: 'Welcome, SMITHJ', 'Logout', 'Funds Transfer', 'Card Maintenance', 'Account Maintenance', 'Operations', and 'Utility Functions'. The main content area is titled 'Deposit Cash or Check to Strip Acct'. It features a search form for 'Card not Present' with fields for Social Security Number, MasterCard Number, and Last Name / First Name. Below this is a table with one row: '694398 FLOYD,PINK A 3265 8000000012437 8000000199358'. A 'Member Profile' section contains fields for First Name (PINK), Middle Initial (A), Last Name (FLOYD), and Social Security Number (456983265). A 'Deposit Amount' of 50.00 is entered, with radio buttons for 'Check' (selected) and 'Cash'. A 'Process Deposit' button is at the bottom. A modal dialog box titled 'NavyCash Disbursing Application' is open, displaying the message: 'You are depositing \$50.00 By Check to the account of PINK A FLOYD' with 'Yes' and 'No' buttons. The Windows taskbar at the bottom shows the date as 11/14/2006 and time as 11:39 AM.

8.4.13 Deposit Cash or Check to Strip

a. A cardholder can plus up or deposit value directly to his or her Navy Cash (strip) account at the disbursing office with a check or cash.

(1) Clear a Negative Navy Cash Account Balance. For a cardholder with a negative balance, a funds transfer directly to his or her strip (Navy Cash) account provides an additional option to clear the negative balance (see paragraph 8.8.1, Negative Navy Cash Balance). The cardholder can provide cash to the Disbursing Officer (or a personal check if the Disbursing Officer is willing to accept it) in an amount sufficient to return the account balance to zero or a positive amount.

(2) The Disbursing Officer should ensure the cardholder's Navy Cash access to his or her bank or credit union account ashore remains blocked until the negative balance is cleared.

b. To access the cardholder's strip account and add value, the Disbursing Officer clicks on the "Deposit Cash or Check to Strip" link in the funds transfer options window.

c. To search for the appropriate Navy Cash (strip) account:

(1) If the cardholder's Navy Cash card is not available, the Disbursing Officer enters the cardholder's SSN or MasterCard card number or the cardholder's last name or the

Working Draft

initial letter or letters of the last name in the “Card not Present” box and then clicks the “Account Search” button.

(2) If the cardholder’s Navy Cash card is available, the Disbursing Officer inserts the card into the K22 and clicks the “Get Card Info” button in the “Card Present” box.

(3) The Navy Cash application brings up the cardholder names associated with the search criteria.

d. After verifying the cardholder’s identity, the Disbursing Officer highlights the correct name, and the cardholder’s name and SSN are displayed in the “Member Profile” window.

e. The Disbursing Officer chooses the correct funding source, and specifies the deposit amount requested by the cardholder.

(1) Check or Cash. The Navy Cash application displays two funding sources, “Check” and “Cash”. When a cardholder is exchanging either a check or cash to plus up his or her Navy Cash (strip) account, “Cash” is selected as the funding source.

(2) Checks that are exchanged for electronic credit on the Navy Cash Card will be treated the same as cash within the Navy Cash system. These checks should be handled, deposited, and reported in accordance with the Department of Defense Financial Management Regulation (DODFMR) Volume 5.

(3) All transactions will be recorded automatically on the Navy Cash server and added to the daily reports. In addition, all transactions will be recorded manually in accordance with paragraph 8.4.14 on the Daily Cash Transaction Ledger, which shall be kept in the safe.

f. The Disbursing Officer clicks the “Process Deposit” button to initiate the deposit to the cardholder’s Navy Cash (strip) account.

g. The Navy Cash application asks the Disbursing Officer to verify the deposit amount and the cardholder’s name. The Disbursing Officer then clicks the “Yes” button to complete the deposit.

Working Draft

8.4.14 Daily Cash Transaction Ledger

Note: A cardholder's signature is required only for a chip-to-cash transaction. This form can be maintained electronically, provided all required signatures are obtained.

- a. If a cardholder uses cash (or check) to put monies on his or her card:
 - (1) In Block 1, enter the date of the transaction.
 - (2) In Block 2, enter the amount of the cash value added to the chip.
- b. If a cardholder converts electronic value on his or her card to cash:
 - (1) In Block 1, enter the date of the transaction.
 - (2) In Block 3, enter the amount of the cash value removed from the chip.
 - (3) In Blocks 5 and 6, have the cardholder print and sign his or her name for the amount of cash received.
- c. If a cardholder uses cash (or check) to put monies on his or her strip:
 - (1) In Block 1, enter the date of the transaction.
 - (2) In Block 4, enter the amount of the cash value added to the strip.
- d. If a cardholder is deceased, injured, or an unauthorized absentee, a designated officer, or an inventory board appointed by the Commanding Officer presents the Navy Cash card, if available, to the Disbursing Officer. The Disbursing Officer will convert the electronic value to cash and prepare an ex-cash check in the cardholder's name. Any amount residing in the cardholder's Navy Cash account should be pushed back to the cardholder's DDA via the Customer Service Center at the TFA.
 - (1) In Block 1, enter the date of the transaction.
 - (2) In Block 3, enter the cash value on the chip.
 - (3) In Block 5, enter the ex-cash check number.
- e. Close out the Daily Cash Transaction Ledger as follows:
 - (1) Total Column 2, and enter the amount in Block 7, Total Cash to Chip.
 - (2) Total Column 3, and enter the amount in Block 8, Total Chip to Cash.
 - (3) Total Column 4, and enter the amount in Block 9, Total Cash to Strip
 - (4) In Block 10, Net Sum for Chip Transactions, enter the difference between the sum of Blocks 7 and 9 and Block 8.
 - (5) This value should be the value recorded as an increase to line 6.2A and a decrease to line 6.9 of the DD 2657. The completed Daily Cash Transaction Ledger should be retained with the balanced DD 2657.
- f. A blank copy of the Daily Cash Transaction Ledger is included in paragraph 8.15.10.

Working Draft

NAVY CASH[®] DAILY CASH TRANSACTION LEDGER

DATE ①	CHIP		STRIP	PRINT CARDHOLDER NAME ⑤	CARDHOLDER SIGNATURE ⑥
	CASH- TO-CHIP ②	CHIP- TO-CASH ③	CASH- TO-STRIP ④		
11/01/02	100.00				
11/01/02	60.00				
11/01/02	50.00				
11/01/02	50.00				
11/01/02		50.00			
11/01/02			40.00		
11/01/02			100.00		
11/01/02		40.00			
11/01/02			20.00		
Total	260.00	90.00	160.00		
⑦ TOTAL CASH- TO-CHIP	⑧ TOTAL CHIP- TO-CASH		⑨ TOTAL CASH- TO-STRIP		⑩ NET SUM FOR CASH TRANSACTIONS
\$260.00	\$90.00		\$160.00		\$330.00

Working Draft

NavyCash Disbursing Application

Welcome, DISBOD

[Logout](#)

Funds Transfer

[Funds Transfer](#)

Card Maintenance

[PIN Reset or Change](#)

[Change Card Status](#)

[Unblock Card](#)

[Card Report](#)

[New Enrollee Card Pick Up](#)

Account Maintenance

[Assign Replacement Card](#)

[Account Enrollment](#)

Operations

[Indicate End of Day](#)

[View Reports](#)

[RQM II Reporting](#)

[Safe Bank Transactions](#)

[Operator ID Maintenance](#)

[Vending and Ship's Store](#)

[Event Maintenance](#)

Utility Functions

[View Log](#)

[View Disk Usage](#)

[NDC Selection](#)

[Process Marine Split Pay](#)

[Provisional Split Pay](#)

[Access Editor](#)



Card Maintenance

Have user insert card. Then click the 'Get Chip Info' button.

Account Name: Account #:

Card Number: Account Status:

Card ID: Card Status:

Account Balance: Chip Balance / Limit: /

Social Security Number: (Last 4 Digits)

Card Maintenance Options:

1. PIN Reset or Change.
Used to change or reset the PIN associated with a Navy Cash card.
2. Change Card Status.
Used to report a customer's Navy Cash card as lost, stolen, damaged or canceled. A new card may be issued using the 'Assign Replacement Card' option.
3. Unblock Card.
Used to unblock a customer's Navy Cash card when the PIN has been incorrectly entered more than three times.
4. Card Report.
Used to examine the transactions associated with a card over a specified date range.
5. New Enrollee Card Pick Up.
Used to confirm assignment of a new Navy Cash card to a new program enrollee.

You are using version 1.4.27 of the Disbursing Application. (ncp.d1380) 6/21/2005 10:41 AM

Working Draft

NavyCash Disbursing Application

Welcome, DISBOD

[Logout](#)

Funds Transfer

[Funds Transfer](#)

Card Maintenance

[PIN Reset or Change](#)

[Change Card Status](#)

[Unblock Card](#)

[Card Report](#)

[New Enrollee Card Pick Up](#)

Account Maintenance

[Assign Replacement Card](#)

[Account Enrollment](#)

Operations

[Indicate End of Day](#)

[View Reports](#)

[RQM II Reporting](#)

[Safe Bank Transactions](#)

[Operator ID Maintenance](#)

[Vending and Ship's Store](#)

[Event Maintenance](#)

Utility Functions

[View Log](#)

[View Disk Usage](#)

[NDC Selection](#)

[Process Marine Split Pay](#)

[Provisional Split Pay](#)

[Access Editor](#)

Reset or Change PIN

Have user insert card. Then click the 'Get Chip Info' button.

Account Name: Account #:

Card Number: Account Status:

Card ID: Card Status:

Account Balance: Chip Balance / Limit: /

Social Security Number: (Last 4 Digits)

Procedure

To CHANGE or RESET card PIN:

1. Insert card into reader.
2. Click the 'Get Chip Info.' button.
3. Verify users identity.
4. Click the 'Submit' button.
5. User will be prompted for new PIN.

Initiate PIN Change or Reset:

You are using version 1.4.27 of the Disbursing Application. (ncp.d380) 6/21/2005 10:41 AM

8.4.15 Resetting or Changing the PIN

Cardholders who elect to reset or change the PIN associated with their Navy Cash cards would normally use the K80 and follow the screen prompts. To change a PIN at the disbursing office:

- a. The Disbursing Officer clicks on the “PIN Reset or Change” link in the Navy Cash application.
- b. The Disbursing Officer instructs the cardholder to insert the card into the K22 and clicks on the “Get Chip Info” button. The Disbursing Officer must then verify the information displayed and the cardholder’s identity and ownership of the card.
- c. The Disbursing Officer then clicks the “Submit” button to initiate the PIN change.
- d. The cardholder then follows instructions on K22 and enters and reenters a new PIN.
- e. Successful PIN change will be indicated on the Navy Cash application screen.

Working Draft

f. If a card is blocked, it must be unblocked before the PIN can be changed (see paragraph 8.4.17).

Card Not Present

Enter criteria to search:

Social Security Number: OR

MasterCard Number: OR

Card ID:

OR

Card Present

Insert card:

Customer Name:

Account Balance:

Card:

Report card status:

Procedure

If card present:	If card not present or chip is damaged:
1. Insert card.	1. Enter customer's Social Security Number, MasterCard number, Or enter Card ID for Visitor card.
2. Click 'Get Card Info' button.	2. Click 'Card Search' button.
3. Select the new status.	3. Select card from list.
4. Click the 'Update Card Status' button.	4. Select the new status.

8.4.16 Change Card Status

The “Change Card Status” screen can be used to “activate” a new permanent Navy Cash card that has been delivered to the ship and to report a card that has been lost, stolen, or damaged, or needs to be canceled.

a. Card Activation for Permanent Cards

For security reasons and to prevent fraud, permanent Navy Cash cards are delivered to the ship in a “pendactive” status and must be activated before they will work. Occasionally, a cardholder will come to disbursing to report a card that no longer works, when, in fact, the card has never been activated. For example, the cardholder may have been given a new permanent Navy Cash card just as he or she was leaving a previous ship, and the card was not activated at the time. Because the card does not work, the cardholder will not be able to do a ship check-in until the card has been activated.

(1) Cardholder Activates Card at K80 Cashless ATM

(a) A cardholder can activate a new, “pendactive” permanent Navy Cash card at the K80, as long as there is no other active card associated with the account. For example, if the

Working Draft

cardholder was issued a temporary Navy Cash card as a replacement for a permanent card that had been lost, stolen, or damaged, he or she must go to disbursing to have the temporary card canceled before the new permanent card can be activated (see paragraph (2) below).

(b) The cardholder inserts the card into the K80 and enters the PIN when requested. As soon as the card's PIN has been entered correctly and validated by the ship's Navy Cash server, the card's status is changed from "pendactive" to "active".

(c) The new permanent Navy Cash card is now active and immediately usable on the ship. Since the active status of the card will not be reported to the TFA until the next end-of-day processing is initiated, the card will not be usable ashore until the end-of-day processing is completed between ship and shore.

(d) If the PIN is entered incorrectly three times or more, the card is blocked, and the cardholder must report to disbursing to unblock the card.

(e) Once the card has been activated, the cardholder can change the PIN at the K80 Cashless ATM. If the PIN is changed, the new PIN will be effective on ship immediately and on shore after the next end-of-day processing is completed between ship and shore. In the interim, the old PIN can be used ashore if necessary.

(2) Disbursing Activates Card at Navy Cash Application

(a) To activate a card, the Disbursing Officer first clicks on the "Change Card Status" link from the Card Maintenance menu in the Navy Cash application.

(b) If the cardholder has a temporary Navy Cardholder card, the Disbursing Officer must first insert the temporary card into the K22 and click on the "Get Card Info" button so that the temporary card can be canceled before activating the new permanent card.

(c) To provide quicker access to any funds remaining on the chip of the temporary card, the cardholder can move the funds on the chip (electronic purse) to the strip (Navy Cash account) using the K80 Cashless ATM before coming to disbursing. Otherwise, the system will automatically do a chip-to-strip transfer to restore the value on the chip when the Disbursing Officer clicks the "Update Card Status" button in the step below, and the funds won't be available in the Navy Cash account until the next end-of-day processing is completed between the ship and the shore.

(d) The Navy Cash application brings up the card ID number(s) associated with the search criteria. After verifying the cardholder's identity and ownership of the temporary card, the Disbursing Officer selects the correct card in the "Cards Found" window, selects the "Canceled" status in the "Report Card Status" window, and clicks "Update Card Status" to initiate the change in card status.

(e) The Disbursing Officer must immediately destroy a canceled card in the presence of the cardholder. Cards can be destroyed by cutting them up or shredding them. The cardholder should sign the card issue log to document the destruction of the card.

(f) The Disbursing Officer then inserts the new Permanent Navy Cash card into the K22 and clicks on the "Get Card Info" button.

Working Draft

(g) The Disbursing Officer selects the correct card in the “Cards Found” window, selects the “active” status in the “Report Card Status” window, and clicks “Update Card Status” to initiate the change in card status.

(h) The new Permanent Navy Cash card is now active and immediately usable on the ship. Since the active status of the card will not be reported to the TFA until the next end-of-day processing is initiated, the card will not be usable ashore until the end-of-day processing between the ship and the shore is completed.

b. Reporting Permanent and Temporary Cards Lost, Stolen, Damaged, or Canceled

(1) Lost, Stolen, or Damaged Cards. If a cardholder’s Navy Cash card is lost, stolen, or damaged, he or she must report to the disbursing office immediately so that the status of the old card can be reported appropriately as “Lost”, “Stolen”, or “Damaged” and a new card can be issued.

(2) Canceled Cards. If a cardholder is being discharged from the Navy or Marine Corps (see paragraph 8.4.20) or no longer desires to have a Navy/Marine Cash account or is simply turning in a temporary card in order to pick up a new permanent card, he or she must report to the disbursing office to turn in and cancel his or her card.

(a) Prior to reporting to the disbursing office, cardholders being discharged from the service or otherwise closing their Navy/Marine Cash accounts should move all the funds on their Navy/Marine Cash cards from the chip (electronic purse) and the strip (Navy/Marine Cash account) back to their home bank or credit union accounts using the K80 Cashless ATM. Alternatively, they may move all the funds on the strip to the chip and “cash out” the chip at the disbursing office in accordance with paragraph 8.4.9.

(b) For cardholders being discharged or closing their accounts, the Disbursing Officer must first verify that their Navy/Marine Cash card is empty before changing the card status to “Canceled”. For cardholders turning in a temporary card in order to pick up a new permanent card, the system will automatically start a chip-to-Navy Cash transfer on the ship to restore the value on the chip (see below and paragraph 8.4.16.a.(2) above).

(3) The Disbursing Officer clicks on the “Change Card Status” link in the Navy Cash application.

(4) If the card is present

(a) The Disbursing Officer inserts the card into the K22 and clicks on the “Get Card Info” button.

(b) The Navy Cash application brings up the card ID number(s) and associated information. The cardholder’s name is displayed but cannot be modified. After verifying the cardholder’s identity and ownership of the card, the Disbursing Officer selects the correct card in the “Cards Found” window, selects the correct card status in the “Report Card Status” window, and clicks “Update Card Status” to initiate the change in card status.

(c) If the card’s status is being changed to “Canceled”, the system will automatically start a chip to Navy/Marine Cash (strip) transfer. This allows the system to move the exact amount on the chip to the individual’s Navy/Marine Cash account on the ship. The

Working Draft

updated Navy/Marine Cash account balance will not be reflected on the shore until the next end-of-day processing is completed between the ship and the shore.

Note: If the cardholder has not checked in to the particular ship, his or her Navy/Marine Cash account balance cannot be displayed because the account balance information is not available on the shipboard server. The account balance can only be displayed after the individual cardholder has done a “Ship Check In” at the K80 Cashless ATM and a subsequent Navy Cash data transmission round trip has been completed.

(d) The K22 will require the cardholder to enter his PIN and click OK.

(e) The K22 will display the amount for credit and ask cardholder if amount is correct. The cardholder will select either “OK” or “CLR”. If the cardholder chooses “OK”, the chip to Navy Cash transfer is completed and the card can be removed. If the cardholder chooses “CLR”, the transaction will be rejected and cancelled, and the process will need to be repeated for the correct amount.

(f) Document Destruction of Navy Cash Cards. The Disbursing Officer must immediately destroy a canceled card, whether it is permanent or temporary, in the presence of the cardholder and notify the Customer Service Center via phone or e-mail if an account is being closed. Cards can be destroyed by cutting them up or shredding them. The cardholder should sign the card issue log to document the destruction of the card (see paragraph 8.3.1, Custody of Navy Cash Cards).

(5) If the card is not present (or the chip is damaged)

(a) The Disbursing Officer enters either the individual’s SSN, the MasterCard number, or, for visitor cards, the card ID number (with just one criterion needed) and clicks the “Card Search” button. The MasterCard number can be used to search when a Temporary Navy Cardholder card is brought to the disbursing office and no one has signed the card, the chip is damaged and not readable, and there is no way to determine to whom the card belongs.

(b) The Navy Cash application brings up the card ID number(s) associated with the search criteria. After verifying the cardholder’s identity and ownership of the card, the Disbursing Officer selects the correct card in the “Cards Found” window, selects the correct card status in the “Report Card Status” window, and clicks “Update Card Status” to initiate the change in card status.

(c) If the card’s status is being changed to “Lost”, “Stolen”, “Damaged”, or “Canceled”, the system will automatically notify the shore-side when the next Navy Cash data transmission occurs to do a chip to Navy Cash transfer to restore the value on the chip. The balance that was on the chip at the close of the business day the card was reported lost, stolen, or damaged is transferred automatically by the shore-side to the cardholder’s Navy/Marine Cash account. This action will not be completed until the next end-of-day processing is initiated from the ship, and the updated Navy/Marine Cash account balance will not be reflected on the ship until the end-of-day processing is completed between the ship and the shore.

(6) The system then changes the card’s status, and the card is now “hotlisted” on the ship. All the card readers on the ship, for example, the K22s in the ship’s store and post office and the CADs in the vending machines, will be updated with this hotlist information

Working Draft

within five minutes, and, if the card is inserted into a K22 or CAD, the device will lock the card from further use and actually render the chip permanently unusable.

(7) Since the hotlisted status of the card is not “reported” to the TFA until the next end-of-day processing is initiated from the ship, the Disbursing Officer must also notify the Navy Cash Customer Service Center that the card has been hotlisted. A telephone call is the preferred way to notify the Customer Service Center, but e-mail notification is also acceptable.

(8) To issue a replacement card, the Disbursing Officer then clicks on the “Assign Replacement Card” link in the Navy Cash application, which is described in paragraph 8.4.19.

c. Visitor Cards

(1) Reporting Lost, Stolen, or Damaged Visitor Cards

(a) If a cardholder’s Navy Cash visitor card is lost, stolen, or damaged, he or she must report to the disbursing office immediately so that the status of the old card can be reported appropriately as “Lost”, “Stolen”, or “Damaged”, any unused value remaining on the card can be restored, and a new card can be issued.



(b) The Disbursing Officer must enter the visitor card sequence number, which is printed on the lower right of the back of the card, and click the “Card Search” button in order for the system to bring up the correct card in the “Cards Found” window. If the card is lost or stolen, and the cardholder has not recorded the card number, the Disbursing Officer can refer to the Navy Cash Card Issue Log (see paragraph 8.3.1). The log contains the last four digits of the card number for temporary and permanent cards and the entire card sequence number for visitor cards.

(c) After verifying the cardholder’s identity and ownership of the card (refer to the Navy Cash Card Issue Log), the Disbursing Officer selects the correct card in the “Cards Found” window, selects the correct card status in the “Report Card Status” window, and clicks “Update Card Status” to initiate the change in card status.

(d) Visitor cards are not normally canceled but should be cashed out and turned in to disbursing when the visitor departs so that they can be reissued to another visitor.

(2) Restoring Value on Lost, Stolen, or Damaged Visitor Cards

(a) Because a Navy Cash Visitor Card is anonymous and does not have a Navy/Marine Cash account associated with it, the funds that were on the chip cannot be moved automatically from the chip to a Navy/Marine Cash strip account. There are three options available to retrieve funds from the visitor card.

(b) For each of these options, the Disbursing Officer must first change the card status of the “old” visitor card to “Lost”, “Stolen”, or “Damaged” as appropriate (see above).

(c) Move Funds to Disbursing Office Navy Cash (Strip) Account. The Disbursing Officer must provide the CSC the visitor card sequence number (from the lower right corner of the back of the card or from the Navy Cash Card Issue Log). The CSC can then debit the chip and credit the Disbursing Office Navy Cash (strip) merchant account. After the next

Working Draft

round trip, the Disbursing Officer can take the Disbursing Office merchant Navy Cash card to the K80, move the funds from the strip to the chip. Then, he or she can either cash out the chip and use the cash to fund a new visitor card; or cash out the chip and give the cardholder the cash; or go to the K80 Cashless ATM and do a chip-to-chip transfer from the Disbursing Office merchant card to a new visitor card.

(d) Move Funds to Cardholder's Navy Cash (Strip) Account. If the cardholder has a Navy Cash account, the Disbursing Officer can provide the CSC the visitor card sequence number (from the lower right corner of the back of the card or from the Navy Cash Card Issue Log). The CSC can then debit the chip and credit the cardholder's strip account. After the next round trip, the cardholder can take his or her Navy Cash card to the K80 and move the funds from the strip to the chip or back to his or her home bank or credit union account.

(e) Move Funds to Cardholder's Home Account. The CSC can "push" the funds remaining on the chip to a specified bank or credit union account. To accomplish this, the Disbursing Officer must forward the following information to the CSC via e-mail (navycashcenter@ezpaymt.com). The CSC can debit the chip account and transfer the funds to the bank or credit union account provided. The cardholder can fund a new visitor card by exchanging a personal check or cash at the disbursing office.

- Card number (from the lower right corner of the back of the card or from the Navy Cash Card Issue Log)
- Account number to which the funds should be transferred
- ABA (American Bankers Association) routing number for bank or credit union that holds the account
- Name on the account. This is the cardholder's name exactly as it is on the account, not the name of the bank.

The image shows a sample check form with various fields and annotations. A large diagonal watermark "SAMPLE" is overlaid on the form. The fields and their annotations are as follows:

- Account Name:** A circle around the text "DK1 Curt Maple" and "Anne Maple".
- Depository Name:** A circle around the text "ANYPLACE BANK".
- ABA Routing Number:** A circle around the text "250250025".
- Account Number:** A circle around the text "2020200703".
- Check Number:** A circle around the text "1234".
- Amount:** A box around the text "1500-0000" with an arrow pointing to the number "1234" written above it.
- Warning:** An oval containing the text "Do not include the check number." with an arrow pointing to the check number field.

The check form includes the following text and fields:

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

PAY TO THE ORDER OF _____

ANYPLACE BANK
Anyplace, VA 20000

For _____

1 250250025 2020200703 1234

\$ 1500-0000

DOLLARS

1234

Working Draft

The screenshot shows the 'Unblock Card' interface within the NavyCash Disbursing Application. On the left is a blue navigation menu with categories: Welcome, DISBOD; Funds Transfer; Card Maintenance; Account Maintenance; Operations; and Utility Functions. The main content area has a header 'Unblock Card' and a 'NavyCash' logo. Below the header, there is a section 'Enter criteria to search:' with three input fields: 'Social Security Number', 'MasterCard Number', and 'Card ID'. Each field is followed by an 'OR' label. Below these fields are 'Card Search' and 'Reset' buttons. Further down are 'Customer Name' and 'Account Balance' input fields. A section titled 'Cards found: (please select the one to unblock.)' contains an empty list box. A 'Procedure' box lists five steps: 1. Enter the available search criteria. 2. Click the 'Card Search' button. 3. Verify users identity. 4. Have user insert card. 5. Click the 'Submit' button. To the right of the procedure is an 'Initiate Unblock:' label and a 'Submit' button. The footer of the application window displays the version '1.4.27', the date '6/21/2005', and the time '10:42 AM'.

8.4.17 Unblock Card

a. If a cardholder's Navy Cash card becomes blocked because they entered their PIN incorrectly more than three times, he or she must report to the Disbursing Officer so that the card can be unblocked.

b. The Disbursing Officer clicks on the "Unblock Card" link in the Navy Cash application and enters either the individual's SSN, the MasterCard number, or, for visitor cards, the card ID number (with just one criterion needed). The Disbursing Officer then clicks the "Card Search" button.

c. The MasterCard number can be used to search when a Temporary Navy Cardholder card is brought to the disbursing office and no one has signed the card, the chip is damaged and not readable, and there is no way to determine to whom the card belongs.

d. The Navy Cash application brings up the card ID number(s) associated with the search criteria.

Working Draft

- e. After verifying ownership of the Navy Cash card, the Disbursing Officer selects the correct card, instructs the cardholder to insert the card into the K22, and clicks the “Submit” button to initiate unblocking the card.
- f. The cardholder then follows instructions presented on the K22.
- g. Successful unblocking of the card will be indicated on the Navy Cash application screen. When a blocked card is inserted, the K22 may display the error codes “Card BlockedR09” or “Card BlockedR09A”. R09 is displayed the first time a blocked card is inserted into a K22, and R09A is displayed each subsequent time the card is inserted. Experience has shown that, when the error codes R09 or R09A are encountered, several unblock attempts may be required to successfully unblock the card. Disbursing personnel should attempt to unblock a card several times before deciding to replace the card.
- h. If a cardholder entered his or her PIN incorrectly ten or more times prior to bringing it to the disbursing office to be unblocked, the card becomes permanently blocked and must be replaced as discussed in paragraph 8.4.19. If the K22 displays the error code “Unusable CardR7”, the card is permanently blocked, cannot be unblocked, and must be replaced.

Working Draft

The screenshot shows the 'NavyCash Disbursing Application' interface. On the left is a blue navigation menu with categories: 'Welcome, DISBOD' (Logout), 'Funds Transfer' (Funds Transfer), 'Card Maintenance' (PIN Reset or Change, Change Card Status, Unblock Card, Card Report, New Enrollee Card Pick Up), 'Account Maintenance' (Assign Replacement Card, Account Enrollment), 'Operations' (Indicate End of Day, View Reports, RQM II Reporting, Safe Bank Transactions, Operator ID Maintenance, Vending and Ship's Store, Event Maintenance), and 'Utility Functions' (View Log, View Disk Usage, NDC Selection, Process Marine Split Pay, Provisional Split Pay, Access Editor). The main content area is titled 'Card Report' and includes a 'NAVY CASH' logo. Below the logo, it instructs the user to 'Have user insert card. Then click the 'Get Chip Info' button.' There are two buttons: 'Get Chip Info' and 'Reset'. The form contains several input fields: 'Account Name', 'Account #', 'Card Number', 'Account Status', 'Card ID', 'Card Status', 'Account Balance', 'Chip Balance / Limit', and 'Social Security Number (Last 4 Digits)'. Below these is a search section with 'Customer First Name', 'Customer Last Name', 'SSN', and 'Card ID' fields, along with 'and', 'or', and 'Submit' buttons. A 'Search Results:' field is also present. At the bottom of the form, there are date pickers for 'Start Date' (05/01/05) and 'End Date' (06/21/05), and a 'Card ID' field. A large empty box is at the bottom of the form area. The footer of the application shows 'You are using version 1.4.27 of the Disbursing Application. (ncp.d1380)', the date '6/21/2005', and the time '10:43 AM'.

8.4.18 Card Report

- a. To view information on all chip transactions for a specific account, a Card Report can be generated which displays a breakdown of all transactions that have occurred on a chip.
- b. To generate the Card Report, the Disbursing Officer clicks on the Card Report link in the Navy Cash application.
- c. The Disbursing Officer then has the cardholder insert his or her card into the K22 and clicks the “Get Chip Info” button. If the card is not available to be inserted, a search can be created based on the prescribed search criteria. The Disbursing Officer must then identify the appropriate account from the search results listing.
- d. Once the account has been identified, the DISBO will select start and end dates for the report and click on the generate button. This will produce the report on screen. If a hardcopy printout is required, simply click on the Print button and a paper report will be generated.

Working Draft

NavyCash Disbursing Application

Welcome, DISBOD
[Logout](#)

Funds Transfer
[Funds Transfer](#)

Card Maintenance
[PIN Reset or Change](#)
[Change Card Status](#)
[Unblock Card](#)
[Card Report](#)
[New Enrollee Card Pick Up](#)

Account Maintenance
[Assign Replacement Card](#)
[Account Enrollment](#)

Operations
[Indicate End of Day](#)
[View Reports](#)
[ROM II Reporting](#)
[Safe Bank Transactions](#)
[Operator ID Maintenance](#)
[Vending and Ship's Store](#)
[Event Maintenance](#)

Utility Functions
[View Log](#)
[View Disk Usage](#)
[NOC Selection](#)
[Process Marine Split Pay](#)
[Provisional Split Pay](#)
[Access Editor](#)



Account Maintenance

Account Maintenance Options:

1. Assign Replacement Card.
Used to replace a card which has been reported Lost, Stolen, Damaged or Canceled with a generic card.
2. Account Enrollment.
Used to collect enrollment information and allocate a generic card to the new enrollee.

You are using version 1.4.27 of the Disbursing Application. (ncp.dl380) 6/21/2005 10:43 AM

Working Draft

The screenshot shows the 'NavyCash Disbursing Application' interface. The main title is 'Assign Replacement Card'. On the left is a navigation menu with categories: Welcome, SMITHJ; Logout; Funds Transfer; Card Maintenance; Account Maintenance; and Operations. The main content area has a search section titled 'Enter a criteria to search:' with fields for Social Security Number (125369846) and Merchant ID. Below these are 'Card Search' and 'Reset' buttons. A 'Customer Name' field contains 'STEVE DACHTERA'. A list of 'Cards found' shows one card: '200004549-5179660100003230-STOLEN-STEVE A DACHTERA'. A 'Procedure' section lists five steps for card replacement. Below the procedure are 'Get Card Info' and 'Reset' buttons, followed by 'Account Name' (Navy CardHolder) and 'Card Number' fields, and a 'Request New Card' button. The Windows taskbar at the bottom shows the time as 4:45 PM.

8.4.19 Assign Replacement Card

a. If a cardholder's Navy Cash card is lost, stolen, or damaged, he or she must report to the Disbursing Officer so the status of the old card can be reported appropriately and a replacement permanent Navy Cash card can be requested. Prior to requesting a replacement card, the Disbursing Officer must update the card status in accordance with paragraph 8.4.16, Change Card Status.

b. When requesting a replacement card, either a temporary or a visitor Navy Cash card can be assigned to the cardholder to use until the new permanent card is delivered to the ship.

(1) Temporary Navy Cash cards, on the one hand, are relatively expensive, because they are only used for a short time. Once issued, they must be cancelled and destroyed before the replacement permanent card can be activated. When deployed away from homeport for an extended period, delivery of replacement permanent Navy Cash cards can take several weeks. Temporary cards ensure individuals have immediate access to all Navy Cash capabilities, for example, transferring funds on the ship to the chip or Navy Cash (strip) account from bank or credit union account ashore and accessing funds in the strip account at ATMs ashore. During extended deployments, the Disbursing Officer can request replacement cards and assign temporary Navy Cash cards whenever it is considered necessary.

(2) Visitor Navy Cash cards, on the other hand, are reusable. They can be cashed out and returned to Disbursing when the new permanent card is activated to be reissued at a later

Working Draft

time. Assigning visitor cards to use until the permanent card is delivered saves money. Visitor cards can be used for a short period without significant inconvenience until replacement permanent cards are delivered to the ship. If necessary, for individuals already enrolled in Navy Cash and waiting on delivery of replacement cards, split pay can be transferred to the chip on the visitor card using the Navy Cash application (see paragraph 8.4.8). In accordance with paragraph 8.2.2, ships in homeports or operating for short periods in local OPAREAS should request replacement cards without issuing temporary Navy Cash cards.

c. To request a replacement card, the Disbursing Officer clicks on the “Assign Replacement Card” link. To search for the appropriate card ID number for the lost, stolen, or damaged card, the Disbursing Officer enters an individual’s SSN or selects an appropriate merchant from the drop down menu and then clicks the “Card Search” button.

d. The Navy Cash application brings up the card(s) ID number(s) associated with the search criteria. The cardholder’s name is displayed but cannot be modified. The Disbursing Officer must verify the information displayed and the cardholder’s identity and ownership of the card. The Disbursing Officer then selects the card that needs to be replaced in the “Cards Found” window.

e. Request Replacement Card and Issue Temporary Navy Cash Card

(1) The Disbursing Officer shall document issuing a new temporary card in the Navy Cash Card Issue Log, recording the last four digits of the card number, name and last four digits of the SSN of the card owner, issue date, signature of the recipient, and the name and signature of the issuer.

(2) The Disbursing Officer inserts the temporary Navy Cash card into the K22 and clicks the “Get Card Info” button.

(3) Navy Cash application receives the card ID number from the K22, which it then displays. The Disbursing Officer then clicks the “Request New Card” button.

(a) Once the temporary card has been assigned to the account, it can be used on board ship immediately. Any funds available in the strip (Navy Cash) account can be transferred to the chip for use on the ship, and any funds remaining on the chip of the old card will be transferred to the strip account automatically when the next end-of-day processing is completed between the ship and the shore (see paragraph 8.4.16).

(b) The new temporary card cannot be used ashore until the account information ashore has been updated with the new card number which occurs when the end-of-day processing is completed by the ship and the shore.

f. Request Replacement Card Without Issuing a Temporary Navy Cash Card

(1) Rather than inserting a new temporary Navy Cash card into the K22 and clicking the “Get Card Info” button, the Disbursing Officer, simply clicks the “Request New Card” button.

(2) The Navy Cash application will ask the Disbursing Officer to verify he or she wants to request a new replacement card without assigning a generic temporary card. The Disbursing Officer then clicks the “Yes” button to create a new card request without issuing a temporary card.

Working Draft

The screenshot shows the 'NavyCash Disbursing Application' interface. The main window is titled 'Assign Replacement Card'. On the left is a blue navigation menu with categories: Welcome, SMITHJ; Logout; Funds Transfer; Card Maintenance; Account Maintenance; and Operations. The main content area has a search form with fields for 'Social Security Number' (125369846) and 'Merchant ID'. Below the search form are 'Card Search' and 'Reset' buttons. A 'Customer Name' field contains 'STEVE DACHTERA'. A list of 'Cards found' includes '200004549-5179660100003230-STOLEN-STEVE A DACHTERA'. A 'Procedure' section lists steps 1-6. A 'NavyCash Disbursing Application' dialog box is open, asking 'Are you sure you want to Assign a new card without assigning a Generic card?' with 'Yes' and 'No' buttons. At the bottom, there are fields for 'Account Name' (Navy Cardholder) and 'Card Number', and a 'Request New Card' button. The status bar at the bottom indicates 'You are using version 1.5.8 of the Disbursing Application. (ncp.1450)' and the date/time '9/28/2006 5:08 PM'.

(3) If a visitor card is issued to use until the permanent card is delivered, the Disbursing Officer shall document issuing the card in the Navy Cash Card Issue Log, recording the last four digits of the card number, name and last four digits of the SSN of the card owner, issue date, signature of the recipient, and the name and signature of the issuer.

(4) Visitor cards are chip-only cards. They are issued by the disbursing office and are intended only to make purchases on the ship. They do not have a Navy Cash account associated with them. They do not have a magnetic strip. They cannot be used for purchases ashore or to access commercial ATMs off the ship.

(5) Visitor cards are reusable. They should be cashed out and turned in when permanent Navy Cash cards arrive so they can be reissued.

g. Navy Cardholder Issued Card Report. A report can be generated for temporary cards issued through the Navy Cash application at any time by selecting the “View Reports” link in the Navy Cash application, clicking on “Navy Cardholder Issued Card Report” in the “Operations Reports” window, filling in the start and end dates for the inclusive period, and clicking on the “Generate” button. The Navy Cardholder Issued Card Report lists by operator ID the last four digits of the card numbers, name and last four digits of the SSN of the cardholders, and issue dates for any cards issued during the period.

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h. For security reasons and to prevent fraud, the new permanent Navy Cash card arrives on the ship in a “pendactive” status and must be activated before it will work (see paragraph 8.4.16.a, Card Activation).

8.4.20 Close or Suspend an Account Pending Transfer or Discharge?

a. Cash Out or Transfer Funds on Card. When a cardholder is being discharged from the Navy or Marine Corps, transferring to an activity that does not have Navy/Marine Cash, or no longer desires to have a Navy/Marine Cash account, he or she should move all the funds on the Navy/Marine Cash card from the chip (electronic purse) and the strip (Navy/Marine Cash account) back to his or her home bank or credit union account using the K80 Cashless ATM. Alternatively, he or she may move all the funds on the strip to the chip and “cash out” the chip at the disbursing office in accordance with paragraph 8.4.9.

b. Monitor Cardholder Transfer Dates. The disbursing office must work closely with the personnel office to keep track of cardholders who will be leaving the ship within 30, 60, and 90 days. To assist in monitoring transfer dates, the Disbursing Officer should ensure that the projected “Transfer Date” and “Transfer Type” in each cardholder’s member profile is current (see paragraph 8.4.22, Account Information Update).

(1) Shore Report. Based on the transfer dates in the member profiles, a shore report will be generated when a cardholder’s transfer is within a 30-day window. The shore report will contain account balances and will serve as a notice to clear any negative balances before these cardholders leave the ship.

(2) Transfer to Shore Command. The transfer dates in the member profiles will also be used to pull accounts of cardholders who have left the ship off the ship’s Navy Cash roster and transfer these accounts to a “shore command” roster. Once these accounts are transferred to the shore command roster, a standard set of reports, including the daily Negative Balance Report and Returned Items Detail Report, will continue to be generated, so that any account activity can be monitored ashore and any negative account balances can continue to be pursued.

(3) Automatic Blocking of ACH Access and Suspending of Navy Cash Account. When transferred to the shore command, a Navy Cash account is automatically suspended and Navy Cash access to the bank or credit union account is automatically blocked. The cardholder can still use any value remaining on the chip to purchase things on the ship. *Blocking ACH access* only prevents Navy Cash access to bank and credit union accounts from the ship. *Suspending an account* only prevents online ATM withdrawals and online PIN-based and signature-based purchases ashore. However, the cardholder can still use the card for signature-based purchases ashore, even when the Navy Cash account balance is negative, at merchants who process transactions in an offline mode.

c. 30 Days Prior to Transfer or Discharge

(1) Review Negative Balance Report. The Disbursing Officer should review the daily Negative Balance Report on a daily basis and ensure cardholders within 30 days of transfer or discharge are not listed on the report. The amount of any negative balance in a Navy/Marine 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. There are several options available to accomplish this (see paragraph 8.8.1). The Disbursing Officer should ensure that the cardholder’s Navy Cash access to their home bank or

Working Draft

credit union account remains blocked until the negative balance is cleared (see paragraph 8.8.2). Don't unblock access until the Navy/Marine Cash account balance is zero or positive.

(2) Prevent Unrecoverable Debt. The Disbursing Officer should make a judgment whether or not a negative balance condition is likely on a cardholder's Navy/Marine Cash account, for example, from an NSF or other returned transaction, taking into account pending transactions that have not yet been processed by the Navy Cash system.

(a) Even though a cardholder's ACH access will be blocked and Navy Cash account will be suspended automatically based on the transfer date in the member profile, the Disbursing Officer should evaluate the need to suspend the cardholder's Navy Cash account and block ACH access manually when the cardholder is within 30 days of his or her actual departure date to prevent an unrecoverable debt from being posted to Navy Cash. If necessary, the Disbursing Officer can issue a "chip-only" visitor card for use on the ship until the cardholder leaves the ship.

(b) Manual Blocking of ACH Access and Suspending of Navy Cash Account. To suspend the cardholder's Navy Cash account manually, the Disbursing Officer can contact the Customer Service Center (CSC) via phone or e-mail and request that the cardholder's Navy/Marine Cash account be suspended, which will prevent online ATM withdrawals and online PIN-based and signature-based purchases ashore. The cardholder's Navy Cash access to their bank or credit union can also be blocked, which will prevent ACH access to the home account from the ship. The Disbursing Officer or authorized Disbursing Clerk can block access through either the Navy Cash application or the Navy Cash Disbursing web site, or by sending a request to the CSC by phone or e-mail. Any updates to Navy Cash card access done through the Navy Cash application are effective immediately on board the ship and will regulate any subsequent funds transfer requests the cardholder attempts 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

(3) Split Pay Option (SPO). The Disbursing Officer or Marine Admin Section is responsible for stopping a cardholder's SPO at least 30 days before he or she leaves the ship.

d. PCS Transfer. Cardholders transferring PCS (Permanent Change of Station) should be encouraged to keep their Navy/Marine Cash cards and accounts when they leave the ship, particularly as more and more ships in the fleet are equipped with Navy Cash. A Navy/Marine Cash Debit MasterCard® does not expire until three years from the date of issue, so it will remain valid after an individual leaves the ship. If a cardholder's next ship is Navy Cash equipped and his or her card is still valid, he or she can quickly get access to all Navy Cash capabilities.

(1) Retain Navy/Marine Cash Account. If a cardholder elects to keep his or her Navy/Marine Cash card and account, he or she should transfer any remaining funds from both the chip and the strip as described above before leaving the ship.

(a) Automatic Blocking of Navy Cash ACH Access and Suspending of Navy Cash Account. Based on the transfer dates in the cardholder's member profile, the cardholder's Navy Cash account is pulled from the ship's Navy Cash roster and transferred to the shore command. At the same time, the Navy Cash account is suspended automatically and Navy Cash

Working Draft

ACH access to the bank or credit union account is blocked automatically. Neither blocking Navy Cash access to bank and credit union accounts nor suspending a Navy Cash account disables the chip on a Navy Cash card. The cardholder can still use any value remaining on the chip to purchase things on the ship. *Blocking ACH access* only prevents Navy Cash access to bank and credit union accounts from the ship. *Suspending an account* only prevents online ATM withdrawals and online PIN-based and signature-based purchases ashore. However, the cardholder can still use the card for signature-based purchases ashore, even when the Navy Cash account balance is negative, at merchants who process transactions in an offline mode.

(b) The cardholder should then retain his or her Navy/Marine Cash card until he or she reports to a Navy Cash equipped ship. Once on board the new ship, the cardholder 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, he or she must also report to the disbursing office and request that they send an e-mail or call the CSC asking that the cardholder’s Navy/Marine Cash account be restored, which will allow online ATM withdrawals and online PIN-based and signature-based purchases ashore, and that the cardholder’s access to their home bank or credit union be unblocked, which reinstates Navy Cash access to the account from the ship. Since end-of-day processing is normally completed each day, full access to Navy/Marine Cash capabilities should be available the next day.

(2) Close Navy/Marine Cash Account. If a cardholder elects not to keep his or her Navy/Marine Cash card and account, he or she should transfer any remaining funds from both the chip and the strip as described above before leaving the ship.

(a) As a part of the checkout process, the cardholder should report to the disbursing office (and Admin Section for the Marine Corps) to notify them that he or she wants to close his or her Navy/Marine Cash account and to turn in his or her card.

(b) After verifying that the cardholder’s Navy/Marine Cash card is empty, the Disbursing Officer should change the card status to “Canceled” in accordance with paragraph 8.4.16, Change Card Status.

(c) The disbursing office must then destroy, for example, cut up or shred, the card in the presence of the cardholder. The disbursing office must also notify the Customer Service Center via phone or e-mail to close the account.

e. Discharge from Service. Cardholders being discharged from the Navy and Marine Corps will be required to close their Navy/Marine Cash accounts and turn in their Navy/Marine Cash cards in accordance with the basic procedures outlined above.

(1) Prior to the cardholder’s discharge, the Disbursing Officer is responsible for ensuring that all negative Navy Cash balance conditions are cleared and that minimal possibilities exist for a future negative balance condition.

(2) If a cardholder is within the final 30 days of being discharged from the Navy or Marine Corps and has a negative Navy Cash balance, the Disbursing Officer’s only option is to post a “DS01” indebtedness, Company Code D411179, to the cardholder’s military pay account prior to the cardholder’s separation date (see paragraph 8.8.1).

f. Disposition of Navy Cash Cards. If at all possible, the Disbursing Officer must recover permanent and temporary Navy Cash cards from individuals who are closing their Navy

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Cash accounts and cancel (see paragraph 8.4.16, Change Card Status) and destroy the cards in the presence of the cardholder. The cardholder should sign the card issue log to document the destruction of the card (see paragraph 8.3.1, Custody of Navy Cash Cards). Visitor cards must also be recovered from anyone leaving the ship, so they can be reissued to another visitor.

The screenshot shows the 'New Account Enrollment' form within the NavyCash Disbursing Application. The interface includes a left-hand navigation menu with categories like 'Welcome, DISBOD', 'Funds Transfer', 'Card Maintenance', 'Account Maintenance', 'Operations', and 'Utility Functions'. The main form area is titled 'New Account Enrollment' and contains several sections: 'Applicant Information' with fields for SSN, Title, First Name, Middle Initial, Last Name, Date of Birth, Mother's Maiden Name, Home Phone, Email Address, Military Branch, and Pay Grade; 'Address' with fields for Address, City, State, Zip Code, and Country; 'Bank Account Information' with fields for ABA, Account No., Account Type, and Account Name; and a 'Procedure' section with five numbered steps and a note about card ID assignment. At the bottom of the form are buttons for 'Get Card Info', 'Reset', 'Submit', and 'Reset', along with a field for '*Generic Card #:'. The footer of the application window displays the version number '1.4.27', the date '6/21/2005', and the time '10:45 AM'.

8.4.21 Account Enrollment

a. To open a Navy Cash account, a person must be enrolled in the program. To enroll, he or she must fill out and sign an enrollment form and report to the disbursing office to turn in the form. The Disbursing Officer shall verify the ABA or routing number and the account number recorded on the form. A sample Navy Cash enrollment form is included at Appendix F.

(1) Split Pay Option (SPO). Individuals who elect SPO can have a portion of their pay sent directly to their Navy Cash accounts each payday.

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(a) Enrolling in Navy Cash and signing up for SPO are two separate actions. Signing up for SPO (see paragraph 8.4.34) does not automatically enroll an individual in Navy Cash; conversely, enrolling in Navy Cash does not automatically sign an individual up for SPO.

(b) The Disbursing Officer must ensure that individuals are enrolled in Navy Cash and their Navy Cash accounts are open before they sign up for SPO. Should the TFA be forced to reject SPO payroll payments for individuals who do not have Navy Cash accounts, the funds must be returned to DFAS Cleveland to be credited to the individuals' Master Military Pay Accounts (MMPAs), which creates additional workload for the Disbursing Officer (see paragraph 8.4.34) and significantly delays receipt of SPO payroll amounts by these individuals.

(2) Enroll Without Temporary Navy Cash Card. In accordance with paragraph 8.2.2, ships in homeports or operating for short periods in local OPAREAS should enroll new personnel without assigning them a temporary Navy Cash card. Visitor cards can be issued to new enrollees for use until new permanent cards are delivered to the ship. Visitor cards can be used for a short period without significant inconvenience. If necessary, for individuals whose enrollments in Navy Cash have been completed ashore and who are waiting on delivery of new cards, split pay can be transferred to the chip on the visitor card using the Navy Cash application in accordance with the procedures in paragraph 8.4.8.

(3) Enroll With Temporary Navy Cash Card. When deployed away from homeport for an extended period, delivery of permanent Navy Cash cards via mail can take several weeks. Temporary cards ensure individuals have immediate access to all Navy Cash capabilities, for example, transferring funds on the ship to the chip or Navy Cash (strip) account from bank or credit union account ashore. During extended deployments, the Disbursing Officer can enroll new personnel and assign them a temporary Navy Cash card whenever necessary.

b. 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 returned for Non Sufficient Funds (NSF), closed accounts, inaccurate account information, or any other return reason. With this procedure, dishonored transactions will not become a delinquent debt; therefore, there is no authority to assess a service charge (Reference DOD FMR, Volume 5, Chapter 4).

c. To enroll a person, the Disbursing Officer clicks on the "New Account Enrollment" link in the Navy Cash application and enters the enrollment information into the on-screen enrollment form. If a required field is not filled in, the application will prompt the Disbursing Officer for the missing information. Required blocks are indicated with an asterisk (*). Some guidance for completing the enrollment fields is provided in the following subparagraphs.

(1) General Guidance. Use only letters and numbers in all fields of the "New Account Enrollment" screen. Do not use any commas, dashes, parentheses, periods, and special characters in any of the enrollment fields.

(2) Middle Initial. This is currently a one character mandatory field, which must have an entry before the user is allowed to continue to the next field. If the person being enrolled does not have a middle initial, a dash ("-") must be entered. If this field becomes non-mandatory after a future software change, it should then be left blank when the person being enrolled does not have a middle initial.

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The diagram shows a check form with the following fields and annotations:

- Account Name:** DK1 Curt Maple, Anne Maple, 123 Pear Lane, Anyplace, VA 20000.
- Depository Name:** ANYPLACE BANK, Anyplace, VA 20000.
- ABA Routing Number:** 250250025.
- Account Number:** 2020200703.
- Check Number:** 1234.
- Amount:** 1500-0000 (with a callout: "Do not include the check number.") and 1234 (with a callout: "1234").
- Other:** A "SAMPLE" watermark is present across the form.

(3) Bank Account Name. Enter the name of the person being enrolled **as it appears on his or her account or check**, not the name of the bank (depository name).

(4) ABA Routing Number and Account Number. The Disbursing Officer shall verify the ABA or routing number and the account number.

(5) If either a bank account name, ABA routing number, or account number is entered, they must all be entered. If any one of these is missing, an error message will appear. If the Navy Federal Credit Union ABA routing number is entered, the system will check to see if the account number is a Share Savings account, that is, the eighth and ninth positions of the account number are zero, in which case an error message will be displayed.

(6) Account Type. For "Account Type", use the selections in the drop down box to indicate whether the account the cardholder is associating with his or her Navy Cash account is a "Checking" or "Savings" account.

(a) Personal Checks. For contingency planning purposes, all crew members should be encouraged to associate an account that supports writing of personal checks if at all possible. Prior to an extended or overseas deployment, notify all crewmembers via POD notes or e-mails to have a minimum number of personal checks available on board ship to use in the event Navy Cash is at or near complete mission failure for an extended period of time.

(b) ATM, Debit, or Check Cards. Again, for contingency planning purposes, all crew members should be encouraged to have the ATM, debit, or check card issued by their bank or credit union available on board ship. Many ports Navy ships visit have an extensive ATM infrastructure available where the crew can obtain the local currency they need on liberty in the event Navy Cash is at or near complete mission failure.

d. Enroll With a Temporary Navy Cash Card

(1) Temporary Navy Cash cards are issued from the stock of temporary cards available on the ship. Each card issued shall be noted in the Navy Cash Card Issue Log, which records the last four digits of the card number, name and last four digits of the SSN of the card owner, issue date, signature of the recipient, and the name and signature of the issuer (see

Working Draft

paragraph 8.3.1, Custody of Navy Cash Cards). The Navy Cash Card Issue Log shall be handled in accordance with sensitive personal data requirements. When a new supply of Navy Cash cards is required, the Disbursing Officer will re-order a new stock of temporary or visitor cards by e-mailing the Navy Cash Customer Service Center at navycashcenter@ezpaymt.com.

(2) The Disbursing Officer inserts the new Navy Cash card into the K22 and clicks the “Get Card Info” button. The card ID number of the newly issued card will be displayed in the “Generic Card #” window if the card is unassigned. Otherwise, the current assignment status will be displayed, and another temporary card must be used from stock. The new enrollment will not be reflected on the ship until a new account is established ashore and the new account information is updated on the ship, which occurs when the end-of-day processing “round trip” is completed between ship and shore.

NavyCash Disbursing Application

Welcome, DISBO

Logout

Funds Transfer

Funds Transfer

Card Maintenance

PIN Reset or Change

Change Card Status

Unlock Card

Card Report

Account Maintenance

Assign Replacement Card

Account Enrollment

Account Information Update

Note Maintenance

Operations

Indicate End of Day

View Reports

RDM II Reporting

Safe Bank Transactions

Operator ID Maintenance

Vending and Ship's Store

Event Maintenance

Utility Functions

View Log

View Disk Usage

Shore Communication

Process Marine Split Pay

Provisional Split Pay

Access Editor

New Account Enrollment

Applicant Information:

*SSN: 023465478 Title:

*First Name: MIKE *Middle Initial: C

*Last Name: SMITH *Date of Birth (mmdd): 08 09

*Mother's Maiden Name: JONES *Home Phone: 212-555-1212

Email Address: *Military Branch: NAVY

*Pay Grade: E-1

Address:

*Address: 100 MAIN STREET

Bank Account:

ABA: Account Type: Checking

Account No: Account Name:

Procedure

1. Enter the required information.
2. Place the generic card into the card reader.
3. Click the 'Get Card Info.' button.
4. Click the 'submit' button.
5. Place allocated generic card in a separate location. Enrollee may retrieve card when the application has been processed and returned from shore.

Note: the card ID will be displayed if the card is unassigned. Otherwise the current assignment status will be displayed and another generic card must be used.

*Generic Card #:

Are you sure you want to enroll without assigning a Generic card?

You are using version 1.5.0 of the Disbursing Application. (nct.5718t) 1/17/2006 12:28 PM

Working Draft

e. Enroll Without a Temporary Navy Cash Card. To enroll an individual without assigning a temporary card, simply skip the step in paragraph d above. Go to the next step in paragraph f below, and click “submit” without inserting a temporary card into the K22.

f. The Disbursing Officer then clicks “Submit” to initiate enrollment of a new account holder in Navy Cash. If the individual is being enrolled without assigning a temporary Navy Cash card, that is, without inserting a temporary card into the K22, the Disbursing Officer will be prompted to verify that the individual is being enrolled without assigning a generic (temporary) card, which is done by clicking the “Yes” or “No” button as appropriate.

g. The hardcopy enrollment form, signed by the individual, must be sent via FedEx or UPS or other traceable means to:

JPMorgan Chase
10430 Highland Manor Drive
F3-1404
Tampa, FL 33610
Attn: Transaction Services Unit (TSU)
(866) 662-8922

Or sent via fax or digital sender to: (888) 344-3796

Or sent via e-mail to : jpmefs.tsu@jpmorgan.com

Enrollment forms contain sensitive personal information and must not be mailed to the TSU.

The enrollment form may be imaged and kept on file by the Treasury Financial Agent.

A copy of the enrollment form, signed by the individual, shall be maintained on board ship for reference. Enrollment forms can be purged three years from the date of signature, unless the individual is still on the ship.

h. Definition of terms:

Title = rank, rate, or title, for example, OS2, LT, Mr., Ms.

Phone = home phone number

Pay Grade = E1–E9, O1–O10

Address = address to which the permanent Navy Cash card should be mailed.

Normally, the ship’s address for personnel stationed aboard ship (cards will be sent to the Disbursing Officer). Members of ship’s company should include their assigned division on line 2 of the address block on the enrollment form when they enroll. To make it easier to track down individuals who are not part of ship’s company, they should include their company name or command name on line 2 of the address block.

Generic Card # = card number on Navy Cash Card taken from the stock of cards held by the Disbursing Officer (see paragraph 8.3.1, Custody of Navy Cash Cards).

The following information can be found on a personal check or deposit slip associated with a cardholder’s Direct Deposit Account.

ABA = transit routing number or bank routing indicator—the first nine numbers in the micro line (MICR) at the bottom of a check or savings account deposit slip.

Working Draft

Account No = as listed on check in the remaining numbers of the micro line (MICR) or savings account deposit slip.

Account Name = Name of the individual as listed on check or deposit slip.

i. Permanent Navy/Marine Cash cards should arrive at the FISC Logistics Support Center (LSC) about 10 business days after the TFA receives the enrollment data electronically. Contact the ship's Logistics Support Representative (LSR) to check the status of any card shipments.

8.4.22 Account Information Update

a. To update his or her account information, for example, to change to a new bank and credit union, the cardholder or Navy Cash merchant can report to the Disbursing Office.

b. The Disbursing Officer clicks on the "Account Information Update" link.

The screenshot shows the 'NavyCash Disbursing Application' interface. The left sidebar contains a navigation menu with categories: Funds Transfer, Card Maintenance, Account Maintenance, Operations, and Utility Functions. The main content area is titled 'Account Information Update' and is divided into sections for 'Card not Present' and 'Card Present'. The 'Card not Present' section includes search criteria for Social Security Number, Merchant, MasterCard Number, and Last Name / First Name. The 'Card Present' section has an 'Insert card' button and a 'Get Card Info' button. Below these are sections for 'Member Profile' (with fields for First Name, Middle Name, Last Name, Branch of Service, Social Security Number, Transfer Type, Chip Load Limit, and Transfer Date) and 'Bank Account Information' (with fields for Bank Account No, Bank Account Name, ABA, Bank Account Type, and Customer Type). There are also checkboxes for 'Block Account Request', 'Unblock Account', 'ACH Decline Count', and 'ACH Allowed'. An 'Account Update' button is at the bottom. The status bar at the bottom indicates the version (1.5.0), date (4/20/2006), and time (11:11 AM).

Working Draft

c. Account information is stored in a cardholder's member profile. To search for the appropriate "Member Profile":

(1) If the cardholder's Navy Cash card is not available, the Disbursing Officer enters the cardholder's SSN or selects an appropriate merchant from the drop down menu or enters the cardholder's last name or the initial letter or letters of the last name in the "Card not Present" box and then clicks the "Account Search" button.

(2) If the cardholder's Navy Cash card is available, the Disbursing Officer inserts the card into the K22 and clicks the "Get Card Info" button in the "Card Present" box.

(3) The Navy Cash application brings up the cardholder names associated with the search criteria.

d. After verifying the cardholder's identity, the Disbursing Officer highlights the correct name, and the current account information is displayed in the "Member Profile" and "Bank Account Information" windows.

e. Name Change. Any change to the cardholder's first or last name or middle initial will automatically generate a request for a new permanent Navy Cash card. Because Navy Cash cards are relatively expensive, the cardholder and the Disbursing Officer should decide jointly whether or not minor corrections to a first or last name or middle initial are genuinely necessary before initiating a change. Name changes due to major misspellings or marriage or divorce should, of course, be made.

f. Transfer Type and Date

(1) The disbursing office must work closely with the personnel office to keep track of cardholders who will be leaving the ship within 30, 60, and 90 days (see paragraph 8.4.20, Close or Suspend an Account Pending Transfer or Discharge?). To assist in monitoring transfer dates, the Disbursing Officer should ensure that the projected "Transfer Date" and "Transfer Type" in each cardholder's member profile is current. For "Transfer Type", use the selections in the drop down box to indicate whether the transfer is a "Transfer of Command", in which the cardholder is transferring to a new ship or shore command, or a "Separation", in which the cardholder is leaving the Navy.

(2) Based on the transfer dates in the member profiles, a shore report will be generated when a cardholder's transfer is within a 30-day window. The shore report will contain account balances and will serve as a notice to clear any negative balances before these cardholders leave the ship.

(3) Transfer to Shore Command. The transfer dates in the member profiles will also be used to pull accounts of cardholders who have left the ship off the ship's Navy Cash roster and transfer these accounts to a "shore" command. Once these accounts are transferred to the shore command, a standard set of reports, including the daily Negative Balance Report and Returned Items Detail Report, will continue to be generated, so that any account activity can be monitored ashore and any negative account balances can continue to be pursued.

(4) Automatic Blocking of Navy Cash ACH Access and Suspending of Navy Cash Account. As soon as they are transferred to the shore command, Navy Cash accounts are suspended automatically and Navy Cash access to bank and credit union accounts is blocked automatically. *Blocking access* prevents Navy Cash access to bank and credit union accounts

Working Draft

from the ship. *Suspending an account* prevents online ATM withdrawals and online PIN-based and signature-based purchases ashore. The cardholder can still use the value on the chip to purchase things on the ship. The cardholder can still use the card for signature-based purchases ashore, even when the Navy Cash account balance is negative, at merchants who process transactions in an offline mode.

g. For Cardholders with Negative Navy Cash Account Balances

(1) Navy Cash Card Limits. Reducing the maximum amount that can be transferred from a bank or credit union account ashore and/or reducing the maximum amount that can be loaded on the chip are options available to discipline a cardholder who continues to have problems with negative account balances (see Appendix L, Guidelines for Negative Account Balances). Any updates to these card limits are effective immediately on board the ship and will regulate any subsequent funds transfer requests the cardholder attempts at the K80 Cashless ATM. To change card limits, enter a new limit in the “Chip Load Limit” block and/or “DDA Account to Navy Cash Transfer Amount”. For cardholders, the maximum chip load limit is \$1,000, and the maximum DDA account to Navy Cash transfer amount is \$400 per day. For merchants, the maximum chip load limit is \$9,999.99, and the maximum DDA account to Navy Cash transfer amount is \$5,000 per day.

(2) Blocking Access to Bank and Credit Union Accounts Ashore. Blocking Navy Cash access is an option available to discipline a cardholder who continues to have problems with negative account balance. Any updates to block Navy Cash access are effective immediately on board the ship and will regulate any subsequent funds transfer requests the cardholder attempts at the K80 Cashless ATM. To block account access, click on the “Block Account Request” button.

(3) Guidelines for Negative Account Balances. Appendix L provides recommendations for taking action in the case of a cardholder whose Navy Cash account balance is negative. 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.

(4) Unblocking Access to Bank and Credit Union Accounts Ashore. Once a cardholder’s negative account balance has been cleared, click on the “Unblock Account” button.

(a) ACH Decline Count. The ACH decline count is used to prevent cardholders from abusing the system and would not normally be reset. Navy Cash has established returned transaction thresholds. Every time a cardholder posts an NSF transaction to the Navy Cash system, a “counter” records the event. When a cardholder reaches a limit of three NSFs, the ability to access his or her DDA account from the Navy Cash system is permanently blocked.

(b) Once Navy Cash access is permanently blocked, the only way it can be restored is by authorized Disbursing Officer or Disbursing Clerk action, either by unblocking access through the Navy Cash application or the Navy Cash Center web site or by sending a request to the Customer Service Center (CSC).

(c) The following summarizes ACH decline counts. For a more complete description of “ACH Allowed” and “ACH Decline Count” flags and codes, see paragraph 8.8.2, Blocking and Unblocking Access to Home Accounts.

Working Draft

0,1,2,3	Number of ACH returns for NSF	Allow unblock
90,91, 92,93	Blocked on transfer Previous value 0,1,2,3	Allow unblock
95	No linked account information provided during enrollment	Allow unblock if bank or credit union account and ABA numbers updated
96	Unacceptable NFCU account provided	Allow unblock if account number updated
97	Technical error processing account	Allow unblock if error corrected
98	Return other than NSF, e.g., invalid account number	Allow unblock if bank or credit union account and ABA numbers updated
99	Manually blocked by disbursing	Allow unblock

(5) Daily Blocked Account Report. This shore report lists all cardholders whose access to their linked bank or credit union account is blocked. The report includes cardholders' first and last name, the last four of their SSN, their account number, and their decline count. The Disbursing Officer should review the Daily Blocked Account Report on a daily basis. The report will make it easier for disbursing to research the cause when cardholders find that they do not have access to their linked bank or credit union account at the Cashless ATM (K80). Cardholders who appear on the report because of unacceptable or invalid account information (decline counts 96 or 98) should be contacted so they can update their home bank or credit union account information (see paragraph h below).

(6) Again, any updates to Navy Cash access done through the Navy Cash application are effective immediately on board ship and will regulate any subsequent transfer requests the cardholder attempts at the K80. Updates done through the Navy Cash Center web site do not go into effect on board 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.

(7) *Blocking access* only prevents Navy Cash access to bank and credit union accounts from the ship. The cardholder can still use the card for signature-based purchases ashore, even when the Navy Cash account balance is negative, at merchants who process transactions in an offline mode. *Suspending an account* (see paragraph 8.4.20.c) only prevents online ATM withdrawals and online PIN-based and signature-based purchases ashore. Neither blocking Navy Cash access to bank and credit union accounts nor suspending a Navy cash account disables the chip on a Navy Cash card; the individual can still use the value on the chip to purchase things on the ship.

h. Bank Account Information. For "Customer Type", indicate whether the account the cardholder is associating with his or her Navy Cash account is a "Consumer" or "Business" account. Generally, individual cardholders will have "Consumer" accounts. A Navy Cash merchant, on the other hand, may have opened a "Business" account. For "Bank Account Type", use the selections in the drop down box to indicate whether the account the cardholder is associating with his or her Navy Cash account is a "Checking" or "Savings" account.

(1) Personal Checks. For contingency planning purposes, all crew members should be encouraged to associate an account that supports writing of personal checks if at all possible.

Working Draft

Prior to an extended or overseas deployment, notify all crewmembers via POD notes or e-mails to have a minimum number of personal checks available on board ship to use in the event Navy Cash is at or near complete mission failure for an extended period of time.

(2) ATM or Debit Cards. Again, for contingency planning purposes, all crew members should be encouraged to have the ATM or debit card issued by their bank or credit union available on board ship. Many ports Navy ships visit have an extensive ATM infrastructure available where the crew can obtain the local currency they need on liberty in the event Navy Cash is at or near complete mission failure.

i. Once the appropriate updates to the cardholder's account information have been completed, the Disbursing Officer clicks on the "Account Update" button to initiate the changes. Any updates are effective in the local database on board the ship immediately and are effective in the database ashore as soon as the end-of-day round trip is completed between ship and shore.

NavyCash Disbursing Application

Welcome, DISBOD

Logout

Funds Transfer

Funds Transfer

Card Maintenance

PIN Reset or Change

Change Card Status

Unblock Card

Card Report

Account Maintenance

Assign Replacement Card

Account Enrollment

Account Information Update

Note Maintenance

Operations

Indicate End of Day

View Reports

RDM II Reporting

Safe Bank Transactions

Operator ID Maintenance

Vending and Ship's Store

Event Maintenance

Utility Functions

View Log

View Disk Usage

NDC Selection

Process Marine Split Pay

Provisional Split Pay

Access Editor

Note Maintenance

Card not Present

View Disbursing Notifications

Enter criteria for Individual Note search:

Social Security Number:

MasterCard Number: **OR**

Last Name / First Name: B **AND**

OR

Card Present

Insert Card:

List of Members matching Search Criteria

29044	BAILEY JR-TEST, DAVID-TESTITN	0042
80278	BAILEY, BEETLE F	1005
619224	BENNIS-CARD2, ELAINE TEST D	9680
137368	BENNIS-CARD2, ELAINE TESTING D	9604
44569	BENNIS2_14_06, ELAINE2_17_06 S	4347
137378	BENNISTEST, ELAINE-CHECKIT	7007
606268	BERRSTFTN, MAYTNE A	7009

List of Notes for Highlighted Member

2580	DL3800	3/11/2006 2:12:52 AM	80278	NEGATIVE BALANCE	R
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You are using version 1.5.0 of the Disbursing Application. (ncp.dl380) 4/20/2006 10:40 AM

Working Draft

8.4.23 Note Maintenance

a. A “Note” is a memo internal to Navy Cash that is stored in a cardholder’s member profile. “Disbursing Notifications” notes are sent by the Navy Cash shore side primarily to notify the ship of any replication conflicts between ship and shore. On board the ship, the “Note Maintenance” function enables the disbursing office to view the notes stored in member profiles and to add notes to log efforts to clear negative balances. The ability to add notes can be used to both coordinate actions taken within the disbursing office to clear negative balances and to document those actions for the chain of command or auditors. Initially, the only “Note Type” that can be generated on the ship is a “Negative Balance” note.

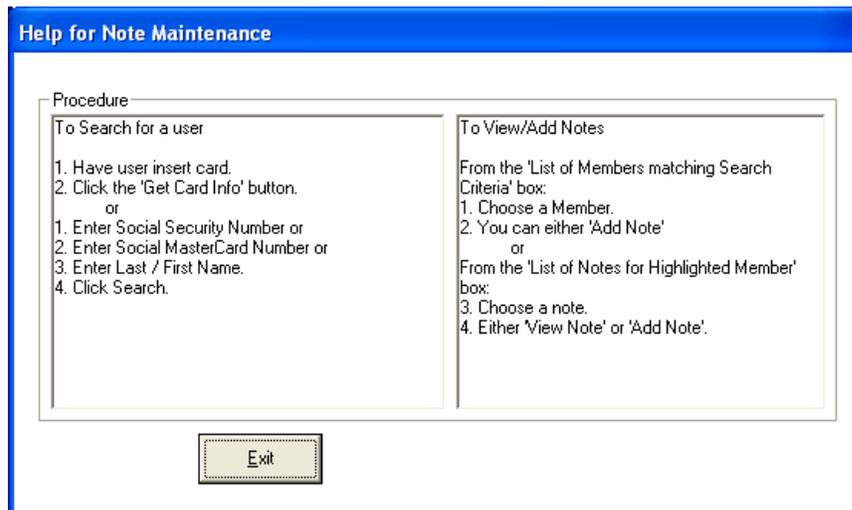
b. To view or add a note, the Disbursing Officer clicks on the “Note Maintenance” link. If the “View Disbursing Notifications” checkbox at the top of the screen in the “Card not Present” box is checked, only the notes that report replication conflicts between ship and shore are displayed. If the checkbox is unchecked, all notes are displayed. To view a particular note:

c. “View Disbursing Notifications” Checkbox Unchecked.

(1) If the cardholder’s Navy Cash card is available, the Disbursing Officer inserts the card into the K22 and clicks the “Get Card Info” button in the “Card Present” box.

(2) If the cardholder’s Navy Cash card is not available, the Disbursing Officer enters the cardholder’s SSN or the MasterCard number from the front of the cardholder’s Navy Cash card or the cardholder’s last name or the initial letter or letters of the last name in the “Card not Present” box and then clicks the “Search” button.

(3) If needed, the “Help” button can be pressed to display the procedures to search for a cardholder’s name and to view and add notes.



(4) The application brings up the names associated with the search criteria.

(5) After verifying the cardholder’s identity, the Disbursing Officer highlights the correct name in the “List of Members Matching Search Criteria” box, and a listing of all the notes in the cardholder’s member profile appears in the “List of Notes for Highlighted Member” box. The most recent note is listed first. With the “View Disbursing Notifications” checkbox unchecked, this includes both “Disbursing Notifications” and “Negative Balance” notes.

Working Draft

(6) View Note. To view a note, select the appropriate listing and click on the “View Note” button. The “View Note” window will be displayed, and the “Note Comments” can be reviewed but not edited. Click on the “Cancel” button to close the note. For a discussion of “Disbursing Notifications” notes and the actions to be taken, see paragraph d.(5) below.

The screenshot shows a window titled "Add Note" with a subtitle "Note for BAILEY, BEETLE F". The window contains the following fields and controls:

- Note Type:** NEGATIVE BALANCE
- Note Subject:** A dropdown menu with "Cash Red" selected.
- Note Comments:** A text area with a scroll bar. The dropdown menu is open, showing options: "Cash Red", "Comment", "DS01 Initiated", "Funds Transfer", and "SPO Incremented".
- Buttons:** "Add Note", "Cancel", and "Help" are located at the bottom of the window.

(7) Add Note. To add a note to the cardholder’s member profile, click on the “Add Note” button. The “Add Note” window will be displayed. At least initially, the only “Note Type” that can be generated on the ship is a “Negative Balance” note.

(a) Use the “Note Subject” drop down menu to select an appropriate subject.

(b) In the “Note Comments” box, enter appropriate comments to document any Navy Cash account actions taken. Comments should be kept relatively simple, but should make clear what action was taken, who took the action, and what date the action was taken. There is a limit of 1,000 characters for note comments. Click on the “Add Note” button to save the note.

(c) Once the note is saved, note comments cannot be changed. Take care in composing the comments. Proofread the comments before clicking the “Add Note” button. Careful attention is required because all notes are retained permanently as a part of an individual's member profile and are sent along with the rest of the profile to each new ship when an individual does a “Ship Check In” at a K80 Cashless ATM.

Working Draft

The screenshot shows a software window titled "Add Note". Inside the window, the text "Note for BAILEY, BEETLE F" is displayed at the top. Below this, there are three input fields: "Note Type" is set to "NEGATIVE BALANCE"; "Note Subject" is a dropdown menu currently showing "Cash Red"; and "Note Comments" is a text area containing the word "TEST". At the bottom of the window, there are three buttons: "Add Note", "Cancel", and "Help".

d. “View Disbursing Notifications” Checkbox Checked.

(1) The Disbursing Officer enters the “Disbursing Note Start and End Dates” in the “Card not Present” box and then clicks the “Search” button. The start date defaults to the last time the operator logged on to the Navy Cash application. If no end date is entered, all “Disbursing Notifications” notes up to the current log-in will be displayed. The “Card Present” search option is not available if the checkbox is checked.

(2) After verifying the cardholder’s identity, the Disbursing Officer highlights the correct name in the “List of Members Matching Search Criteria” box, and a listing of only the “Disbursing Notifications” notes in the cardholder’s member profile appears in the “List of Notes for Highlighted Member” box. The most recent note is listed first.

(3) To view a note, select the appropriate listing and click on the “View Note” button. The “View Note” window will be displayed, and the “Note Comments” can be reviewed but not edited. Click on the “Exit” button to close the note. The “Add Note” option is not available if the “View Disbursing Notifications” checkbox is checked.

Working Draft

NavyCash Disbursing Application

Welcome, DISBOD

Logout

Funds Transfer

Funds Transfer

Card Maintenance

PIN Reset or Change

Change Card Status

Unblock Card

Card Report

Account Maintenance

Assign Replacement Card

Account Enrollment

Account Information Update

Note Maintenance

Operations

Indicate End of Day

View Reports

ROM II Reporting

Safe Bank Transactions

Operator ID Maintenance

Vending and Ship's Store

Event Maintenance

Utility Functions

View Log

View Disk Usage

NOC Selection

Process Marine Split Pay

Provisional Split Pay

Access Editor

Note Maintenance

Card not Present

View Disbursing Notifications

Enter criteria for Disbursing Note search:

Disbursing Note Start Date: 04/20/2005 14:34:44

Disbursing Note End Date:

Search Reset

OR

Insert Card: Get Card Info

List of Members matching Search Criteria

29044	BAILEY JR-TEST, DAVID-TESTITN	0042
44569	BENNIS2_14_06, ELAINE2_17_06 S	4347
606268	BERGSTEIN, MAXINE A	7009
606266	BERGSTEIN, ROBERTA M	7008
29522	DLUAT, DANIEL	0059
606256	FREEMAN, MARCIA I	7003
29568	GENERAL MESS - FOOD DT	2321

List of Notes for Highlighted Member

4405	DL3800	4/12/2006 8:27:31 PM	606256	REPLICATION CONFLICT
4404	DL3800	4/12/2006 8:27:30 PM	606256	REPLICATION CONFLICT
4402	DL3800	4/12/2006 8:13:23 PM	606256	REPLICATION CONFLICT

View Note Add Note Help

You are using version 1.5.0 of the Disbursing Application. (ncp.dl380) 4/20/2006 11:01 AM

(4) **Replication Conflicts.** Replication conflicts can occur when both the ship and the shore side update a cardholder's account information between two consecutive round trips. For example, the ship may initiate a change to a cardholder's account information using the "Account Information Update" function in the Navy Cash application (see paragraph 8.4.22) on the same day that the shore side updates a cardholder's account information based on a separate phone or e-mail request from the ship.

(a) The Navy Cash system, both ship and shore, will apply the account update received from the ship. When alerted to the replication conflict by the "Disbursing Notifications" note, the Disbursing Officer should review the cardholder's account information and update as necessary to resolve any errors that may have resulted from the conflict (see paragraph 8.4.22, Account Information Update).

Working Draft

The screenshot shows a window titled "View Note" with a blue header. Below the header, the text "Note for FREEMAN, MARCIA I" is displayed. The window contains the following fields and buttons:

- Note Date: 4/12/2006 8:27:31 PM
- Note Type: REPLICATION CONFLICT
- Note Subject: A dropdown menu showing "REPLICATION CONFLICT".
- Note Comments: A text area containing the following text:
Date Detected:<0412006 20:27:31>Batch Id:<DL3800_322>Record Type:<12>Ship Record<src_acct_name: FREEMAN MARCIAI>Shore Record<src_acct_name: FREEMAN MARCIAI>:

At the bottom of the window, there are three buttons: "Account Information Update", "Cancel", and "Help".

(b) When viewing a note, clicking on the “Help” button will display the options available for “Replication Conflict” notes. Clicking on the “Cancel” button will return the application to the “Note Maintenance” screen. Clicking on the “Account Information Update” button will open an “Account Information Update” screen and display the data for the record in conflict (see paragraph 8.4.22, Account Information Update). The Disbursing Officer can then update the data to fix the replication error if necessary. In the sample screen above, the account name can be changed to reflect the correct first name, Marcia, if the cardholder desires (see paragraph 8.4.22.e). From the “Account Information Update Screen”, clicking on the “Return to Note Maintenance” button will return the application to the “Note Maintenance” screen.

The screenshot shows a window titled "Help for Note Maintenance" with a blue header. The main content area is titled "Procedure" and contains the following text:

Options for Replication Conflict Notes

1. The 'Account Information Update' button will take you to the 'Account Information Update' screen where you can check and fix any Replication errors.
2. The 'Cancel' button takes you back to the 'Note Maintenance' screen.
3. The 'Help' button takes you to this screen.

At the bottom of the window, there is an "Exit" button.

Working Draft

NavyCash Disbursing Application

Welcome, DISBOD

[Logout](#)

Funds Transfer

[Funds Transfer](#)

Card Maintenance

[PIN Reset or Change](#)

[Change Card Status](#)

[Unblock Card](#)

[Card Report](#)

Account Maintenance

[Assign Replacement Card](#)

[Account Enrollment](#)

[Account Information Update](#)

[Note Maintenance](#)

Operations

[Indicate End of Day](#)

[View Reports](#)

[ROM II Reporting](#)

[Safe Bank Transactions](#)

[Operator ID Maintenance](#)

[Vending and Ship's Store](#)

[Event Maintenance](#)

Utility Functions

[View Log](#)

[View Disk Usage](#)

[NOC Selection](#)

[Process Marine Split Pay](#)

[Provisional Split Pay](#)

[Access Editor](#)

Account Information Update

Card not Present

Enter criteria to search:

Social Security Number: OR

Merchant: OR

MasterCard Number: OR

Last Name / First Name: AND

OR

Card Present

Insert card:

606256	FREEMAN, MARCIA I	7003	8000000012437	8000000140196
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Member Profile

First Name: Branch of Service:

Middle Name: Social Security Number:

Last Name: Transfer Type:

Chip Load Limit: Transfer Date:

DDA Account to Navy Cash Transfer Amount:

Bank Account Information

Bank Account No: Bank Account Type:

Bank Account Name: Customer Type:

ABA:

Block Account Request ACH Decline Count: ACH Allowed:

Unblock Account

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(c) **Replication Conflict Report.** The Disbursing Notifications note will identify the EOD batch that contains the replication conflict. The Disbursing Officer can then pull the Replication Conflict Report for that period to obtain the details of the conflict. The Replication Conflict Report is a ship report that can be generated as needed on the ship (see paragraph 8.4.25, View Reports). To select, view, and print the report, the Disbursing Officer, or Deputy, can click on the “View Reports” link on the Navy Cash application, click on the “Replication Conflict Report” link in the “Disbursing Office Report” box, fill in the start and end dates for the inclusive period desired, click the “Generate” button, and, once the report appears, click the “Print” button.

e. **Disbursing Notifications Alerts.** Disbursing Notifications notes appear as alerts at start up of the Navy Cash application or when a new operator logs on. Like the “Negative Balance” notes above, Disbursing Notifications notes are retained permanently as a part of an individual's member profile. An operator will see all the Disbursing Notifications notes that have

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been received by the ship since the last time he or she logged on to the Navy Cash application. A brand new operator will see only the last 30 days of accumulated notifications notes. Click on the “Cancel” button to close the note.

View Disbursing Notifications

Disbursing Notifications

Note Date: 4/12/2006 8:27:30 PM

Note Type: REPLICATION CONFLICT DETECTED

Note Subject: REPLICATION CONFLICT DETECTED

Note Comments: One or more replication conflicts have been detected while synchronizing data from Batch Id: <DL3800_322> with the shore system. Please see the Replication Conflict Report for details

Cancel Help

Ready. Resourceful. Responsive!

[View Reports](#)
[RDM II Reporting](#)
[Safe Bank Transactions](#)
[Operator ID Maintenance](#)
[Vending and Ship's Store](#)
[Event Maintenance](#)
Utility Functions
[View Log](#)
[View Disk Usage](#)
[NOC Selection](#)
[Process Marine Split Pay](#)
[Provisional Split Pay](#)
[Access Editor](#)

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Working Draft



NavyCash Disbursing Application

Welcome, DISBOD

[Logout](#)

Funds Transfer

[Funds Transfer](#)

Card Maintenance

[PIN Reset or Change](#)

[Change Card Status](#)

[Unblock Card](#)

[Card Report](#)

[New Enrollee Card Pick Up](#)

Account Maintenance

[Assign Replacement Card](#)

[Account Enrollment](#)

Operations

[Indicate End of Day](#)

[View Reports](#)

[ROM II Reporting](#)

[Safe Bank Transactions](#)

[Operator ID Maintenance](#)

[Vending and Ship's Store](#)

[Event Maintenance](#)

Utility Functions

[View Log](#)

[View Disk Usage](#)

[NDC Selection](#)

[Process Marine Split Pay](#)

[Provisional Split Pay](#)

[Access Editor](#)

Operations

Operations Options:

1. Indicate end-of-day.
Used to launch EOD scripts, transfer data and generate EOD-specific reports. This will end all business transactions for that particular day and begin recording all subsequent transactions for the next business day.
2. View Reports.
Used to generate, save or print Disbursing and Application reports.
3. ROM II Reporting.
Used to generate a report on discrepancies between ROM II and NavyCash.
4. Safe Bank Transactions.
Used to facilitate the deposit of funds to the Bank or the Safe. This option enables the Disbursing Officer to make adjustments to the check and cash amounts in the Safe Audit Summary Report (SASR) in order to force-balance the Navy Cash application prior to completing the 'Indicate End-of-Day' function. The reason for the out-of-balance condition can be investigated after the fact as required.
5. Operator ID Maintenance.
Used to register new or modify existing system operators.
6. Vending and Ship's Store.
Used to indicate End of Period for configured Vending Merchants. In addition, you can bind CADs to Vending Machines.
7. Event Maintenance.
Used to enter/update Events in Navycash.

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8.4.24 Indicate End of Day

NOTE:

1. Completing the Indicate End Of Day (IEOD) function initiates automatic system backups, processes the batch file, connects to the Navy Cash shore facility, transfers all ship transactions to shore, retrieves shore reports and updates, and updates account data on ship and shore. IEOD should be run every day, to include non-working days, at the end of the business day. When in port overseas, it is recommended that IEOD be run more than once, e.g., at the end of the work day and at the beginning of the next work day, to update everyone's account information on shore and ship before and after liberty.

2. EOD is normally run from the Navy Cash workstation in the disbursing office. If no one from the disbursing office is on duty and the Navy Cash server or another workstation (desktop or laptop) are located outside of the disbursing office, EOD can be run remotely by duty personnel (see paragraph 8.4.36, Access Editor–Access Control for Navy Cash Application). When EOD is run under the duty log-in, it is completed with

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minimal user requirements (i.e., double click the EOD icon on the desktop) and is the only functionality available.

The screenshot displays the NavyCash Disbursing Application interface. The title bar reads "NavyCash Disbursing Application". On the left is a dark blue navigation menu with the following sections and links:

- Welcome, DISBOD**
 - [Logout](#)
- Funds Transfer**
 - [Funds Transfer](#)
- Card Maintenance**
 - [PIN Reset or Change](#)
 - [Change Card Status](#)
 - [Unblock Card](#)
 - [Card Report](#)
 - [New Enrollee Card Pick Up](#)
- Account Maintenance**
 - [Assign Replacement Card](#)
 - [Account Enrollment](#)
- Operations**
 - [Indicate End of Day](#)
 - [View Reports](#)
 - [RQM II Reporting](#)
 - [Safe Bank Transactions](#)
 - [Operator ID Maintenance](#)
 - [Vending and Ship's Store](#)
 - [Event Maintenance](#)
- Utility Functions**
 - [View Log](#)
 - [View Disk Usage](#)
 - [NOC Selection](#)
 - [Process Marine Split Pay](#)
 - [Provisional Split Pay](#)
 - [Access Editor](#)

The main content area is titled "Indicate End-of-Day" and features a "NAVY CASH" logo. Below the logo is a "Check for Logged in Operators:" label and a "Submit" button. A large empty rectangular box is positioned below this. At the bottom of the main area is the "End of Day Values:" section, which includes:

- Last End Date Time:
- Check Balance:
- Cash Balance:
- Indicate End of Month. Month: Year: 2005
- Submit Cancel

The status bar at the bottom of the application window displays: "You are using version 1.4.27 of the Disbursing Application. (ncp.dl380) 6/21/2005 10:47 AM".

3. If the Indicate EOD function cannot be initiated for some reason, the Navy Cash system will continue to operate normally, and transactions will appear on the next business day. However, accounts will not be updated on ship and shore, and shore reports will not be available for that business day.

4. Every effort must be made to run EOD at the close of business the day before pay day to ensure Split Pay Option (SPO) payroll payments are retrieved from shore and account balances are updated on the ship on pay day. If communications are down around payday, the Disbursing Officer has the option to run a provisional payroll on the ship (see paragraph 8.4.35, Provisional Split Pay).

a. At the end of the business day or whenever appropriate, disbursing performs the "Indicate End of Day" function. This will end all business transactions for that particular day and begin recording all subsequent transactions on the next business day.

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- b. The Disbursing Officer clicks on the “Indicate End-of-Day” link on the Navy Cash application.
- c. The Disbursing Officer then clicks the “Submit” button next to the “Check for Logged in Operators” tag.

NavyCash Disbursing Application

Welcome, DISBO

[Logout](#)

Funds Transfer

[Funds Transfer](#)

Card Maintenance

[PIN Reset or Change](#)

[Change Card Status](#)

[Unblock Card](#)

[Card Report](#)

[New Enrollee Card Pick Up](#)

Account Maintenance

[Assign Replacement Card](#)

[Account Enrollment](#)

Operations

[Indicate End of Day](#)

[View Reports](#)

[RDM II Reporting](#)

[Safe Bank Transaction](#)

[Operator ID Maintenance](#)

[Vending and Ship's Store](#)

[Event Maintenance](#)

Utility Functions

[View Log](#)

[View Disk Usage](#)

[NOC Selection](#)

[Process Marine Split Pay](#)

[Provisional Split Pay](#)

[Access Editor](#)

Indicate End-of-Day

Check for Logged in Operators:

First Name	Last Name
*****	*****
Bob	Smith
CAROL	LENTZ
DISBO	DISBO
DISBO	DISBO
DISBO	DISBO

NavyCash Disbursing Application

20 operators remain logged on.

Sales activity from any retail outlet that occurs after EOD is indicated will appear on reports from the next batch.

Do you wish to continue?

Last End Date Time: Check Balance:

Cash Balance:

Indicate End of Month. Month: Year: 2005

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d. If operators are logged on, for example, in the ship’s store, post office, MWR, Wardroom, or Chiefs Mess, a message is displayed that informs the Disbursing Officer who is still logged on. It is not necessary to delay End-Of-Day (EOD) processing if operators are still logged in; however, if transactions occur during EOD processing, some transactions may be posted to the next day’s business. It is always recommended that all operators either log out or suspend business until the DISBO completes the EOD process. The Disbursing Officer can contact the operator and request that they log out immediately or the Disbursing Officer can proceed with the EOD process. Any transactions entered by that operator after EOD will appear on the next business day. To proceed with the EOD process, click the “Yes” button.

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NOTE: K22s operating in normal mode are connected to the Navy Cash server directly through the ship's LAN. If connectivity to the server is expected to be a problem, an operator should remain logged on to the K22 at the end of the day so that sales transactions can be processed offline the next day even if connectivity to the Navy Cash server is not available (see paragraphs 3.12, 4.16, 5.11, 6.9, or 7.7).

NavyCash Disbursing Application

Welcome, DISBOD

Logout

Funds Transfer

Funds Transfer

Card Maintenance

PIN Reset or Change

Change Card Status

Unblock Card

Card Report

New Enrollee Card Pick Up

Account Maintenance

Assign Replacement Card

Account Enrollment

Operations

Indicate End of Day

View Reports

ROM II Reporting

Safe Bank Transactions

Operator ID Maintenance

Vending and Ship's Store

Event Maintenance

Utility Functions

View Log

View Disk Usage

NOC Selection

Process Marine Split Pay

Provisional Split Pay

Access Editor

Indicate End-of-Day

Check for Logged in Operators:

Run Date: 6/21/2005
Run Time: 10:54:19 AM
Report Name: NC_SHIP_114

NAVY DISBURSING
Safe Audit Summary Report
Location: DL3800
Start Date: 04/04/2005 21:42:53
End Date: 6/21/2005 10:54:19 AM
Merchant ID: 800000008448

Transaction Type

Start Bal.

Safe - Deposit

Total:

NavyCash Disbursing Application

Please verify that you wish to indicate EOD with the following balances:

Cash Balance = 1027.98
Check Balance = 3.02

OK Cancel

End of Day Values

Last End Date Time: 04/04/2005 21:42:53 Check Balance: 3.02
Cash Balance: 1027.98

Indicate End of Month. Month: 06 Year: 2005

Submit Cancel

You are using version 1.4.27 of the Disbursing Application. (ncp.dl380) 6/21/2005 10:54 AM

e. The Disbursing Accountability Summary Report (DASR) will be displayed, and the “End of Day Values” frame will be enabled, which will contain the check balance, cash balance, and EOD date and time (a non-editable variable). In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).

f. At this point, the Disbursing Officer should have closed out the Daily Cash Transaction Ledger in accordance with paragraph 8.4.14. The total in block 7 of the ledger should match the sum totals generated by the DASR. If the balances do not match, the Disbursing Officer shall make every effort to identify the correct totals to be reported for the day.

Working Draft

g. The Disbursing Officer clicks the “Submit” button to start the actual EOD process.

(1) Indicate End of Month. If that particular EOD will also be considered the End Of Month (EOM) close-out, the Disbursing Officer must check the “Indicate End of Month” block, and then enter the month and year being closed. The “Indicate End of Month” block will be grayed out and cannot be used until the Sales Officer has performed the EOM process at all vending machines and indicated EOM for each vending and ship’s store merchant (parent) in the Navy Cash application (see paragraph 8.4.29).

(2) Coordinate EOM Close-Out. As a part of the EOM process, the Disbursing Officer is responsible for coordinating all Navy/Marine Cash collections that must be registered to a Line of Accounting (LOA) through the SF 1219 Statement of Accountability, for example, the sale of meals in the general mess and the sale of merchandise in the ship’s store and vending machines (see paragraph 8.9). The Disbursing Officer, Sales Officer, Food Service Officer, and Marine Disbursing Officer (when embarked) must coordinate to establish a closeout date each month.

(3) EOM Indicators. Completing the “Indicate End Of Day” function (IEOD) with the “Indicate End of Month” block checked, sends the EOM indicators for disbursing, food service, and Marine disbursing (when embarked) to the Navy Cash back end ashore and closes out their Navy Cash business for that month. *EOM indicators for the vending machines and ship’s store are sent at the first IEOD completed after closing out the vending and ship’s store merchants (parents) in the Navy Cash application (see paragraph 8.4.29).* The Disbursing Officer should notify the Sales Officer, Food Service Officer, and Marine Disbursing Officer (when embarked) when this step has been completed.

h. The Disbursing Officer is then prompted for verification of EOD. This gives the Disbursing Officer an opportunity to back out of the action if necessary.

i. If the Disbursing Officer’s actual cash or manual ledgers do not balance, every effort should be made to determine the cause. If the cause is not discovered and corrected immediately, a balancing transaction can be entered in accordance with paragraph 8.4.27, Safe Bank Transactions. This process will balance the Navy Cash report and allow the DISBO to complete the end of day and return the system to normal use. However, the out-of-balance condition needs to be investigated and handled in an expeditious manner. If a shortage (loss of funds/loss of accountability) or an overage occurs, it should be handled as prescribed in Chapter 6 of DODFMR Volume 5. The correction will be documented on the Disbursing Accountability Reports for future reference.

j. Once the balances have been verified, the DISBO will click “OK” in the verification window. After verification, an EOD completion message is displayed.

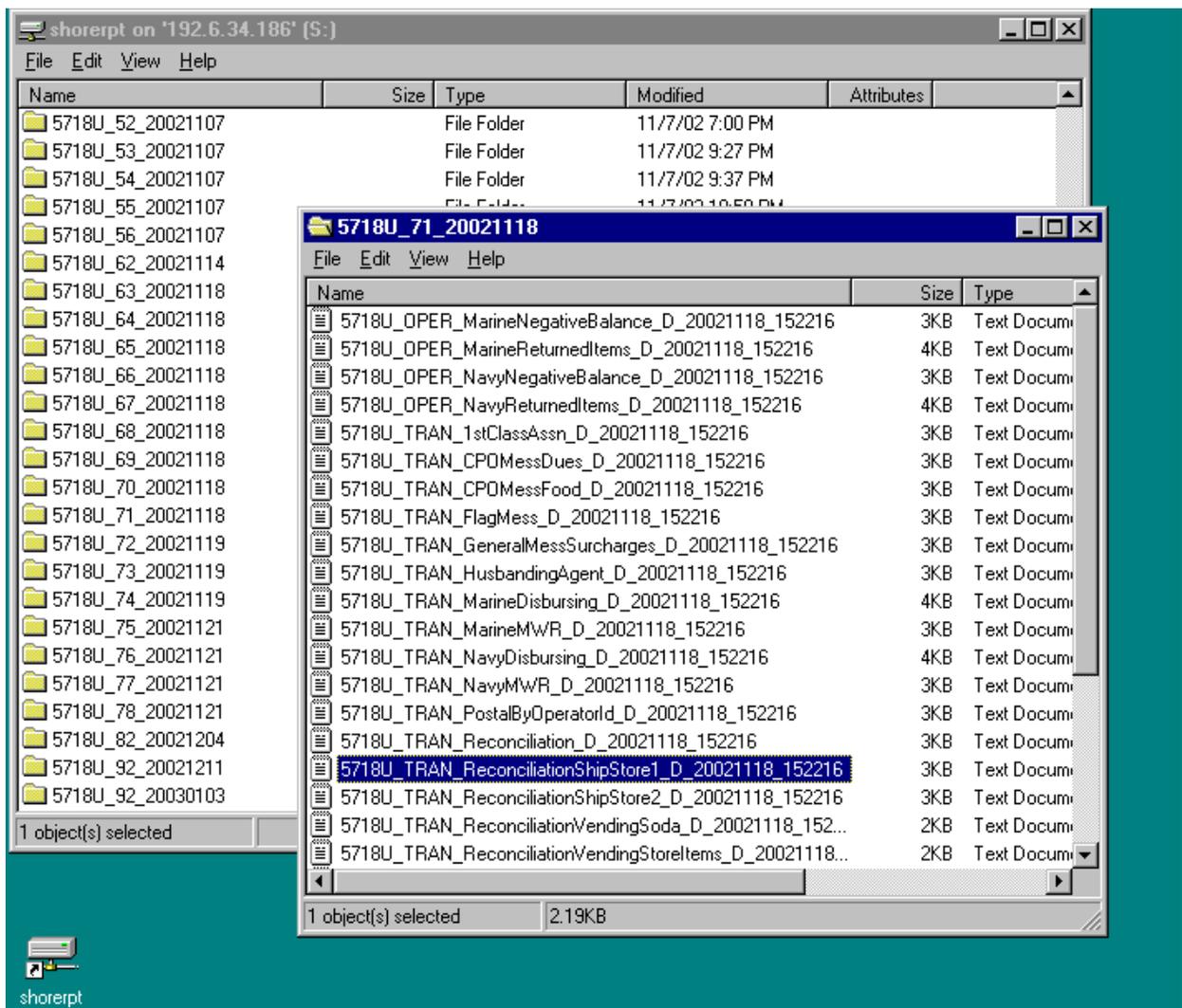
k. The Disbursing Officer will record the daily totals from the DASR cash column on the DD 2657 as an increase/decrease to line 6.2A, U.S. Currency on Hand. The value from the total column will be entered on line 6.9, “Other”, but will have the opposite sign. Disbursing Agents will record the transaction on the DD 2665 as increases to line 17, US Currency on Hand, or 20, US Negotiable Instruments on Hand, as appropriate and an opposite entry to line 31, Other. Sample DD 2657 entries are included in paragraph 8.10.

l. Since the entries on the DD 2657 are logged in section II and opposite in value, there will be no increase in total accountability. However, when the electronic funds are reported as

Working Draft

deposited at the end of the month, the overall accountability will be updated and correct. All funds that are being carried on line 6.9 can be supported by the DASR, and therefore are auditable. If required, a detailed report can be generated under the “View Reports” paragraph, 8.4.25. This report will display every transaction recorded on the server for any given period.

- m. The supporting DASR should be kept on file with the DD 2657.
- n. Shore Reports. Successful processing of the EOD batch (round trip) sends a series of reports to the ship from the shore side. These shore reports are generated automatically, and, when they are received, the Navy Cash system places them into a shore reports directory by date, with one sub-directory for each report date. On the Navy Cash application workstation or laptop, the shore reports can be found in the S:\files\navydata\report\shore directory, which maps to the Q:\files\navydata\report\shore directory on the Navy/Marine Cash server. The “Shore Reports” folder on the Navy Cash application desktop provides a short cut to the shore report directory. Sample reports are shown in paragraph 8.15. *In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).*



Working Draft

- (1) Reports have been named using the following convention:

<UIC>_<REPORT TYPE>_<REPORT
NAME>_<D/M>_yyyymmdd_HHMMSS.txt, where:

UIC = Ship's Unit Identification Code

Report Type = TRAN – Transaction Report, FRAU – Fraud Report,
OPER- Operational Report, SETT – Settlement Report

Report Name = Name of report

D/M = Daily or Monthly

Yyyymmdd = year/month/day report generated (GMT)

Hhmmss = hour/minute/second report generated (GMT)

.txt = Text file

Example:

R21452_TRAN_Ship_Merchant_Settle_D_20041209_000736.txt

R21198_TRAN_ShipStore_D_20010828_171708.txt

- (2) Transaction Reports. Transaction reports will be generated for all ship merchants, for example:

- (a) Wardroom
- (b) CPO Mess Dues
- (c) General Mess
- (d) Flag Mess
- (e) Commanding Officer's Mess
- (f) First Class Petty Officer Association
- (g) MWR
- (h) Post Office — Metered Mail
- (i) Post Office — Money Orders
- (j) Post Office — Stamps
- (k) Ship's Store
- (l) Foreign Vendors
- (m) Vending Store Items (Snack, Phone Cards, Soap)
- (n) Vending Soda
- (o) Transaction Summary
- (p) Negative Balances
- (q) Returned Items

Working Draft

(3) Merchant Settlement Reports. Merchant settlement reports are generated for all merchants, whether they settle to bank or credit union accounts ashore or to merchant Navy Cash (strip) accounts. For merchants who elect to settle on a weekly basis, deposits are initiated using the following schedule: on the 8th, 15th, 22nd, and 28th of each month. The deposit on the 8th of the month will include any transactions that posted on the 29th, 30th, and 31st of the previous month. Funds are normally available the next business day after the transactions are posted. By default, private merchants are initially set up to settle on a weekly basis.

(4) Reconciliation Reports. Reconciliation reports, which are generated for all merchants, segregate transactions that were collected in the offline mode but were not processed on the same day they were collected. Reported separately, these collections can then be added to the totals for the appropriate day if desired.

(5) Print Reports. The Disbursing Officer can view and print reports at any time by accessing the shore report directories and sub-directories. Reports should be printed in "Landscape" format using WordPad™ software. A printer is not provided with the Navy Cash system. The Disbursing Officer must print reports sharing an already existing printer local to the server or workstation in the disbursing office, for example, the ATMs-at-Sea printer. Reports can also be saved electronically and sent via e-mail.

(6) Review Reports. The Disbursing Officer and other responsible individuals, such as the Sales Officer, MWR Officer, and Chiefs' Mess Treasurer, should compare the daily reports with reports from their existing accounting systems, for example, ROM II for ship's store, to verify accuracy. A Navy Cash generated report states the collections that have been recorded to any particular activity. Therefore, the report serves the same function for an accountable officer as a signed page in the NS 470 or a deposit ticket.

(7) Negative Balances. The Disbursing Officer shall review the Negative Balance Report and the Returned Items Detail Report on a daily basis. Guidelines for handling negative Navy Cash account balances are contained in paragraph 8.8 and Appendix L.

(8) Daily Blocked Account Report. The Disbursing Officer should review the Daily Blocked Account Report on a daily basis. The report lists all cardholders whose access to their linked bank or credit union account is blocked. The report includes cardholders' first and last name, the last four of their SSN, their account number, and their decline count. The Daily Blocked Account Report will make it easier for disbursing to research the cause when cardholders find that they do not have access to their linked bank or credit union account at the K80 Cashless ATM (see paragraph 8.15.19 for a sample report). Cardholders who appear on the report because of unacceptable or invalid account information (decline counts 96 or 98) should be contacted so they can update their home bank or credit union account information (see paragraph 8.8.2, Blocking and Unblocking Access to Home Accounts).

Working Draft

8.4.25 View Reports

a. The Disbursing Officer can click on the “View Reports” link on the Navy Cash application to select the report menu and display the reports that can be generated as needed on the ship. To select, generate, view, and print a report, click on the report desired, fill in the start and end dates for the inclusive period, and click the “Generate” button. Some of the reports can be generated using one of a selection of preset sorting criteria (see table of report descriptions below). Sample reports are shown in paragraph 8.15.

b. Review Reports. The Disbursing Officer and other accountable individuals, such as the Sales Officer and Chiefs’ Mess Treasurer, are responsible for comparing the daily reports with reports from their existing accounting systems to verify accuracy. This review is normally done with the shore reports (see paragraph 8.4.24.n), which are generated automatically by the EOD process and sent to the ship when the EOD round trip is completed. However, to check total sales figures for a particular day before the shore reports are received on the ship, a Merchant Sales Summary Report can be generated by entering the correct start and end dates in the “View Reports” link. *In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).* The more detailed Merchant Transactions Report can be generated in the same way.

c. Printing Reports. A printer is not provided with the Navy Cash system. Reports must be printed sharing an already existing printer local to the server or workstation in disbursing, for example, the ATMs-at-Sea printer. Reports can also be saved electronically and sent via e-mail.

The screenshot displays the 'NavyCash Disbursing Application' interface. On the left is a blue navigation sidebar with the following sections: 'Welcome, SMITHJ' (with a 'Logout' link), 'Funds Transfer' (with a 'Funds Transfer' link), 'Card Maintenance' (with links for 'PIN Reset or Change', 'Change Card Status', 'Unblock Card', and 'Card Report'), 'Account Maintenance' (with links for 'Assign Replacement Card', 'Account Enrollment', and 'Account Information Update'), 'Note Maintenance', 'Operations' (with links for 'Indicate End of Day', 'View Reports', 'RQM II Reporting', 'Safe Bank Transactions', 'Operator ID Maintenance', 'Vending and Ship's Store', and 'Event Maintenance'), and 'Utility Functions' (with links for 'View Log', 'View Disk Usage', 'NOC Selection', 'Process Marine Split Pay', and 'Provisional Split Pay'). The main content area is titled 'View Reports' and contains three expandable report categories: 'Disbursing Office Reports' (listing Safe Bank Transactions Report, SPO Payroll Report, Disbursing Accountability Detail Report, Disbursing Transactions Detail Report, Disbursing Accountability Summary Report, Disbursing Transactions Summary Report, and Replication Conflict Report); 'Sales Reports' (listing Merchant Sales Summary Report and Merchant Transactions Report); and 'Operations Reports' (listing Operator Status Report, EOD Report, Unmatched Chip-to-Chip Report, Fraud Detection Report, and Navy Cardholder Issued Card Report). The status bar at the bottom indicates 'You are using version 1.5.29 of the Disbursing Application. (ncp.1450)', the date '7/3/2007', and the time '11:28 AM'.

Working Draft

Report	Purpose	Sort Capability
Disbursing Office Reports		
Safe Bank Transactions Report	Tracks all changes to Navy Cash funds in the disbursing office that result from deposits to bank (withdrawals), deposits to safe (deposits), funds transfers to chip, and funds transfers from chip	Transaction Date or Transaction Type
SPO Payroll Report	Lists cardholders in SPO and the last payroll amounts credited to their Navy Cash accounts	Cardholder Name or Last Pay Date
Disbursing Accountability Detail Report	Lists disbursing transactions—cash and check to chip, deposits to safe and bank, and chip to cash	Transaction Date or Transaction Type
Disbursing Accountability Summary Report	Summary of transactions shown in Disbursing Accountability Detail Report	None
Disbursing Transactions Detail Report	Lists all transactions by disbursing staff—to facilitate audit of disbursing office	Operator, Date, or Transaction Type
Disbursing Transactions Summary Report	Summary of transactions shown in Disbursing Transaction Detail Report	Operator, Date, or Transaction Type
Replication Conflict Report	Provides details of any replication conflicts in updating a cardholder's account information	None
Sales Reports		
Merchant Sales Summary Report	Summary of total sales and transaction counts shown in Merchant Transactions Report—used for EOD and EOM merchant sales receipts	Merchant Name or Merchant ID
Merchant Transactions Report	Lists all sales, refunds, and correction transactions and cardholder name and card number (last 5 digits) for both vending and non-vending merchants—includes summary section	Merchant, Operator, Date, Transaction Type, or Event Description
Operations Reports		
Operator Status Report	Lists operators currently logged on to K22s	None
EOD Report	Tracks the status of end-of-day requests (batches) initiated and check and cash balances at EOD	None
Unmatched Chip-to-Chip Report	Lists all failed chip-to-chip transactions—used to research unmatched chip-to-chip transfers	Cardholder Name, Date, or Card Number
Navy Cardholder Issued Card Report	Tracks cardholder name, date, and card number (last 5 digits) for all temporary cards issued	Cardholder Name, Date, or Card Number
Fraud Detection Report	Indicates possible fraudulent ACH activity on ship. Lists questionable transactions by cardholder name and SSN (last 4 digits).	None

Working Draft

The screenshot displays the NavyCash Disbursing Application interface. On the left is a blue navigation menu with categories: Welcome, DISBOD; Funds Transfer; Card Maintenance; Account Maintenance; Operations; and Utility Functions. The main content area is titled "ROM II - Navy Cash Comparison Reports" and features a "NAVY CASH" logo. The form includes input fields for "ROM II Start Date" and "ROM II End Date" (with a "(mm/dd/yyyy hh:mm:ss)" format hint), a "Sales Merchant ID" dropdown menu (set to "<All Sales Merchants>"), and a "Load ROM II File" button. Below the form are "Generate", "Print", and "Save" buttons. A "Procedure" section provides instructions: "To Load ROM II Data" (1. Click on the 'Load ROM II File' button.) and "To Run Reports" (1. Enter starting and ending ROM II date and time. 2. Select merchant or default to All Sales Merchants. 3. Click on the 'Generate' button.). The status bar at the bottom shows "You are using version 1.4.27 of the Disbursing Application. (ncp.d\380)", the date "6/21/2005", and the time "10:57 AM".

8.4.26 ROM II Reporting

a. At the end of each day, the Sales Officer, or designated assistant, should compare the end-of-day reports generated by the ROM II back office and the Navy Cash system. The totals from both reports for electronic sales in the ship's store must match. Any differences must be investigated. The ROM II Reporting function and the ROM II/Navy Cash Comparison Reports provide an automated tool to compare the ROM II and Navy Cash daily transaction reports.

b. To generate a ROM II/Navy Cash Comparison Report, the Disbursing Officer or Sales Officer clicks on the "ROM II Reporting" link on the Navy Cash application.

c. The Disbursing Officer or Sales Officer then inserts the floppy disk with the ROM II file ("special disk"), clicks on the "Load ROM II File" button, then double clicks on "sales.txt" to load the file, and clicks the "Yes" button to verify that this is the correct file to load.

d. After the file data is successfully loaded, the "ROM II Start Date" and "ROM II End Date" are defined by the date range of ROM II file just imported, and the actual ROM II times

Working Draft

will be displayed. ROM II times are normally set to ship local time. Navy Cash dates and times are set to GMT (Coordinated Universal Time (UTC)).

e. In the “Sales Merchant ID” block, the Disbursing Officer or Sales Officer then scrolls down and selects the appropriate merchant, for example, Ship’s Store #1.

f. To generate a ROM II/Navy Cash Comparison Report, the Disbursing Officer or Sales Officer clicks on the “Generate” button. A report can be run without loading a ROM II file, by entering an appropriate “ROM II Start Date” and “ROM II End Date” (*In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC))*), selecting an appropriate “Sales Merchant ID” and clicking on the “Generate” button. If a report is run without loading a ROM II file, all transactions will appear in the “Navy Cash Transactions *Not* in ROM II” section of the report (see paragraph g.(2) below).

The screenshot displays the NavyCash Disbursing Application interface. The left sidebar contains a navigation menu with categories: Welcome, DISBOD; Funds Transfer; Card Maintenance; Account Maintenance; Operations; and Utility Functions. The main content area is titled "ROM II - Navy Cash Comparison Reports" and includes input fields for ROM II Start Date (03/30/2004 14:00:01), ROM II End Date (03/30/2004 15:44:14), and Sales Merchant ID (800000008436 - GENERAL MESS - F). A "Load ROM II File" button is present. Below these fields, a report summary shows: Run Date: 06/21/2005, Run Time: 10:58:23, Report Name: ROM II Exception Report, Navy Cash Sales Office, Location: DL3800, ROM II Start Date, and ROM II End Date. A table titled "ROM II Transactions" shows a single transaction on 03/30/2004 at 14:27:41 for \$1.20. Summary totals for Point Of Sale Terminal # 00001002 and Merchant 800000008458 are also shown. At the bottom, there are "Generate", "Print", and "Save" buttons. A procedure section lists steps: 1. Click on the 'Load ROM II File' button. 2. Enter starting and ending ROM II date and time. 3. Select merchant or default to All Sales Merchants. 4. Click on the 'Generate' button. The footer indicates the application version (1.4.27), date (6/21/2005), and time (10:59 AM).

Working Draft

g. The ROM II/Navy Cash Comparison Report consists of four sections.

(1) ROM II Transactions *Not* in Navy Cash. This section delineates any ROM II transactions that were included in the ROM II file but were not reported in the Navy Cash system in the time period specified by the ROM II start and end dates.

(2) Navy Cash Transactions *Not* in ROM II. This section delineates any Navy Cash transactions that were not included in the ROM II file for the time period specified in the ROM II start and end dates.

(3) Navy Cash and ROM II Transactions with Different Dollar Amounts. This section delineates transactions that were matched in ROM II and Navy Cash by transaction IDs, but the dollar amounts differ between ROM II and Navy Cash.

(4) Transactions that failed in ROM II but succeeded in Navy Cash. This section delineates transactions that were included in the ROM II file and marked by ROM II as failed transactions but that were matched in ROM II and Navy Cash by transaction IDs and were reported as valid transactions in the Navy Cash system.

h. The ROM II/Navy Cash Comparison Report can be used as a tool in investigating and resolving any differences between the ROM II and Navy Cash daily transaction reports as required by paragraph 7.3.11. A sample report is included at paragraph 8.15.4.

Working Draft

NavyCash Disbursing Application

Welcome, DISBOD

[Logout](#)

Funds Transfer

[Funds Transfer](#)

Card Maintenance

[PIN Reset or Change](#)

[Change Card Status](#)

[Unblock Card](#)

[Card Report](#)

[New Enrollee Card Pick Up](#)

Account Maintenance

[Assign Replacement Card](#)

[Account Enrollment](#)

Operations

[Indicate End of Day](#)

[View Reports](#)

[RQM II Reporting](#)

[Safe Bank Transactions](#)

[Operator ID Maintenance](#)

[Vending and Ship's Store](#)

[Event Maintenance](#)

Utility Functions

[View Log](#)

[View Disk Usage](#)

[NDC Selection](#)

[Process Marine Split Pay](#)

[Provisional Split Pay](#)

[Access Editor](#)

Safe Bank Transactions

Safe to Bank Deposits and Withdrawals

Cash Amount: Transaction Date: 6/21/2005

Check Amount: Transaction Type:

Deposit Ticket:

Procedure

Safe Bank Transactions Options

To ADD funds to safe: (negative safe balance)	To REMOVE funds from safe: (positive safe balance)
1. Enter amount of adjustment in the Cash Amount and/or Check Amount fields.	1. Enter amount of adjustment in the Cash Amount and/or Check Amount fields.
2. Select Transaction Type: Deposit to Safe.	2. Select Transaction Type: Deposit to Bank.
3. Click the 'Submit' button.	3. Enter 'N/A' for Deposit Ticket.
	4. Click the 'Submit' button.

You are using version 1.4.27 of the Disbursing Application. (ncp.d380) 6/21/2005 10:59 AM

8.4.27 Safe Bank Transactions

a. The “Safe Bank Transactions” functionality enables the Disbursing Officer to make adjustments to the cash amount in the Disbursing Accountability Summary Report (DASR) in order to change the balance reported by the Navy Cash application. This functionality will be used primarily during the “End-of-Month” process to reset the DASR to a zero balance, as described in paragraph 8.9.n. In addition, this functionality can be used to create adjustments to the DASR 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 the DODFMR Volume 5.

b. To initiate the transaction, the Disbursing Officer, or Deputy, clicks on the “Safe Bank Transaction” link on the Navy Cash application.

Working Draft

c. The Disbursing Officer enters the amount of cash that would be needed to zero out or “balance” the system and selects the appropriate “Transaction Type”. The “Transaction Type” drop down menu lists “Deposit to Bank”, which subtracts the designated amount from the DISBO account to balance the total if the DASR amount is positive, and “Deposit to Safe”, which adds the designated amount from the DISBO account to balance the total if the DASR amount is negative.

d. After the adjustments are completed, the Disbursing Officer clicks the “Submit” button to adjust the system value.

e. The Disbursing Officer then returns to the “Indicate End-of-Day” function described in paragraph 8.4.24, Indicate End of Day, to complete the process for that particular day. All Safe Bank transactions will be identified on the DASR for that day.

NavyCash Disbursing Application

Welcome, DISBO

Logout

Funds Transfer

Funds Transfer

Card Maintenance

PIN Reset or Change

Change Card Status

Unblock Card

Card Report

Account Maintenance

Assign Replacement Card

Account Enrollment

Account Information Update

Note Maintenance

Operations

Indicate End of Day

View Reports

ROM II Reporting

Safe Bank Transactions

Operator ID Maintenance

Vending and Ship's Store

Event Maintenance

Utility Functions

View Log

View Disk Usage

Shore Communication

Process Marine Split Pay

Provisional Split Pay

Access Editor

Operator ID Maintenance

Currently Configured Operators: View Only Deleted Operators

Operator ID	Last Name	First Name
*****	*****	*****
5555	CHANG	ANN
6666	CHANG	ANN
1111	GIFFIN	JOHN
2222	GIFFIN	JOHN
2312	Jones	Sam
1267	Jones	Sam
1113	KINNEY	KYLE
1114	KINNEY	KYLE
1115	KINNEY	KYLE
1117	KINNEY	KYLE
1000	LENTZ	CAROL
*****	*****	*****

Operator ID: Merchant ID:

User ID: Add as Disbursing User

First Name: Social Security Number:

Last Name:

The operator 1116 has NOT been associated with a Merchant ID

1/18/2006 3:32 PM

Working Draft

8.4.28 Operator ID Maintenance

a. Within Navy Cash, each operator, for example, in the post office, CPO mess, MWR, wardroom, or disbursing office, must be identified by a unique operator ID number and must be registered at the disbursing office. To be assigned an operator ID, an individual must be a Navy/Marine Cash cardholder. Once ship's store operator IDs are established in Navy Cash, they must be entered into the ROM II back office.

NavyCash Disbursing Application

Welcome, DISBO

[Logout](#)

Funds Transfer

[Funds Transfer](#)

Card Maintenance

[PIN Reset or Change](#)

[Change Card Status](#)

[Unblock Card](#)

[Card Report](#)

Account Maintenance

[Assign Replacement Card](#)

[Account Enrollment](#)

[Account Information Update](#)

[Note Maintenance](#)

Operations

[Indicate End of Day](#)

[View Reports](#)

[ROM II Reporting](#)

[Safe Bank Transactions](#)

[Operator ID Maintenance](#)

[Vending and Ship's Store](#)

[Event Maintenance](#)

Utility Functions

[View Log](#)

[View Disk Usage](#)

[Shore Communication](#)

[Process Marine Split Pay](#)

[Provisional Split Pay](#)

[Access Editor](#)

Operator ID Maintenance

Currently Configured Operators: View Only Deleted Operators [List Configured Operators](#)

Operator ID	Last Name	First
*****	*****	*****
1	ACCT	DUMM
1234	BOSLEY JR	WAYN
1100	CABALLERO III	AGUS
6000	CABALLERO III	AGUS
8888	CABALLEROIII	AGUS
1007	DISBO	DISB
1002	DO	DISB
2001	DONNA	DONN
2002	DONNA	DONN
2112	DONNA	DONN
9999	GIFFIN	JOHN
1112	GIFFIN	JOHN
2	HINES	HILL
1116	KINNEY	KYLE
1518	KINNEY	KYLE
6600	KINSELLA	ED
1010	LENTZ	CAROL
1003	TRNTZ	C&P

Operator ID: Merchant ID:

User ID: Delete this Operator Add as Disbursing User

First Name: Social Security Number:

Last Name:

The operator 1116 has NOT been associated with a Merchant ID

1/18/2006 3:31 PM

b. To display all operators within the ship's Navy Cash system, the Disbursing Officer clicks on the "Operator ID Maintenance" link and clicks the "List Configured Operators" button.

c. Add an Operator. The Disbursing Officer enters the first and last name of the new operator and assigns a four-digit number. This number must be unique within the Navy Cash application on each ship. Once a number has been assigned to an operator, it cannot be reused even if that operator is deleted. However, the number can be duplicated on different ships. Upon

Working Draft

clicking “Submit”, the Disbursing Officer will be prompted to verify information for the operator being added, which is done by clicking the “Yes” or “No” button as appropriate.

d. Navy Cash Application User. If a person is to be added to the Navy Cash application user list, the “Add as Disbursing User” block must be checked (see paragraph 8.4.36.c.(8).

e. Delete an Operator. The Disbursing Officer selects the correct name in the list of configured operators and clicks in the “Delete This Operator” box. There will be a prompt to verify this is the operator to delete, which is done by clicking the “Yes” or “No” button.

f. Reactivate an Operator. The Disbursing Officer selects the correct name in the list of configured operators and clicks in the “Delete This Operator” box. This removes the check mark in the box. There will be a prompt to verify this is the operator to re-activate, which is done by clicking the “Yes” or “No” button. The Disbursing Officer can narrow the list of configured operators to search by clicking in the “View Only Deleted Operators” box.

The screenshot displays the "NavyCash Disbursing Application" interface. On the left is a navigation menu with categories like "Welcome, DISBO", "Funds Transfer", "Card Maintenance", "Account Maintenance", "Operations", and "Utility Functions". The main content area is titled "Operator ID Maintenance" and includes a table of "Currently Configured Operators". A modal dialog box titled "Operator Update" is open, with the message: "Please verify that you wish to re-activate the operator 1116". Below the dialog, there is a form for updating operator details, including fields for Operator ID (1116), User ID (5445), First Name (KYLE), and Last Name (KINNEY). There are also checkboxes for "Delete this Operator" and "Add as Disbursing User", and buttons for "Update" and "Reset". At the bottom of the screen, a status bar indicates: "The operator 1116 has NOT been associated with a Merchant ID" and shows the date and time as "1/18/2006 3:28 PM".

Operator ID	Last Name	First Name
*****	*****	*****
5555	CHANG	ANN
6666	CHANG	ANN
1111	GIFFIN	JOHN
2222	GIFFIN	JOHN
2312	Jones	Sam
1267	Jones	Sam
1113	KINNEY	KYLE
1114	KINNEY	KYLE
1115	KINNEY	KYLE
1116	KINNEY	KYLE
1117	KINNEY	KYLE
1000	LENTZ	CAROL
*****	*****	*****

Working Draft

NavyCash Disbursing Application

Welcome, DISBOD

Logout

Funds Transfer

Funds Transfer

Card Maintenance

PIN Reset or Change

Change Card Status

Unblock Card

Card Report

New Enrollee Card Pick Up

Account Maintenance

Assign Replacement Card

Account Enrollment

Operations

Indicate End of Day

View Reports

RQM II Reporting

Safe Bank Transactions

Operator ID Maintenance

Vending and Ship's Store

Event Maintenance

Utility Functions

View Log

View Disk Usage

NDC Selection

Process Marine Split Pay

Provisional Split Pay

Access Editor

Vending and Ship's Store

Merchants and Vending Machines.

- 80000007954 - VENDING SODA - 06/21/05 15:19:26
- VMSODA000000003 - Lab Room - No CAD Assigned - 06/21/05 15:19:16
- 80000008458 - SHIP STORE #1 - 06/21/05 15:19:37
- 80000008460 - SHIP STORE #2 - 06/21/05 15:17:37
- 80000008464 - VENDING STORE ITEMS - 06/21/05 15:17:28
- VMSIMAX000000001 - Maximus CAD JE - CAD # 0070C20588350000 - 06/21/05 15:19:16
- 80000011315 - VENDING STAMPS - 06/21/05 15:17:16
- VMSTAMP000000002 - MAIN HALL - No CAD Assigned
- VMSTAMPS000000003 - NAVY LAB - No CAD Assigned - 06/21/05 15:18:57

Indicate End of Period for Vending Merchant

End of Period Month: 06 End of Period Year: 2005

Vending Machine ID: _____

Machine Location: _____

CAD Terminal ID: _____

Submit Remove Vending Machine

Procedure

- One or more of this merchant's vending machines have not yet indicated EOP. Please complete EOP for all vending machines before indicating EOP for the merchant.
- Merchant: This merchant is ready for its EOP.
Vending Machine: This vending machine is ready for its EOP.
- This merchant and all of its vending machines, if any, have indicated their EOPs.

You are using version 1.4.27 of the Disbursing Application. (ncp.d\380) 6/21/2005 11:14 AM

8.4.29 Vending and Ship's Store—Vending Maintenance and End of Month

The “Vending and Ship's Store” link in the Navy Cash application is used to:

- Add, change, or remove a CAD or vending machine or modify the description of a vending machine, actions which are described under “Vending Maintenance” below.
- Close out the vending machines and the ship's store at the end of the month or at the end of a specified period, actions which are described under “End of Month” below.

a. Vending Maintenance

(1) Navy Cash “ties” or “links” specific CADs to specific vending machines in the Navy Cash system database so that sales transactions are credited to the correct merchant. The Navy Cash application requires that each CAD be identified by a unique CAD Terminal ID number. Whenever a CAD is added, changed, or removed, it must be linked within the Navy Cash application as discussed in the following subparagraphs.

Working Draft

(2) To display all operating CADs within the Navy Cash system, the Disbursing Officer or Sales Officer clicks on the “Vending and Ship’s Store” link in the menu on the left-hand side of the Navy Cash application screen. The “Vending and Ship’s Store” screen displays all the merchants, all the vending machines associated with each merchant, and the Terminal ID numbers for the CADs “tied” to each of the vending machines.

NavyCash Disbursing Application

Welcome, DISBOD

Logout

Funds Transfer

Funds Transfer

Card Maintenance

PIN Reset or Change

Change Card Status

Unblock Card

Card Report

New Enrollee Card Pick Up

Account Maintenance

Assign Replacement Card

Account Enrollment

Operations

Indicate End of Day

View Reports

RDM II Reporting

Safe Bank Transactions

Operator ID Maintenance

Vending and Ship's Store

Event Maintenance

Utility Functions

View Log

View Disk Usage

NOC Selection

Process Marine Split Pay

Provisional Split Pay

Access Editor

Vending and Ship's Store

Merchants and Vending Machines.

- 80000007954 - VENDING SODA - 06/21/05 15:19:26
- VMSODA000000003 - Lab Room - No CAD Assigned - 06/21/05 15:19:16
- 800000008458 - SHIP STORE #1 - 06/21/05 15:19:37
- 800000008460 - SHIP STORE #2 - 06/21/05 15:17:37
- 800000008464 - VENDING STORE ITEMS - 06/21/05 15:17:28
- VMSIMAX000000001 - Maximus CAD JE - CAD # 0070C20588350000 - 06/21/05 15:19:16
- 800000011315 - VENDING STAMPS - 06/21/05 15:17:16
- VMSTAMP000000002 - MAIN HALL - No CAD Assigned
- VMSTAMPS000000003 - NAVY LAB - No CAD Assigned - 06/21/05 15:18:57

Indicate End of Period for VENDING SODA

End of Period Month: 06 End of Period Year: 2005

Vending Machine ID: VMSODA0000000004

Machine Location: Mess Desk

CAD Terminal ID: <NONE>

Add Vending Machine Remove Vending Machine

Procedure

- One or more of this merchant's vending machines have not yet indicated EOP. Please complete EOP for all vending machines before indicating EOP for the merchant.
- Merchant: This merchant is ready for its EOP.
Vending Machine: This vending machine is ready for its EOP.
- This merchant and all of its vending machines, if any, have indicated their EOPs.

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(3) Adding a Vending Machine and CAD.

(a) To add a new vending machine and CAD to the Navy/Marine Cash system, the Disbursing Officer or Sales Officer first highlights (selects) the appropriate merchant in the “Merchants and Vending Machines” window on the “Vending and Ship’s Store” screen.

(b) A description of the new vending machine, for example, Candy #3, is entered in the “Vending Machine ID” box, and the location of the new machine on the ship is entered in the “Machine Location” box.

Working Draft

(c) The Disbursing Officer or Sales Officer then selects (highlights) the appropriate 16-digit alphanumeric CAD Terminal ID number for the new CAD from the “CAD Terminal ID” drop-down box.

- When a CAD is installed in a vending machine, the CAD Terminal ID number is transmitted automatically from the CAD to the system and listed as unassigned until it is assigned to the appropriate vending machine when the next step is completed.
- If there are multiple unassigned CADs, the correct 16-digit CAD Terminal ID numbers can be verified at the CADs themselves by pressing the right-hand button of the three hidden buttons. The “No Card” side of the CAD template depicts where the buttons are located on the CAD (see Appendix A, Vending Maintenance).

(d) Once all the information is entered or selected, the Disbursing Officer or Sales Officer clicks the “Add Vending Machine” button to update the system. At this time the Disbursing Officer or Sales Officer will be prompted to verify information for the CAD and vending machine being added, which is done by clicking the “OK” or “Cancel” button as appropriate. If the “Cancel” button is clicked, the change is not made, and the Disbursing Officer or Sales Officer either exits this portion of the application or re-enters the information for the change desired. No transactions can occur at the vending machine until the CAD is associated with the vending machine in the Navy Cash application.

(e) It is the responsibility of the ship to install any new vending machine and pull the cabling from the nearest Navy Cash router to the new machine. The Navy Cash depot and field support contractor can advise the ship on the nearest available router. Any costs associated with this effort, including travel, will be borne by the ship. The ship can contract directly with the Navy Cash depot and field support contractor to pull cable, hook up the equipment, or come on board after the installation is complete to set up the new machine in the Navy Cash system configuration.

(4) Updating Vending Machine Information, Changing a CAD, or Removing a Vending Machine.

(a) To update vending machine information, change a CAD, or remove a vending machine from the system, the Disbursing Officer or Sales Officer first highlights (selects) the appropriate vending machine in the “Merchants and Vending Machines” window on the “Vending and Ship’s Store” screen.

(b) To remove a vending machine, the Disbursing Officer or Sales Officer clicks the “Remove Vending Machine” button. At this time the Disbursing Officer or Sales Officer will be prompted to verify removing the vending machine, which is done by clicking the “OK” or “Cancel” button as appropriate. If the “Cancel” button is clicked, the change is not made, and the Disbursing Officer or Sales Officer either exits this portion of the application or re-enters the information for the change desired. If the “OK” button is clicked, the vending machine and associated CAD are removed from the system.

(c) To update vending machine location, the Disbursing Officer or Sales Officer selects (highlights) the entry in the “Machine Location” box and enters the new location information.

Working Draft

The screenshot displays the NavyCash Disbursing Application interface. The left sidebar contains a navigation menu with sections: Welcome, DISBOD; Funds Transfer; Card Maintenance; Account Maintenance; Operations; and Utility Functions. The main content area is titled 'Vending and Ship's Store' and shows a list of 'Merchants and Vending Machines'. The list includes items like 'VENDING SODA', 'SHIP STORE #1', 'SHIP STORE #2', 'VENDING STORE ITEMS', 'Maximus CAD JE', 'VENDING STAMPS', and 'NAVY LAB'. Below the list is a form for updating vending machine data, with fields for 'Vending Machine ID', 'Machine Location', and 'CAD Terminal ID'. The 'CAD Terminal ID' is currently set to '<NONE>'. There are buttons for 'Update Vending Machine Data' and 'Remove Vending Machine'. A 'Procedure' section below the form provides instructions on how to indicate the End of Period (EOP) for the merchant and its vending machines.

Merchants and Vending Machines.

- 80000007954 - VENDING SODA - 06/21/05 15:19:26
- VMSODA000000003 - Lab Room - No CAD Assigned - 06/21/05 15:19:16
- 80000008458 - SHIP STORE #1 - 06/21/05 15:19:37
- 80000008460 - SHIP STORE #2 - 06/21/05 15:17:37
- 80000008464 - VENDING STORE ITEMS - 06/21/05 15:17:28
- VMSIMAX000000001 - Maximus CAD JE - CAD # 0070C20588350000 - 06/21/05 15:19:16
- 80000011315 - VENDING STAMPS - 06/21/05 15:17:16
- VMSTAMP000000002 - MAIN HALL - No CAD Assigned
- VMSTAMPS000000003 - NAVY LAB - No CAD Assigned - 06/21/05 15:18:57

Indicate End of Period for VMSTAMP000000002

Vending Machine ID: VMSTAMP000000002
Machine Location: MAIN HALL
CAD Terminal ID: <NONE>

Update Vending Machine Data Remove Vending Machine

Procedure

- One or more of this merchant's vending machines have not yet indicated EOP. Please complete EOP for all vending machines before indicating EOP for the merchant.
- Merchant: This merchant is ready for its EOP.
Vending Machine: This vending machine is ready for its EOP.
- This merchant and all of its vending machines, if any, have indicated their EOPs.

You are using version 1.4.27 of the Disbursing Application. (ncp.d\380) 6/21/2005 11:49 AM

(d) To change a CAD, the Disbursing Officer or Sales Officer selects (highlights) the appropriate 16-digit alphanumeric CAD Terminal ID number for the new CAD from the “CAD Terminal ID” drop-down box.

- When a CAD is installed in a vending machine, the CAD Terminal ID number is transmitted automatically from the CAD to the system and listed as unassigned until it is assigned to the appropriate vending machine when the next step is completed.
- If there are multiple unassigned CADs, the 16-digit CAD Terminal ID numbers can be verified at the CADs themselves by pressing the right-hand button of the three hidden buttons. The “No Card” side of the CAD template depicts where the buttons are located on the CAD (see Appendix A, Vending Maintenance).

(e) Once the updated vending machine information is entered or the new CAD Terminal ID is selected, the Disbursing Officer or Sales Officer clicks the “Update Vending Machine Data” button to update the system. At this time, the Disbursing Officer or Sales Officer

Working Draft

will be prompted to verify the updated information, which is done by clicking the “OK” or “Cancel” button as appropriate. If the “Cancel” button is clicked, the change is not made, and the Disbursing Officer or Sales Officer either exits this portion of the application or re-enters the information for the change desired. When changing the CAD, clicking the “OK” button removes the previous (old) CAD from the system.

NavyCash Disbursing Application

Welcome, DISBOD

Logout

Funds Transfer

Funds Transfer

Card Maintenance

PIN Reset or Change

Change Card Status

Unblock Card

Card Report

New Enrollee Card Pick Up

Account Maintenance

Assign Replacement Card

Account Enrollment

Operations

Indicate End of Day

View Reports

ROM II Reporting

Safe Bank Transactions

Operator ID Maintenance

Vending and Ship's Store

Event Maintenance

Utility Functions

View Log

View Disk Usage

NOC Selection

Process Marine Split Pay

Provisional Split Pay

Access Editor

Vending and Ship's Store

Merchants and Vending Machines.

- 800000007954 - VENDING SODA - 06/21/05 15:19:26
- VMSODA000000003 - Lab Room - No CAD Assigned - 06/21/05 15:19:16
- 800000008458 - SHIP STORE #1 - 06/21/05 15:19:37
- 800000008460 - SHIP STORE #2 - 06/21/05 15:17:37
- 800000008464 - VENDING STORE ITEMS - 06/21/05 15:17:28
- VMSIMAX000000001 - Maximus CAD JE - CAD # 0070C20588350000 - 06/21/05 15:19:16
- 800000011315 - VENDING STAMPS - 06/21/05 15:17:16
- VMSTAMP000000002 - MAIN HALL - No CAD Assigned
- VMSTAMPS000000003 - NAVY LAB - No CAD Assigned - 06/21/05 15:18:57

Indicate End of Period for Vending Merchant

End of Period Month: 06 End of Period Year: 2005

Vending Machine ID:

Machine Location:

CAD Terminal ID:

Submit Remove Vending Machine

Procedure

- One or more of this merchant's vending machines have not yet indicated EOP. Please complete EOP for all vending machines before indicating EOP for the merchant.
- Merchant: This merchant is ready for its EOP.
Vending Machine: This vending machine is ready for its EOP.
- This merchant and all of its vending machines, if any, have indicated their EOPs.

You are using version 1.4.27 of the Disbursing Application. (ncp.d\380) 6/21/2005 11:14 AM

b. End of Month for Vending Machines and Ship's Store

In order to make certain that the Disbursing Officer's Statement of Accountability (SF 1219) is prepared and submitted on time at the end of each month, the Navy/Marine Cash End-Of-Month (EOM) process must start early. The EOM process generally begins in the sales office with the EOM for vending machines and ship's store five days before the actual end of the month (see paragraph 8.9). Each month, the Sales Officer and Disbursing Officer should coordinate to establish a closeout date for the month.

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It is common practice, especially on larger ships, to specify different EOM or End-of-Period (EOP) closing dates for different vending machines. To assist in closing out each month, the Navy Cash application allows different closing dates to be specified for each vending machine.

(1) Navy Cash enforces a sequence of steps for closing out each month or period.

(a) First, all the vending machines for a particular merchant must be closed out.

(b) Second, all the merchants must be closed out, to include both vending merchants and ship's store(s).

(c) Third, an EOM can be performed.

(2) The "Indicate End of Month" field on the "Indicate End of Day" screen (see paragraph 8.4.24) will remain grayed out until all vending machines and merchants are closed out in the proper sequence. In this way, an EOM cannot be initiated before all the vending machines and merchants are closed out.

(3) The EOM process for vending and ship's store is performed in two phases.

(a) Phase one is performed at the vending machine using the CAD template and merchant card to activate the CAD EOM function (see Appendix A, Vending Maintenance and Sales End of Month) and includes a physical inventory for each machine. This is the first step in the sequence for closing out each month, and all vending machines for a particular merchant must be closed out before proceeding to phase two.

(b) Phase two is performed at the sales office or disbursing office using the Navy Cash application to activate EOM for each merchant (parent) (see Appendix A, Vending Maintenance and Sales End of Month). This is the second step in the sequence for closing out each month, and all the merchants, including both vending and ship's store, must be closed out before the actual end of month can be performed.

(4) To initiate EOM for each merchant (parent) (phase 2), the Sales Officer clicks on the "Vending and Ship's Store" link in the menu on the left-hand side of the Navy Cash application screen. 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.

- A yellow traffic sign next to a vending machine indicates that an EOM must be performed at the vending machine (see Appendix A, Vending Maintenance).
- If an EOM has been performed at a vending machine, a green traffic light will be displayed next to the vending machine.
- If an EOM has been performed on all vending machines associated with a merchant (parent), a yellow traffic sign will be displayed next to the merchant.
- A red warning sign indicates that one or more of a merchant's vending machines have not indicated EOM. EOM must be completed at all vending machines before EOM for the merchant can be initiated.
- A green traffic light icon displayed next to a merchant indicates that the merchant and all of its vending machines (if any) have indicated their EOMs.



Working Draft

(5) After all the vending machines for a particular merchant display the green traffic light icon, a yellow traffic sign will be displayed next to the merchant, and the Sales Officer can initiate an EOM for that merchant (parent).

- (a) Highlight specific merchant in “Merchants and Vending Machines” box.
- (b) Click the check box next to “Indicate End of Period for *Merchant*”.
- (c) Verify the “End of Period Month” and “End of Period Year” by scrolling down the respective menus.
- (d) Click on the “Indicate EOP” button.
- (e) When the prompt is displayed, verify that EOM is desired for the specified merchant by clicking the “OK” or “Cancel” button as appropriate.
- (f) Print the screen to record the vending EOM date and time. *In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).*

(6) The procedure in paragraph (5) above is followed until all merchants, including ship’s store are closed out. A green traffic light icon displayed next to a merchant indicates that the merchant and all of its vending machines (if any) have indicated their EOMs.

(7) The EOM indicators for the vending machines and ship’s store are sent to the Navy Cash back end ashore whenever the Disbursing Officer performs the next “Indicate End of Day” function.

(8) Once the EOM process has been completed for all vending and ship’s store merchants, the Sales Officer should notify the Disbursing Officer. Once all vending and ship’s store merchants have been properly closed out, the “Indicate End of Month” field on the “Indicate End of Day” screen (see paragraph 8.4.24) will no longer be grayed out. The Disbursing Officer can then complete the third step in the sequence for closing out each month at the next appropriate end of day (see paragraph 8.4.24.g). 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 (see Appendix A). 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. If a recount is necessary after the Disbursing Officer has completed the EOM, the Disbursing Officer must reinitiate the EOM in order to incorporate the new numbers.

(9) EOM reports will not be available until the Disbursing Officer completes the EOM process by clicking the “Indicate End of Month” check box at the next appropriate end of day.

Working Draft

(10) Status of Vending and Ship's Store Merchant Closeout. The Disbursing Officer can check the status of the vending and ship's store EOM or other EOP process for the current and the previous month.

(a) In the first sample screen below, selecting the previous month, "11/2006", in the "Display Status for Period" drop-down box indicates that each merchant and all of its vending machines (if any) have indicated their EOMs.

NavyCash Disbursing Application

Welcome, SMITHJ

[Logout](#)

Funds Transfer

[Funds Transfer](#)

Card Maintenance

[PIN Reset or Change](#)

[Change Card Status](#)

[Unblock Card](#)

[Card Report](#)

Account Maintenance

[Assign Replacement Card](#)

[Account Enrollment](#)

[Account Information Update](#)

[Note Maintenance](#)

Operations

[Indicate End of Day](#)

[View Reports](#)

[RQM II Reporting](#)

[Safe Bank Transactions](#)

[Operator ID Maintenance](#)

[Vending and Ship's Store](#)

[Event Maintenance](#)

Utility Functions

[View Log](#)

[View Disk Usage](#)

[NOC Selection](#)

[Process Marine Split Pay](#)

[Provisional Split Pay](#)

[Access Editor](#)

Vending and Ship's Store

Display Status for Period: 11/2006

Merchants and Vending Machines:

- 800000018193 - SHIP STORE - 12/01/06 20:41:07
- 800000018197 - VENDING STORE ITEMS - 12/01/06 20:41:19
- 800000018199 - VENDING SODA - 12/01/06 20:40:33
- VENDCANDY0000000 - CMCDEMOROOM - CAD # 0070C20578830000 - 12/01/06 20:40:06
- VENDSODA00000000 - CMCDEMOROOM - CAD # 0070C20589160000 - 12/01/06 20:33:45

Indicate End of Period for Vending Merchant

Vending Machine ID:

Machine Location:

CAD Terminal ID:

Procedure

- One or more of this merchant's vending machines have not yet indicated EOP. Please complete EOP for all vending machines before indicating EOP for the merchant.
- Merchant: This merchant is ready for its EOP.
Vending Machine: This vending machine is ready for its EOP.
- This merchant and all of its vending machines, if any, have indicated their EOPs.

You are using version 1.5.6 of the Disbursing Application. (nsp.1450) 12/11/2006 9:56 AM

Working Draft

(b) In the second sample screen below, selecting the current month, “12/2006”, in the “Display Status for Period” drop-down box indicates that each merchant and all of its vending machines (if any) have not yet completed their EOMs.

The screenshot displays the 'NavyCash Disbursing Application' interface. On the left is a navigation menu with sections: Welcome, SMITHJ; Funds Transfer; Card Maintenance; Account Maintenance; Operations; and Utility Functions. The main content area is titled 'Vending and Ship's Store'. It features a 'Display Status for Period' dropdown menu currently set to '12/2006'. Below this is a list of 'Merchants and Vending Machines' with the following entries:

- 800000018193 - SHIP STORE - 12/01/06 20:41:07
- 800000018197 - VENDING STORE ITEMS - 12/01/06 20:41:19
- 800000018199 - VENDING SODA - 12/01/06 20:40:33
- VENDCANDY0000000 - CMCDEMOROOM - CAD # 0070C20578830000
- VENDSODA00000000 - CMCDEMOROOM - CAD # 0070C20589160000

Each entry is preceded by a warning icon (yellow triangle with exclamation mark). Below the list is a checkbox labeled 'Indicate End of Period for Vending Merchant'. Underneath are input fields for 'Vending Machine ID', 'Machine Location', and 'CAD Terminal ID'. At the bottom of this section are 'Submit' and 'Remove Vending Machine' buttons. A 'Procedure' section follows, containing three items:

- One or more of this merchant's vending machines have not yet indicated EOP. Please complete EOP for all vending machines before indicating EOP for the merchant.
- Merchant: This merchant is ready for its EOP. Vending Machine: This vending machine is ready for its EOP.
- This merchant and all of its vending machines, if any, have indicated their EOPs.

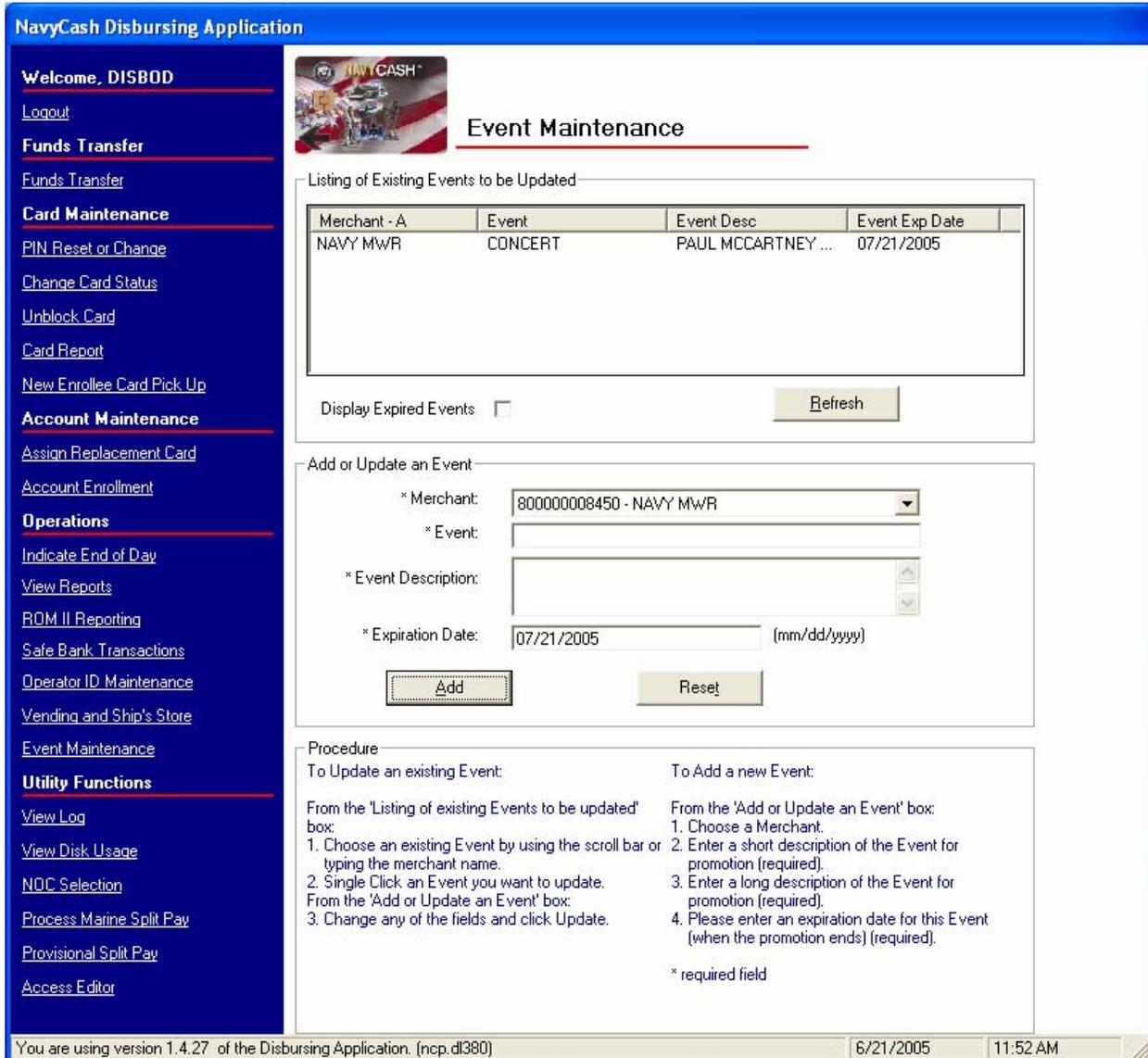
The status bar at the bottom indicates: 'You are using version 1.5.6 of the Disbursing Application. (ncp.1450)' on the left, and '12/11/2006 9:56 AM' on the right.

(11) Multiple EOMs for Turnover Closeout

(a) Current Month. The Disbursing Officer can do multiple EOM close-outs within the current month, for example, at Disbursing Officer turnover (see paragraph 8.3.4.c, Closing Out Navy Cash at Disbursing Officer Turnover), by selecting the current month in the “Display Status for Period” drop-down box. The Disbursing Officer cannot close out Navy Cash (step three in paragraph (8) above) until all vending and ship’s store merchants have been properly closed out (steps one and two in paragraph (3) above). At true EOM, the same steps are followed, and the EOM numbers will start from the previous month end, not the midmonth closeout, and include the full month’s receipts. The reports will include numbers for the entire month, but the new Disbursing Officer will only be responsible for the latter part of the month.

Working Draft

(b) Previous Month. The Disbursing Officer can do an EOM close-out for the previous month (steps one, two, and three) by selecting the previous month in the “Display Status for Period” drop-down box as long as no other close-out was completed in that month. Once the month changes, multiple EOMs are no longer possible for the previous month. If necessary the Navy Cash Customer Service Center (CSC) can assist the ship in recovering the numbers for previous month.



NavyCash Disbursing Application

Welcome, DISBOD

Logout

Funds Transfer

Funds Transfer

Card Maintenance

PIN Reset or Change

Change Card Status

Unblock Card

Card Report

New Enrollee Card Pick Up

Account Maintenance

Assign Replacement Card

Account Enrollment

Operations

Indicate End of Day

View Reports

RDM II Reporting

Safe Bank Transactions

Operator ID Maintenance

Vending and Ship's Store

Event Maintenance

Utility Functions

View Log

View Disk Usage

NDC Selection

Process Marine Split Pay

Provisional Split Pay

Access Editor

Event Maintenance

Listing of Existing Events to be Updated

Merchant - A	Event	Event Desc	Event Exp Date
NAVY MWR	CONCERT	PAUL MCCARTNEY...	07/21/2005

Display Expired Events: Refresh

Add or Update an Event

* Merchant: 800000008450 - NAVY MWR

* Event:

* Event Description:

* Expiration Date: 07/21/2005 (mm/dd/yyyy)

Add Reset

Procedure

To Update an existing Event:

From the 'Listing of existing Events to be updated' box:

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

To Add a new Event:

From the 'Add or Update an Event' box:

1. Choose a Merchant.
2. Enter a short description of the Event for promotion (required).
3. Enter a long description of the Event for promotion (required).
4. Please enter an expiration date for this Event (when the promotion ends) (required).

* required field

You are using version 1.4.27 of the Disbursing Application. (ncp.dl380) 6/21/2005 11:52 AM

8.4.30 Event Maintenance

When a large number of cardholders need a refund, handling the refunds individually would be time consuming. For example, MWR may sell a significant number of tickets to a concert or sporting event or series of tours that must be cancelled at the last minute because of operational requirements or a change in the ship's schedule. Event processing allows a merchant to make sales collections for specific events, report transactions by event, and request a refund through the Disbursing Officer for everyone who purchased the event if a bulk refund should become

Working Draft

necessary (see paragraph 8.4.12, Bulk Refunds). Event maintenance allows the Disbursing Officer to establish and update event processing for any merchant on the ship.

a. Add a New Event

(1) In the “Add or Update an Event” box, choose a merchant from the “Merchant” field by using the scroll bar.

(2) Enter a short description of the event in the “Event” field and a long description of the event in the “Event Description” field. The short description will be what is displayed on the K22 screen as the “Event Code” during sales transactions, and the K22 screen is limited to 20 characters (including spaces). Therefore, the short description, or event code, should be generated accordingly. For example, a series of tours sponsored by MWR on one particular day of an extended port visit might be indicated simply as TOUR A 040211, TOUR B 040211, and TOUR C 040211, where “A”, “B”, and “C” distinguish the three tours and “040211” indicates the year, month, and day of the tours. The long description can be used to provide a more detailed explanation of the events.

(3) Enter an estimated expiration date for the event in the “Expiration Date” field and click the “Update” or “Reset” button to save the new event. The default date displayed in the “Expiration Date” field is 30 days from the current date. After the expiration date, the event will no longer be sent to the K22 by the Navy/Marine Cash server.

Working Draft

NavyCash Disbursing Application

Welcome, DISBOD

Logout

Funds Transfer

Funds Transfer

Card Maintenance

PIN Reset or Change

Change Card Status

Unblock Card

Card Report

New Enrollee Card Pick Up

Account Maintenance

Assign Replacement Card

Account Enrollment

Operations

Indicate End of Day

View Reports

RDM II Reporting

Safe Bank Transactions

Operator ID Maintenance

Vending and Ship's Store

Event Maintenance

Utility Functions

View Log

View Disk Usage

NDC Selection

Process Marine Split Pay

Provisional Split Pay

Access Editor

Event Maintenance

Listing of Existing Events to be Updated

Merchant - A	Event	Event Desc	Event Exp Date
NAVY MWR	CONCERT	PAUL MCCARTNEY...	07/21/2005

Display Expired Events Refresh

Add or Update an Event

* Merchant: 800000008450 - NAVY MWR

* Event:

* Event Description:

* Expiration Date: 07/21/2005 (mm/dd/yyyy)

Add Reset

Procedure

To Update an existing Event:

From the 'Listing of existing Events to be updated' box:

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

To Add a new Event:

From the 'Add or Update an Event' box:

1. Choose a Merchant.
2. Enter a short description of the Event for promotion (required).
3. Enter a long description of the Event for promotion (required).
4. Please enter an expiration date for this Event (when the promotion ends) (required).

* required field

You are using version 1.4.27 of the Disbursing Application. (ncp.d380) 6/21/2005 11:52 AM

b. Update an Existing Event

(1) In the “Listing of Existing Events to be Updated” box, choose an event by using the scroll bar or by typing or selecting the merchant name in the “Merchant” field in the “Add or Update an Event” box.

(2) Click on the event to be updated. This will populate the fields in the “Add or Update an Event” box.

(3) Change any of the fields in the “Add or Update an Event” box, and click the “Update” or “Reset” button to save the changes.

Working Draft

NavyCash Disbursing Application

Welcome, DISBOD

[Logout](#)

Funds Transfer

[Funds Transfer](#)

Card Maintenance

[PIN Reset or Change](#)

[Change Card Status](#)

[Unblock Card](#)

[Card Report](#)

[New Enrollee Card Pick Up](#)

Account Maintenance

[Assign Replacement Card](#)

[Account Enrollment](#)

Operations

[Indicate End of Day](#)

[View Reports](#)

[RDM II Reporting](#)

[Safe Bank Transactions](#)

[Operator ID Maintenance](#)

[Vending and Ship's Store](#)

[Event Maintenance](#)

Utility Functions

[View Log](#)

[View Disk Usage](#)

[NOC Selection](#)

[Process Marine Split Pay](#)

[Provisional Split Pay](#)

[Access Editor](#)



Utilities

Utility Options:

1. View Log.
Allows read-only access to the configured file directories:
Application Log files - C:\Program Files\DispoApp\Log
Enrollment files - C:\Program Files\DispoApp\Enrollment
Listener Log file - C:\Program Files\DispoApp\Report
Saved Report files - C:\Program Files\DispoApp\Report
Processed Split Pay files - C:\Program Files\DispoApp\Payroll
2. View Storage Usage.
Displays current disk usage.
3. NOC Selection.
Allows the user to select the network operations center (NOC) with which data transfer occurs.
4. Process Split Pay Data File.
Allows the user to process split pay data files. Note: the data file MUST be on diskette.
5. Access Level Editor.
Allows the Disbursing Officer to establish access levels and alter the functionality available to a user.

Navy Cash customer service contact information.

Telephone number:

1-866-6NAVYCASH (For Disbursing and Merchant calls.)
1-866-662-8922

1-866-3NAVYCASH (For Card Holder calls.)
1-866-362-8922

Fax:
1-866-CHASE01
1-866-242-7301

E-mail address: navycash@ezpaymt.com

You are using version 1.4.27 of the Disbursing Application. (ncp.dl380)

6/21/2005 11:54 AM

Working Draft

The screenshot displays the NavyCash Disbursing Application interface. On the left is a blue navigation menu with categories: Welcome, DISBOD; Funds Transfer; Card Maintenance; Account Maintenance; Operations; and Utility Functions. The 'View Log' link is highlighted under the Utility Functions section. The main window shows a 'View Log' dialog box with a file path 'C:\Program Files\DispoApp\Log\DispoLog062105.log'. The log content includes several entries with timestamps and user information, such as 'Logged: Specified Path File Logging 6/21/2005 10:35:31 AM' and 'Logged: Disbursing Interface started on >> 6/21/2005 10:35:31 AM'. Below the log text is a 'Past Logs' section with a list of log files, including '5718U_NCSENR_20040513_134225.dat'. To the right of the 'Past Logs' list is a 'Search Criteria' section with buttons for 'Find Forward', 'Find Back', 'Goto Line', 'Goto EOF', and 'Goto BOF'. At the bottom of the dialog are buttons for 'View Past Log' and 'View Current Log'. The status bar at the bottom of the application window shows '28 lines', '6/21/2005', and '11:55 AM'.

8.4.31 View Log

The “View Log” link in the Navy Cash application provides access to both current and historical records of system actions and error conditions. It is used primarily for troubleshooting problems with the Navy Cash application.

- a. To view the current log, click on the “View Current Log” button.
- b. To view a past log, highlight the desired log in the “Past Logs” window and then click on the “View Past Log” button.

Working Draft

The screenshot displays the NavyCash Disbursing Application interface. On the left is a blue navigation menu with categories: Welcome, DISBOD; Funds Transfer; Card Maintenance; Account Maintenance; Operations; and Utility Functions. The main content area is titled 'View Storage Usage' and features a 'NAVY CASH' logo. A window titled 'View Storage Usage' is open, showing disk usage statistics for drives A:\, C:\, D:\, and H:\. A 'Get System Data' button is located below the window. The status bar at the bottom indicates the application version (1.4.27), date (6/23/2005), and time (1:36 PM).

Drive	Type	Total bytes	Free bytes	Available bytes
A:\	Removable	Remaining disk space unknown		
C:\	Fixed drive	39,670,521,856	16,293,527,552	16,293,527,552
D:\	CD rom	Remaining disk space unknown	16,293,527,552	16,293,527,552
H:\	Remote mapped drive	196,015,468,544	54,098,497,536	54,098,497,536

8.4.32 View Disk Usage

The “View Disk Usage” link in the Navy Cash application displays the current state of disk storage use within the system. It is used primarily for troubleshooting problems with the Navy Cash application.

Working Draft

The screenshot displays the NavyCash Disbursing Application interface. On the left is a dark blue navigation menu with the following sections and links:

- Welcome, SMITHJ**
 - [Logout](#)
- Funds Transfer**
 - [Funds Transfer](#)
- Card Maintenance**
 - [PIN Reset or Change](#)
 - [Change Card Status](#)
 - [Unblock Card](#)
 - [Card Report](#)
- Account Maintenance**
 - [Assign Replacement Card](#)
 - [Account Enrollment](#)
 - [Account Information Update](#)
 - [Note Maintenance](#)
- Operations**
 - [Indicate End of Day](#)
 - [View Reports](#)
 - [ROM II Reporting](#)
 - [Safe Bank Transactions](#)
 - [Operator ID Maintenance](#)
 - [Vending and Ship's Store](#)
 - [Event Maintenance](#)
- Utility Functions**
 - [View Log](#)
 - [View Disk Usage](#)
 - [NOC Selection](#)
 - [Process Marine Split Pay](#)
 - [Provisional Split Pay](#)
 - [Access Editor](#)

The main content area is titled "NOC Selection" and features a "NAVY CASH" logo. It displays the current selection: "Current NOC Selection: UARNOC (10.3.117.49)". Below this is a form labeled "Change NOC selection:" containing a dropdown menu with "UARNOC - 10.3.117.49" selected and a "Submit" button. A note below the form states: "Note: Changing the NOC selection will effect transfer of data from the ship to the shore. Please make sure that the current selection reflects the position status of the ship - underway or docked." The status bar at the bottom indicates: "You are using version 1.5.3 of the Disbursing Application. (ncp.1450) 6/26/2006 11:52 AM".

8.4.33 Network Operations Center (NOC) Selection

a. Currently, the flow of data off the ship can move along two paths, depending on the location of the ship. The Disbursing Officer is responsible for selecting the appropriate path for the Navy Cash system. Each ship will have a primary and a secondary path to communicate with the shore system.

b. To change the communication flow path, the Disbursing Officer must click on the NOC Selection link in the Navy Cash application.

c. The current NOC selection will be displayed at the top of the screen. To change the selection, click on the down arrow to drop down the selection menu. The Disbursing Officer will then select either PRNOC or UARNOC.

Working Draft

(1) PRNOC is used for all ships that are based on the West coast or are Forward Deployed Navy Forces (FDNF). Their satellite communications (SATCOM) are terminated with the Pacific Region NOC (PRNOC).

(2) UARNOC is used for all ships that are based on the East coast. Their SATCOM communications are terminated with the Unified Atlantic Region NOC (UARNOC).

(3) In the event of a failure of Navy Cash communications at one of the NOCs, the Disbursing Officer can select the other NOC as a secondary communications path.

(4) The IP addresses associated with each selection are displayed in the drop-down menu to assist in any communications troubleshooting that may be required (PRNOC 205.56.145.20 and UARNOC 205.56.129.35).

(5) If both active paths are failing consistently, consult on-board ITs about the status of ship-to-shore communications in general. If other ship-to-shore communications are functioning well, ask the ITs to verify the Access Control List (ACL) entries in the shipboard router. If the ITs report that these are properly in place, contact the Navy Cash Customer Service Center (CSC) for assistance (see paragraph 8.14.1).

8.4.34 Process Split Pay File

Individuals who elect the Split Pay Option (SPO) can have a portion of their pay sent directly to their Navy Cash accounts each payday. Enrolling in Navy Cash and signing up for SPO are two separate actions. Signing up for SPO does not automatically enroll an individual in Navy Cash (see paragraph 8.4.21); conversely, enrolling in Navy Cash does not automatically sign an individual up for SPO.

a. Navy Option

(1) The procedures for Navy Cash SPO follow the procedures in place today for non-Navy Cash ships. The member continues to sign a locally generated form to authorize SPO (see paragraph 8.15.16 for a sample SPO enrollment/disenrollment form), and an HM series FID is generated in the DJMS system. However, under Navy Cash, all payroll functions are done between DFAS Cleveland and the TFA. The SPO payroll dollars will continue to appear on the pay message, **but require no action by the ship.**

(2) Failed Navy Cash SPO Payments. Currently, when DFAS Cleveland forwards a SPO payroll, the TFA credits payroll payments to individual accounts *by ship*. Individual payroll payments fail when someone does not have an open Navy Cash account or when the Navy Cash backend ashore does not know that someone is assigned to a particular ship.

(a) To avoid failed payroll payments, disbursing must ensure a person's enrollment in Navy Cash is completed and their Navy Cash account is actually opened before signing them up for SPO. If a person is transferring from another Navy Cash ship and is already enrolled in Navy Cash, the Disbursing Officer must ensure they have completed a "*Ship Check In*" at the K80 before signing them up for split pay. That way, as soon as the next End-Of-Day (EOD) round trip is completed between ship and shore, the Navy Cash backend knows this person is assigned to a particular ship.

(b) Navy Cash Payroll Report. The Disbursing Officer should check the Navy Cash Payroll Report in the shore reports directory (see paragraph 8.4.24.n) each pay day. The

Working Draft

report is sent to the ship automatically at the completion of the next EOD round trip after the Navy Cash backend ashore posts the split pay payroll to the individual accounts (see paragraph 8.15.17 for a sample report). If someone's split pay payroll payment fails, the report will provide an indication of the reason for the failure. For example, in addition to the primary reasons mentioned above, a person's name may have been changed in the MMPA but not in Navy Cash; a person's SSN, which is probably correct in the MMPA, may have been entered incorrectly in Navy Cash; or a person's Navy Cash account may have been closed for some reason or other. In the report, "CLOSE_PND" or "CLOSED" indicates the account has been closed, and "Account Invalid" indicates the Navy Cash backend ashore could not match the person's SSN, name, or ship to an account. After checking the report, the Disbursing Officer can then contact the CSC and provide the correct information or be ready with the correct information when the CSC contacts the ship. Either way, the problem can be resolved that much more quickly, and the individual will receive his or her split pay payroll payment that much sooner.

(c) The Navy Cash Customer Service Center (CSC) will contact the ship, generally with an e-mailed Failed Split Pay Notice, to see if the individual is going to enroll in Navy Cash. If they do not hear from the ship or if the individual is not going to enroll, JPMC must then return these funds to DFAS Cleveland to be credited back to the individual's Master Military Pay Account (MMPA).

(3) Should the TFA be forced to reject a SPO payroll payment, the funds will be returned to DFAS Cleveland to be credited back to the individual's MMPA. This creates additional workload for the Disbursing Officer and significantly delays receipt of SPO payroll amount for the individual. The TFA will initiate the return of funds to FRB Boston. The FRB will issue a DT in the amount of the SPO to be returned. FRB will notify the individual's ship that a DT has been issued. Since the FRB reported the DT, the Disbursing Officer must do the following:

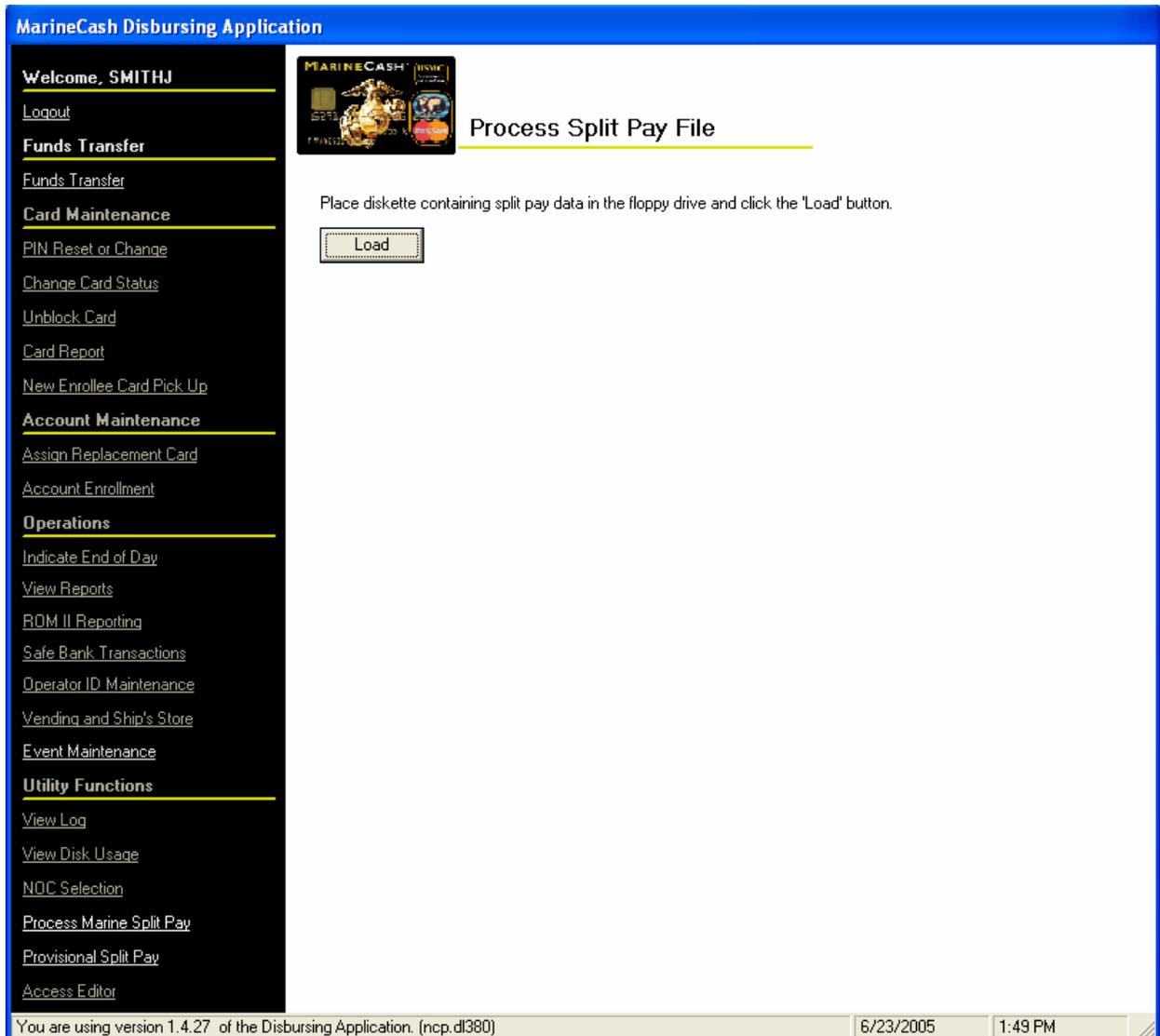
- (a) Post the DT on line 4.2 of the DD Form 2657.
- (b) Prepare a DD Form 1131 to credit back the SPO to the MPN.
- (c) 17x1453.2202 011 12600/0 000022 2D 000000071130
- (d) Post the DD Form 1131 on line 4.1B of the DD Form 2657.
- (e) Post the DT to the SODA.

(4) Provisional Split Pay. 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 (see paragraph 8.4.35). Cardholders who are enrolled in SPO can be given a "provisional credit" in the amount of their last SPO payroll amounts (or updated amount if a change has been entered since the last payday), which the Navy/Marine Cash system keeps as a part of their profile information on the ship. The SPO Payroll Report can be generated on the ship (see paragraph 8.4.25, View Reports) and lists cardholders who have participated in SPO and the amount of the last payroll payment credited to their Navy Cash accounts (see paragraph 8.15.18 for a sample report). When communications are restored, the Navy/Marine Cash system synchronizes Navy/Marine Cash accounts between ship and shore so that Navy/Marine Cash accounts on the ship reflect the correct balances.

Working Draft

b. Marine Corps Option

The USMC Disbursing Officer operating on board deployed U.S. Navy ships will have SPO functionality and will be required to create and process all SPO payrolls locally.



(1) The Disbursing Officer will determine the amount of total Marine split pay going to Navy Cash and then create an SF 5515 debit voucher in this amount. The 5515 will also include the appropriate Disbursing Station Symbol Number (DSSN). The Disbursing Officer will sign and image this 5515 and e-mail it to the Federal Reserve Bank (FRB) Boston to Jon Colvin, jon.colvin@bos.frb.org, 617-973-5909. The deployed Disbursing Officer will also mail a copy of the 5515 to FRB Boston.

(2) The Disbursing Officer will then generate a Split Payroll file using the RAPTRS system and transfer it to a floppy disk. When completed, the floppy disk is inserted into the disk drive on the Marine Cash workstation in order to upload the payroll file to the Navy Cash system on board ship. When the end-of-day processing is completed, the system forwards the payroll file to the Navy Cash back-end ashore for processing by the TFA.

Working Draft

MarineCash Disbursing Application

Welcome, SMITHJ

Logout

Funds Transfer

Funds Transfer

Card Maintenance

PIN Reset or Change

Change Card Status

Unblock Card

Card Report

New Enrollee Card Pick Up

Account Maintenance

Assign Replacement Card

Account Enrollment

Operations

Indicate End of Day

View Reports

RDM II Reporting

Safe Bank Transactions

Operator ID Maintenance

Vending and Ship's Store

Event Maintenance

Utility Functions

View Log

View Disk Usage

NDC Selection

Process Marine Split Pay

Provisional Split Pay

Access Editor

Process Split Pay File

Place diskette containing split pay data in the floppy drive and click the 'Load' button.

Process A:\6092C910.at1

A:\

- 19991209log.zip
- 6092C910.at1
- 6092C969.at2
- DeviceLevelOrderData.class
- Dshah.id
- Kearsarge6092C969.at1
- PersonalAppVw.html
- SBABU.ID
- Truman6092C911.at1

Please click on the 'Process' button.

You are using version 1.4.27 of the Disbursing Application. (ncp.d\380) 6/23/2005 1:50 PM

(3) At the Marine Cash workstation, the Disbursing Officer clicks on the “Process Marine Split Pay” link in the Navy Cash application. The Disbursing Officer then inserts the disk containing the payroll file and clicks on the “Load” button.

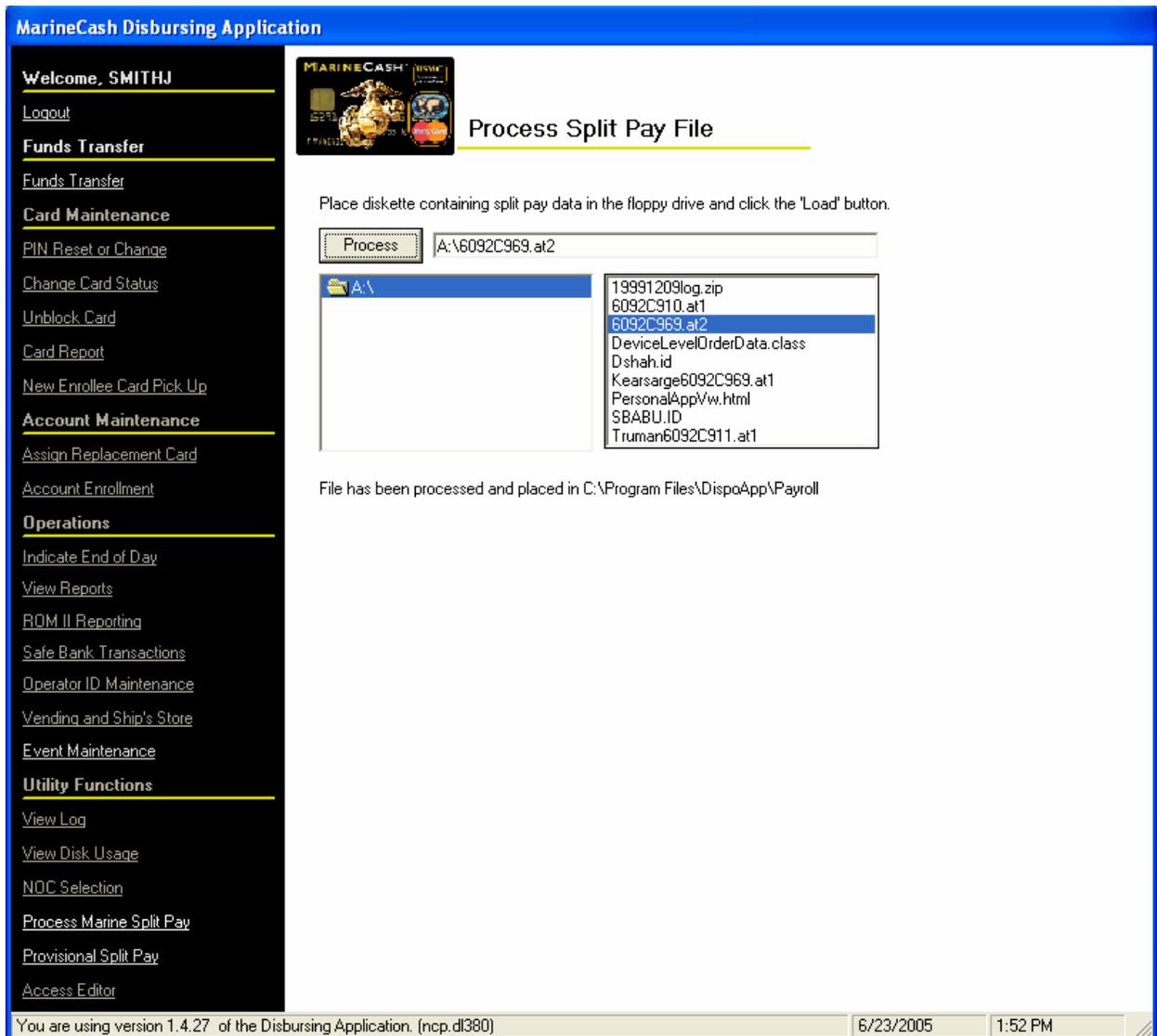
(4) The Disbursing Officer then selects and highlights the correct payroll file (.at1 file) and clicks on the “Process” button.

(5) Prior to processing the payroll file, the application will ask the Disbursing Officer if he or she is sure that the specified file is the correct payroll file. The Disbursing Officer confirms that the file is correct by clicking on “Yes”.

(6) This runs the application that encrypts the SSN on each record (field transport key) and copies the data file off the disk and moves it to a directory for transmission off the ship.

(7) When the end of day runs, the payroll information file is automatically encrypted (file transport key), zipped, and pushed to the TFA.

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(8) The TFA will credit the amounts indicated in the file to the individual Marines' Navy Cash accounts. (At this point, the TFA has credited value into the Navy Cash system, but no corresponding value has been deposited in the Navy Cash funds pool.)

(9) The SF 5515 sent via e-mail to FRB Boston authorizes the transfer of funds from the FRB to the TFA. FRB Boston will enter the 5515 into CashLink, which will debit the Disbursing Officer's DSSN. FRB Boston will credit (via wire or ACH) the funds pool account at TFA in an amount equal to the 5515 debit voucher.

The routing number and account number for the Navy Cash funds pool are:

ABA Routing Number: 021000021

Account Number: 323152589

(10) The USMC Disbursing Officer will subsequently validate the SF 5515 amount by reviewing CashLink reports.

(11) FRB Boston will subsequently validate the e-mailed image of the 5515 when the hard copy arrives by mail.

Working Draft

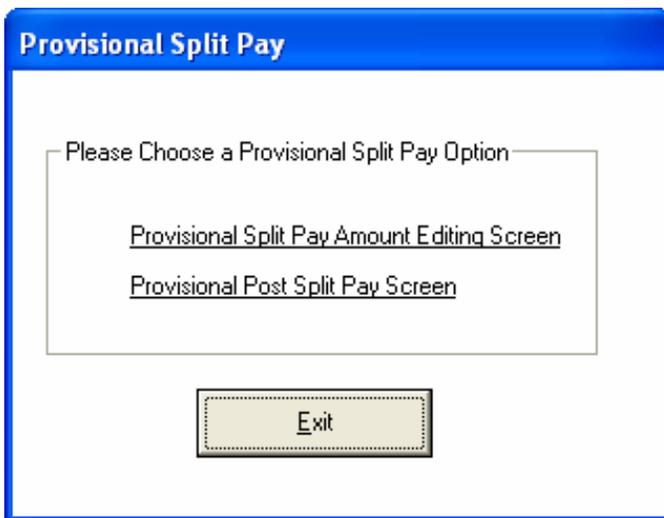
(12) No third-party validation of the Disbursing Officer's e-mailed 5515 is possible as the Deployed Disbursing Officer creates and has ownership of the Marine split pay information. Any risk in this process is mitigated by the fact that the Deployed Disbursing Officer's e-mail will always result in the transfer of funds from FRB Boston to the Navy Cash funds pool. No other funds transfers will be possible using this approach.

8.4.35 Provisional Split Pay

a. 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 Split Pay Option (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/Marine Cash system on the ship keeps the previous SPO payroll amounts as a part of each cardholder's profile information and provides the Disbursing Officer the ability to update the SPO payroll amounts. The SPO Payroll Report can be generated on the ship (see paragraph 8.4.25, View Reports) and lists cardholders who have participated in SPO and the amount of the last payroll payment credited to their Navy Cash accounts (see paragraph 8.15.18 for a sample report).

b. Even when the Navy/Marine Cash system cannot communicate with the shore side, DFAS Cleveland will still send the actual Navy split pay file to the Navy/Marine Cash back end ashore for processing. When communications are restored, the Navy/Marine Cash system synchronizes Navy/Marine Cash accounts between ship and shore and reconciles Navy/Marine Cash accounts on the ship so they reflect the correct balances.

c. The "Provisional Split Pay" function consists of three basic parts, each of which will be discussed in turn.



- Updating Previous Split Pay Data
- Running Provisional Split Pay
- Reporting

d. Updating Previous Split Pay data. If communications have been a problem and, as payday approaches, it appears that a provisional split pay request may be necessary, the Disbursing Officer can update a cardholder's SPO information in the Navy/Marine Cash database on the ship to reflect any changes entered into DJMS since the last SPO payroll file was posted, to include adding a Navy/Marine Cash cardholder who was not previously receiving split pay. This capability helps to ensure that the proper SPO amount is credited to a cardholder's Navy/Marine Cash account should a provisional split pay request become necessary. The

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Disbursing Officer should refer to the SPO message received from DFAS Cleveland for that particular payday if at all possible.

(1) To access the provisional split pay functions, the Disbursing Officer clicks on the “Provisional Split Pay” link in the Navy Cash application. A window is then displayed that presents the two provisional split pay options, the first of which is Provisional Split Pay Amount Editing. To update previous split pay data, the Disbursing Officer clicks on the “Provisional Split Pay Amount Editing” link in the provisional split pay options window.

NavyCash Disbursing Application

Welcome, DISBOD

[Logout](#)

Funds Transfer

[Funds Transfer](#)

Card Maintenance

[PIN Reset or Change](#)

[Change Card Status](#)

[Unblock Card](#)

[Card Report](#)

[New Enrollee Card Pick Up](#)

Account Maintenance

[Assign Replacement Card](#)

[Account Enrollment](#)

Operations

[Indicate End of Day](#)

[View Reports](#)

[RQM II Reporting](#)

[Safe Bank Transactions](#)

[Operator ID Maintenance](#)

[Vending and Ship's Store](#)

[Event Maintenance](#)

Utility Functions

[View Log](#)

[View Disk Usage](#)

[NOC Selection](#)

[Process Marine Split Pay](#)

[Provisional Split Pay](#)

[Access Editor](#)

Provisional Split Pay Amount Editing

Name - A	SSN	Pay Amount	Date Modified
BAILEY, DAVID	0002	150.00	06/22/2005
BAILY, BEETLE A	1001	50.00	01/09/2005

Filters

Show only Split Pay Cardholders: [Refresh](#)

Payroll Amount: Social Security Number:

[Print](#) [Submit](#)

Procedure

Filter Options

1. View all ship Cardholders by removing the check on 'Show only Split Pay Personnel' box.
2. View only ship Cardholders participating in SPD by clicking on 'Show only Split Pay Cardholders' box.
3. View a single Cardholder by entering SSN.
4. Press the Refresh button to filter the list.

Update Payroll Amount

1. Click on Cardholder to be updated or type in Social Security Number.
2. Change the dollar amount in the 'Payroll Amount' box.
3. Click the Submit button to record your change.

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(2) Filter Options.

(a) To view only the Navy/Marine Cash cardholders on the ship who are participating in the Split Pay Option (SPO), click on the “Show Only Split Pay Cardholders” check box to insert the “check” mark, and click the “Refresh” button.

(b) To view all the Navy/Marine Cash cardholders on the ship, click on the “Show Only Split Pay Cardholders” check box to remove the “check” mark, and click the “Refresh” button.

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(c) To view a single Navy/Marine Cash cardholder, enter an SSN in the “Social Security Number” box, and click the “Refresh” button.

(3) Update Payroll Amount. To update the payroll amount for an individual Navy/Marine Cash cardholder:

(a) Click on the cardholder whose payroll amount is to be updated; or enter an SSN in the “Social Security Number” box, and click the “Refresh” button.

(b) Change the dollar amount in the “Payroll Amount” box, and click the “Submit” button to save the change.

(c) This change updates the Navy/Marine Cash database on the ship only and is normally used to reflect any changes entered into DJMS since the last SPO payroll was posted.

NavyCash Disbursing Application

Welcome, DISBOD

[Logout](#)

Funds Transfer

[Funds Transfer](#)

Card Maintenance

[PIN Reset or Change](#)

[Change Card Status](#)

[Unblock Card](#)

[Card Report](#)

[New Enrollee Card Pick Up](#)

Account Maintenance

[Assign Replacement Card](#)

[Account Enrollment](#)

Operations

[Indicate End of Day](#)

[View Reports](#)

[RDM II Reporting](#)

[Safe Bank Transactions](#)

[Operator ID Maintenance](#)

[Vending and Ship's Store](#)

[Event Maintenance](#)

Utility Functions

[View Log](#)

[View Disk Usage](#)

[NOC Selection](#)

[Process Marine Split Pay](#)

[Provisional Split Pay](#)

[Access Editor](#)

Provisional Post Split Pay

Previous Split Pay Requests

Pay Date - D	User	Status	Status Date	Status Description
01/01/04	DISBO_DL	Processed Successf...	03/17/04 19:55:52	2 of 2 enrollees tota
01/01/05	DISBO_DL	Processed Successf...	01/09/05 18:40:38	2 of 2 enrollees tota
01/01/05	DISBO_DL	Processed Successf...	02/10/05 18:01:00	0 of 0 enrollees tota
01/15/04	DISBO_DL	Processed Successf...	03/17/04 20:03:36	2 of 2 enrollees tota
01/15/04	DISBO_DL	Processing Failed	03/30/04 18:20:09	0 of 0 enrollees tota
02/01/04	DISBO_DL	Processed Successf...	03/30/04 21:41:29	1 of 1 enrollees tota
02/01/04	DISBO_DL	Cancelled	12/15/04 19:59:05	

Submit a Split Pay Request

Month: Day: Year:

Procedure

Viewing Split Pay Requests

1. If there is no Status Date, then the request has not yet been processed.
2. For all Summary and Exception Details, please refer to log files in directory: Q:\files\navydata\report\ship\pspo\ by date.

Submitting a Split Pay Request

1. You cannot skip a pay period.
2. You cannot have more than one Pay Request for a Paydate that is in a 'Not yet processed' State.
3. You cannot skip a Paydate.
4. You can only have one future Paydate.

You are using version 1.4.27 of the Disbursing Application. (ncp.d\380) 6/23/2005 1:56 PM

e. Running Provisional Split Pay. If the Navy/Marine Cash system cannot communicate with the shore side on or just before payday, the Disbursing Officer has the option to submit a provisional split pay request. Before submitting a request, the Disbursing Officer should update

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cardholder SPO information in the Navy/Marine Cash database on the ship to reflect any changes entered into DJMS since the last SPO payroll was posted to ensure that the proper SPO amount is credited to each cardholder's Navy/Marine Cash account (see paragraph d above).

(1) To access the provisional split pay functions, the Disbursing Officer clicks on the "Provisional Split Pay" link in the Navy Cash application. A window is then displayed that presents the two options, the second of which is Post Provisional Split Pay. To run provisional split pay, the Disbursing Officer clicks on the "Post Provisional Split Pay" link in the provisional split pay options window.

(2) View Split Pay Requests.

(a) To check the status of a provisional split pay request, look at the appropriate split pay request in the "Previous Split Pay Requests" box. If there is no "Status Date" provided, then the request has not been processed.

(b) The status displayed only represents the status of processing the provisional split pay request on the ship. It does not represent the status of synchronization with the back end ashore. A status of "Processed Successfully" indicates that provisional split pay has been successfully applied to Navy/Marine Cash account balances on the ship.

(3) Submit Split Pay Request. To submit a provisional split pay request:

(a) After ensuring cardholder SPO information in the Navy/Marine Cash database on the ship has been updated as necessary to reflect any changes entered into DJMS since the last SPO payroll file was posted (see paragraph d above), enter the date of the payday being requested for provisional split pay, and click the "Submit" button. The default date displayed is always the date of the previous payday from today's date.

(b) There cannot be more than one pay request for a pay date that is in a "Not Yet Processed" status. A request for the same pay period cannot be submitted until the processing of that request has been completed. A provisional split pay request might be submitted a second time to credit the Navy/Marine Cash account of a cardholder who was added to split pay through the "Provisional Split Pay Amount Editing" screen (see paragraph d above) after the request was run initially.

(c) A pay date cannot be skipped. Requests for provisional split pay must be run in date order. If the last successfully processed provisional split pay request displayed in the "Previous Split Pay Requests" box was 15 September 2003, the Disbursing Officer could first go back and run the 15 September 2003 provisional split pay request again to pick up any cardholders who were not paid for that pay period. Once the 1 October 2003 provisional split pay request has been submitted and processed successfully, the previous 15 September 2003 pay period cannot be run again.

(d) There can only be one future pay date. Continuing the example above, once the 15 October 2003 provisional split pay request displays a status of "Processed Successfully", the Disbursing Officer could submit a provisional split pay request for 1 November 2003 but could not submit a request for another future date after 1 November 2003.

f. Reporting. When communications are restored and the provisional split pay file is received ashore as a part of the normal end-of-day processing, it is posted to cardholder Navy/Marine Cash accounts and reversed immediately. The cardholder accounts will already reflect

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the actual split pay payroll from DFAS Cleveland. Any differences will be reflected in the Provisional Split Pay Exceptions Report. This detailed report, and other summary reports, will be placed in the provisional split pay option log files in the “Q:\files\navydata\report\ship\sps\by date” directory.

8.4.36 Access Editor–Access Control for Navy Cash Application

a. The Disbursing Officer can control who has 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, a sample of which is shown in the table included under paragraph “a” below. The Disbursing Officer can tailor the access rights for an individual operator by either adding or deleting specific access rights.

b. 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.



c. To access the access editor functions, the Disbursing Officer clicks on the “Access Editor” link in the Navy Cash application. A window is then displayed that presents the access editor options that are available to the Disbursing Officer, each of which will be discussed in turn.

- Assigned Access Rights Editor
- User Account Operations

d. Default Settings. The table below shows the current default settings for access rights to the Navy Cash application.

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	Level 1 Disbursing Officer/Deputy	Level 2 Marine Disbursing Officer/Deputy	Level 3 Agent Cashier	Level 4 Duty Person (Duty DK, Duty Supply, CDO)	Level 5 Refunds (Ship's Store, MWR, etc.)	Level 6 Duty ADP
Funds Transfer						
Funds Transfer to Chip	●	●	●			
Funds Transfer from Chip	●	●	●			
Chip to Chip Corrections	●	●				
Card Maintenance						
PIN Reset or Change	●	●				
Change Card Status	●	●	●	●		
Unblock Card	●	●	●	●		
Card Report	●	●	●	●		
New Enrollee Card Pick Up	●	●	●			
Account Maintenance						
Assign Replacement Card	●	●	●			
Account Enrollment	●	●				
Operations						
Indicate End-Of-Day	●					
Weekend Indicate End-Of-Day	●			●		●
Safe Closeout	●	●				
View Reports	●	●	●			
Safe Bank Transactions	●	●				
Operator ID Maintenance	●					
Vending Maintenance	●					
Utility Functions						
View Log	●					
View Disk Usage	●					
NOC Selection	●					
Process Split Pay File	●	●				
Access Editor	●					
Refunds	●	●	●		●	
Backups / Troubleshooting	●					●

Working Draft

Set Look and Feel Attributes

Group Membership

Group: Navy Disbursing Office, Marine Disbursing Office, Agent Cashier, Duty Personnel, Refunds, Duty ANP

Group Membership: DISBOD

User Name: NCAPP, DISBOD, SMITHJ, SAILORS, ENROLLES, FFFT

Cumulative Access Rights for User: View Reports, NOC Selection, Process Marine Split Pay, View Disk Usage, View Log, ADD USER GROUP

Group Access

User Group: Navy Disbursing Office, Marine Disbursing Off, Agent Cashier, Duty Personnel, Refunds, Duty ANP

Group Access: Account Maintenance, Account Enrollment, Allow Add Group Member Right, ADD_USER_GROUP, ALTER_USER_GROUP, Assign Replacement Card, Card Maintenance

Access List:

ACCESS_EDIT	- Access Editor	-
ACCESS_USER_GROUP_EDITOR	- Access and User Group Editor	-
ACCOUNT_MAINTENANCE	- Account Maintenance	-
ACCT_ENROLL	- Account Enrollment	-
ADD_DATABASE_USER	- Add Application User	-
ADD_GROUP_MEMBER	- Allow Add Group Member Right	-
ADD_USER_GROUP	-	-

Exit

e. Assigned Access Rights Editor

(1) The Disbursing Officer clicks on the “Access Editor” link on the Navy Cash application and then on the “Assigned Access Rights Editor” link on the “Access Editor” screen.

(2) Group Membership. Group access rights can be modified, that is, “Add”, “Remove”, or “Retrieve”, within the “Group Membership” section of the Assigned Access Rights Editor screen.

(3) Group Access Rights. The access rights for groups can be added or removed by highlighting individual rights in the “Cumulative Access Rights for User” window and selecting “Add” or “Remove”.

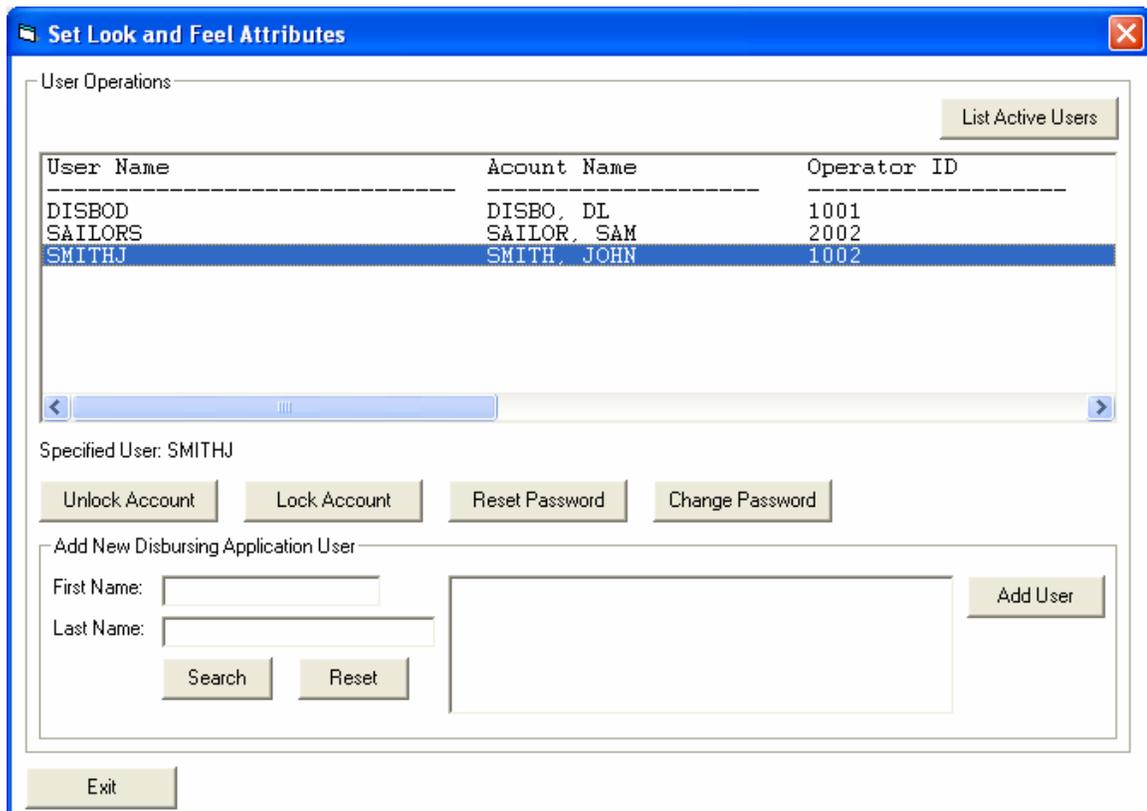
(a) To add an individual to a user group, click on the individual’s user name in the “User Name” box, using the scroll bar if necessary to find the user name.

Working Draft

NOTE: User names are assigned by the Navy Cash application when a new Navy Cash application user is added (see paragraph 8.4.36.c(8)).

(b) Click on the appropriate user group in the “Group” box in the “Group Membership” section and click on the “Add” button. The application will ask the Disbursing Officer to verify that he or she wants to add the indicated user to the indicated user group. When the Disbursing Officer clicks the “OK” button, the application then displays a status box to indicate that the operation was successful. Clear the status box by clicking the “OK” button.

(4) Group Access. Within the “Group Access” section of the Assigned Access Rights Editor screen, the access rights for an entire group can be added or removed by the Disbursing Officer. Normally, the group access rights would not be modified.



The screenshot shows a window titled "Set Look and Feel Attributes" with a "User Operations" section. It contains a table of active users and several control buttons.

User Name	Account Name	Operator ID
DISBOD	DISBO, DL	1001
SAILORS	SAILOR, SAM	2002
SMITHJ	SMITH, JOHN	1002

Buttons: List Active Users, Unlock Account, Lock Account, Reset Password, Change Password, Add User, Search, Reset, Exit.

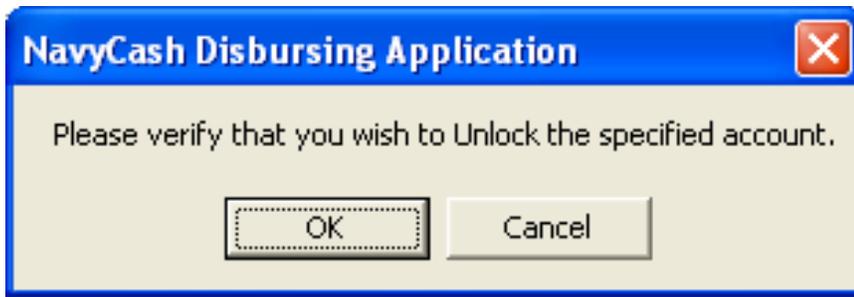
f. User Account Operations

(1) The Disbursing Officer clicks on the “Access Editor” link on the Navy Cash application and then on the “User Account Operations” link on the “Access Editor” screen.

(2) Click on the “List Active Users” button to display all currently active Navy Cash application users.

(3) The status of each account, for example, locked, open, expired, is listed in the “Status” column on the far right. Use the scroll bar to view the “Status” column.

Working Draft



(4) Unlock Account. To unlock a locked user account, for example, a user account is automatically locked if the password is entered incorrectly three times, the Disbursing Officer specifies a user by clicking on the user name and then clicking on the “Unlock” button. The application will ask the Disbursing Officer to verify that he or she wants to “Unlock” the specified account by clicking the “OK” button. When you click the “OK” button, the application then displays a status box that indicates that the operation was successful. Clear the status box by clicking the “OK” button.



(5) Lock Account. To lock a user out of the Navy Cash application, for example, if a user will be on temporary duty away from the ship for an extended period, specify a user by clicking on the user name and then clicking on the “Lock” button. The application will ask the Disbursing Officer to verify that he or she wants to “Lock” the specified account by clicking the “OK” button. When you click the “OK” button, the application then displays a status box that indicates that the operation was successful. Clear the status box by clicking the “OK” button.

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(6) Reset Password. To reset the password on a user account, the Disbursing Officer specifies a user by clicking on the user name and then clicking on the “Reset Password” button. The user is then prompted for a new password, which becomes effective upon the next log on.

NOTE: After the new password is set, the Navy Cash application will display an error and terminate. Simply restart the Navy Cash application and log on.

Password Control. Access to the Navy Cash application is controlled by password. Passwords must be a minimum of 8 characters and less than 16 characters in length and must begin with an alphabetic character and should use three of four character sets, that is, upper-case letters, lower-case letters, numbers, and special characters. Passwords should be changed every six months.



(7) Change Password. To change the password on a user account, the Disbursing Officer specifies a user by clicking on the user name and then clicking on the “Change Password” button. The user is then prompted for a new password, which becomes effective upon the next log on.

NOTE: Again, passwords must be less than 16 but at least 8 characters in length and must begin with an alphabetic character. Passwords should use three of four character sets, that is, upper-case letters, lower-case letters, numbers, and special characters, and should be changed every six months.

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The screenshot displays the NavyCash Disbursing Application interface. The main window has a blue header and a dark blue sidebar on the left containing a menu with items like 'Welcome, DISBOD', 'Logout', 'Funds Transfer', 'Card Maintenance', 'Account Management', 'Operations', and 'Utility Functions'. The main content area is titled 'Utilities' and contains a 'Set Look and Feel Attributes' dialog box. This dialog box has a 'User Operations' section with a list of users: DISBOD, SAILORS, and SMITHJ. Below this list are buttons for 'Unlock Account', 'Lock Account', 'Reset Password', and 'Change Password'. There is also an 'Add New Disbursing Application User' section with text boxes for 'First Name' and 'Last Name' (containing 'smith'), a 'Search' button, and a list of users with their IDs: SMITH, JILL - 5410; SMITH, JILLY - 5009; SMITH, JOE - 4804; SMITH, SAMUEL LAMONT - 2700; SMITH, JOHN A - 13564; and SMITH, ROBERT A - 165810. An 'Add User' button is next to the list. A confirmation dialog box is overlaid on top, titled 'NavyCash Disbursing Application', with the text 'Please verify that you wish to create a new user account for SMITH, ROBERT A' and 'OK' and 'Cancel' buttons. At the bottom of the application window, there is contact information: 1-866-6NAVYCASH (For Disbursing and Merchant calls.), 1-866-662-8922; 1-866-3NAVYCASH (For Card Holder calls.), 1-866-362-8922; Fax: 1-866-CHASE01, 1-866-242-7301; and E-mail address: navycash@ezpaymt.com. The status bar at the bottom shows 'You are using version 1.4.27 of the Disbursing Application. (ncp.dl380)', the date '6/23/2005', and the time '2:05 PM'.

(8) Add New Navy Cash Application User

NOTE: An individual must be a Navy Cash cardholder and have an Operator ID assigned with the “Add as Disbursing User” block checked (see paragraph 8.4.28.d, Operator ID Maintenance) in order to be added to the Navy Cash application user list.

(a) In the “First Name” and “Last Name” text boxes, the Disbursing Officer enters the individual’s first and / or last name. Click on the “Search” button and select the desired individual by clicking on the appropriate name in the adjacent list box. If no entries are found, the list box will be empty, and the specified individual is probably not a Navy Cash cardholder.

Working Draft



(b) Click on the “Add User” button. The application will ask the Disbursing Officer to verify that he or she wants to create a new user account for the specified individual by clicking the “OK” button. A successful operation will be indicated by a status box that displays the username and password created by the system for the new user. Before clicking the “OK” button, which will clear the status box, write this information down for the new user. The user should destroy this written note once he or she has memorized the username and password. If an error message is displayed, write down the displayed message and contact the Navy Cash Customer Service Center (see paragraph 8.14).

(c) Create an Operator ID for the new user through the Navy Cash application “Operator ID Maintenance” screen (see paragraph 8.4.28).

(d) Add the new user’s username to the appropriate user group through the Navy Cash application “Access Editor” screen and the “Assigned Access Rights Editor” functionality (see paragraph 8.4.36).

8.5 Navy Cash and Vendors

8.5.1 Money Exchange by Vendors in a Foreign Port

The Navy Cash system can be used to accommodate the exchange of foreign currency on board ships during a port visit.

a. Preparation

(1) Before the sale of currency begins, an exchange rate will be agreed upon with the currency exchange vendor that will remain in effect throughout the port visit. Once established, the exchange rate will not be changed.

(2) The currency exchange vendor will maintain a currency exchange log and record each transaction. A sample “Currency Exchange Log” is included at paragraph 8.15.23. The vendor may use his or her own log as long as the information recorded includes the basic information delineated in the sample log.

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(3) When a ship pulls into a port, the Disbursing Officer will provide the vendor a sufficient number of copies of the Currency Exchange Log and issue the vendor a battery-operated K22 POS device, in accordance with Chapter 2 of this SOP. Each K22 will be set to an operator ID number that the Disbursing Officer has previously assigned for vendors. The vendor will use the K22 to record transactions and collect value from the cardholders' Navy Cash cards in exchange for foreign currency.

b. End-of-Day Closeout

(1) 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 make copies of the logs and then plug the K22 into an available "download box" or serial port, for example, in the disbursing office or sales office. When the K22 comes on-line with the Navy Cash server, the sales information contained on the K22 will be automatically uploaded to the Navy Cash server.

(2) The server will record the information, and the Disbursing Officer can then use the Navy Cash system to generate a Merchant Sales Summary Report indicating the total amount of money collected by the vendor.

(3) If the Merchant Sales Summary Report generated by the Navy Cash system and the vendor's currency exchange logs agree, the Disbursing Officer will cut an ex-cash remittance check to the vendor for the amount of the money exchanged.

(4) The Disbursing Officer will increase line 2.1B and line 6.9 of the DD 2657 by the amount of the check. In addition, the Disbursing Officer will update the check issue log and all other applicable documentation required by DODFMR Volume 5. At the end of the month, a Navy Cash SF 215 Deposit Ticket will be prepared in accordance with paragraph 8.9.j. This information will be recorded on the SODA, and all other required documents.

c. End-of-Day Reconciliation

(1) If the Merchant Sales Summary Report generated by the Navy Cash system and the vendor's currency exchange logs do not agree, the Disbursing Officer must reconcile the differences before cutting the ex-cash remittance check to the vendor.

(2) The Disbursing Officer will use the Navy Cash system to generate a Merchant Transactions Report for the time period covered by the currency exchange logs presented by the vendor and using the operator ID number that was assigned to the K22 used by the vendor.

(3) There are two primary out-of-balance conditions that can occur. It is possible, however, to experience combinations of these two basic error conditions, and this must be considered when conducting the investigation.

(a) Shortage. The total sales amount on the vendor's currency exchange log is greater than the total amount collected on the Merchant Sales Summary Report. Sales are overstated, or collections are understated. This condition occurs when a currency exchange sale was recorded but the currency or electronic cash was not collected, for example, an individual could have removed his or her Navy Cash card before the transactions was completed, or the amount collected was less than the amount of the sale. If cash (currency) is involved, it is possible that a cashier made change incorrectly during the transaction or that money was miscounted, misplaced, lost, or stolen.

Working Draft

(b) Overage. The total sales amount on the vendor's currency exchange log is less than total amount collected on the Merchant Sales Summary Report. Sales are understated, or collections are overstated. This condition occurs when currency or electronic cash was collected but a sale was never recorded or was recorded at an amount less than the currency or electronic cash collected. If cash (currency) is involved, it is possible that the cashier made change incorrectly or that the money was miscounted.

(4) For either out of balance condition, the Disbursing Officer must compare the Navy Cash Merchant Transactions Report for the currency exchange vendor, which lists every Navy Cash transaction the vendor performed that day, and the vendor's currency exchange log to determine, through a process of elimination, which transactions are missing or were recorded at incorrect amounts. Probable error conditions and corrective actions:

(a) Condition: The Merchant Transactions Report shows a Navy Cash collection transaction but a corresponding entry in the vendor's currency exchange log does not exist. Corrective Action: The Disbursing Officer will first confirm that the collection reported on the Merchant Transactions Report is correct. If correct, the vendor will make a corresponding entry in the currency exchange log. If incorrect, the Disbursing Officer will reverse the Navy Cash collection by issuing a refund to the member in the amount of the original erroneous collection in Navy Cash or currency as appropriate.

(b) Condition: The Merchant Transactions Report shows a collection transaction but recorded at an amount different than what is recorded in the currency exchange log. Corrective Action: The Disbursing Officer will determine the correct amount for the transaction and, if the correct transaction amount is greater than the amount collected, the currency exchange log will be corrected and the Disbursing Officer will contact the member and request payment of the difference in Navy Cash or currency as appropriate. If the correct transaction amount is less than the amount collected, the currency exchange log will be corrected and the Disbursing Officer will refund the difference to the member in Navy Cash or currency as appropriate.

(c) Condition: The currency exchange log shows a collection transaction occurred on the day of reconciliation but a corresponding transaction was not been recorded in the Merchant Transactions Report. Corrective Action: The Disbursing Officer will confirm that the collection entry in the currency exchange log is correct. If correct, payment was never made, and the Disbursing Officer must contact the cardholder and request payment in Navy Cash or currency as appropriate. If incorrect, the currency exchange vendor will reverse (cancel) the entry in the currency exchange log.

(5) If the investigation reveals that cash (currency) was lost, misplaced, or stolen, it should be handled in accordance with Chapter 6 of DODFMR Volume 5 and existing procedures (which are outside the scope of Navy Cash).

(6) Once the Merchant Transactions Report and Currency Exchange Log agree, the reconciliation is successful, and the Disbursing Officer can cut a check to the vendor for the amount of the money exchanged (see paragraphs 8.5.1.b. (3) and (4) above).

(7) The Disbursing Officer will maintain any Merchant Sales Summary or Merchant Transactions Reports and any reconciliation worksheets associated with currency exchange on file for 12 months.

Working Draft

8.5.2 Concessionaire Sales by Vendors in a Foreign Port

- a. In some foreign ports, the Navy Exchange (NEX) Europe District and the NEX Yokosuka, Japan, contract with certain vendors to sell merchandise on board ships. The Navy Cash system can be used to accommodate these sales.
- b. As a part of the contract agreement, the foreign concessionaire vendors pay a commission to the ship and the NEX based on a percentage of the total retail value of gross sales as outlined in each concessionaire's contract. The concessionaire will pay 50 percent of the commission to the ship's Sales Officer prior to the vendor leaving the ship. The concessionaire will pay the remaining 50 percent of the commission to the NEX District Office from which the contract was let.
- c. When the ship pulls into port, the Sales Officer will check out the appropriate number of battery-operated K22 POS devices from the disbursing office to issue to each vendor. *These K22s will be programmed for "FOREIGN CONCESSIONAIRE" in accordance with Chapter 2 of this SOP. Each vendor will log in on the K22 using a separate operator ID assigned by the Disbursing Officer to enable Navy Cash reports to be separated by operator.* The vendor will be responsible for this device and use it to record transactions and collect value from the cardholders' Navy Cash cards.
- d. At the end of each day or at the end of the port visit, each vendor will report to the Sales Officer and present the K22 and all appropriate paperwork. The Sales Officer will take each K22 to one of the available Navy Cash "download boxes" or serial ports, for example, in the disbursing office or sales office. When plugged in, the K22 will automatically upload sales information to the Navy Cash server. Where possible, the Sales Officer should set the vendors up with the K22s in the on-line mode, which will allow for real time reporting of Navy Cash transactions to the Navy Cash server.
- e. The Disbursing Officer will generate and print out a Merchant Transactions Report sorted by Operator ID. The Sales Officer will compare this report to the Concessionaire Number Control Log and the total of the SS-141 forms to verify that the amounts reported are correct.
- f. The Sales Officer will report these totals to the Disbursing Officer. The Disbursing Officer will cut an ex-cash remittance check for each vendor for their total sales receipts and give the checks to the vendors. The Disbursing Officer will increase line 2.1B and line 6.9 of his or her DD 2657 by the amount of the vendors' checks. In addition, the Disbursing Officer will update the check issue log and all other applicable documentation required by DOD FMR Volume 5.
- g. The Disbursing Officer will create a Journal Voucher, OF 1017-G, for foreign concessionaire vendors to record the amount of each ex-cash remittance check issued to the vendors for their sales during the month. At End Of Month (EOM), an SF 215 will be prepared for the total amount of all checks issued to the foreign concessionaire vendors.

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Reference	Explanation	Debit	Credit
4/6	1111 Foreign Merchant #1 CK#00,220,029	1000.00	
4/10	2222 Foreign Merchant #2 CK#00,220,031	2000.00	

Journal Voucher Entries for Foreign Merchants

h. The Sales Officer will record the amount of the commissions received by the ship from the foreign concessionaire vendors as a contribution to Ship’s Store Profit Navy (SSPN) in the ROM II system following the procedures outlined in the ROM II User’s Guide.

i. EOM Spreadsheet

(1) On the EOM Spreadsheet in Section 1A (see paragraph 8.9), post the total amounts from the journal voucher for foreign concessionaire vendors to the “Foreign Concessionaires” line.

Section - 1A			Total Sales
Foreign Concessionaires			3000.00
Profits Received From Concessionaires			\$0.00
Pace College Courses Tuition			\$0.00
Pace College Book Sales			\$0.00
Husbanding Agent (K22)			\$0.00
Adjustments			\$0.00

EOM Spreadsheet Entries for Section 1A

(2) In Section 5 of the EOM Spreadsheet, prepare an SF 215 Deposit Ticket for the amount in “Disbursing–Concessionaires Reimbursed” line, which will include the total amount of the Journal Voucher for Foreign Concessionaire Vendors, as well as any transactions for Pace College Course Tuition and Book Sales, Husbanding Agent (K22), and any Adjustments.

Navy Cash Transaction	DD 215 Number	SF 5515 Number	Date Prepared	Amount
Disbursing - Concessionaires	123456		11/1/06	3000.00
Sales Totals	789456		11/1/06	1600.00

EOM Spreadsheet Entries for Section 5

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(3) The commissions due the ship, which were recorded in ROM II by the Sales Officer as a contribution to SSPN, will be reflected in the DD 1149, Cash Sales Memorandum Invoice prepared by the Sales Officer at the end of the month and provided to the Disbursing Officer for his or her end-of-month returns. Based on the DD 1149, the Disbursing Officer prepares an SF 215 for Ship's Store collections to the Navy Working Capital Fund (NWCF) account.

8.5.3 Creating New Merchants In Navy Cash

A detailed discussion of Navy Cash merchants is included at Appendix P.

a. 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 (see paragraph 8.4.21). If the merchant elects to settle to a bank or credit union account, the request should include the 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, 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. By default, private merchants are initially set up to settle on a weekly basis, on the 8th, 15th, 22nd, and 28th of each month. The deposit on the 8th of the month will include any transactions that posted on the 29th, 30th, and 31st of the previous month.

b. Generic Private Merchants. Recognizing that the named private merchants established within Navy Cash will not cover every situation, a set of generic private merchants has also been established. Generic merchants can be used to activate a merchant not specifically named in the Navy Cash merchant listing. 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). Individual ships are responsible for managing the cross references between the standard generic merchant names and the actual merchants assigned. When the need for a generic merchant is over, the account will no longer be used. A generic merchant can be reused when a new requirement emerges by contacting the CSC and providing the new account information.

c. Activate an LOA Merchant. To activate a merchant who settles to a Line Of Accounting (LOA), 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

Working Draft

vending machine to an existing merchant, the Disbursing Officer simply goes to the “Vending and Ship’s Store” link in the Navy Cash application (see paragraph 8.4.29). 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.

d. New Equipment. It is the responsibility of the ship to install any new equipment and 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. Any costs associated with this effort, including travel, will be borne by the ship. The ship can contract directly with the Navy Cash depot and field support contractor to pull cable, hook up the equipment, or come on board after the installation is complete to set up the new equipment in the Navy Cash system configuration.

8.6 Miscellaneous Payments to Navy Cash Card

The disbursing office will follow existing procedures to pay laundry claims, travel reimbursements, or other miscellaneous payments. Once the payment is made by check or cash, the value can be added to the cardholder’s Navy Cash card following the “Funds Transfer to Chip” procedures in paragraph 8.4.8 above.

8.7 Collections from Portable K22 Point of Sale Devices

a. When a LAN drop is not accessible, the Disbursing Officer will issue the merchant a hand-held battery-operated K22 point of sale device in accordance with Chapter 2 of this SOP. The merchant will be accountable for this device and use it to collect value from the cardholders’ Navy Cash cards. The user will be required to sign out the K22 on a locally generated and maintained custody log. Since a portable K22 stores the value of sales transactions, it should be protected like a cash box. When being transported off the ship and over water, the K22 should be carried in a waterproof container equipped with a flotation device.

b. At the end of each business day, the merchant will upload the information from the K22 to the Navy Cash server by simply plugging the K22 into any Navy Cash serial drop. The information will be uploaded automatically. Paragraph 2.3.1 contains more detailed procedures.

c. At the end of the current business day, the Navy Cash server will generate a report showing the name of the merchant account to which the money will be settled, the number of transactions, and the total dollar value.

d. The Disbursing Officer and the responsible individual should compare this report to the merchant’s records to verify that the amounts reported by the Navy Cash server are correct.

e. When the daily files are sent ashore as a part of the end-of-day process, the TFA will settle the appropriate amount of money from the funds pool to the appropriate account.

8.8 Electronic Transfers Dishonored and Returned

The characteristics of the Navy Cash system allow a cardholder to transfer value onto his or her Navy Cash card from a bank or credit union account and spend that money on board ship before the TFA is able to transfer the funds from the cardholder’s account ashore into the Navy Cash funds pool. Therefore, the potential exists for a cardholder to execute a transaction to his or her DDA without having the funds to back it or to a DDA that has been closed or inaccurately

Working Draft

identified, for example, incorrect account number. The Automated Clearing House (ACH) Return Codes and Notification Codes are included in paragraph 8.15.21.

The Commanding Officer will be responsible for establishing a Navy Cash policy for the command that will identify the limits on size, number, suspension of a cardholder's card for misuse, and disciplinary repercussions associated with Non Sufficient Funds (NSF) or other returned transactions. Suggested Courses of Action (COAs) for returned transactions that result in a negative Navy/Marine Cash account balance are presented in Appendix L. When a transaction is returned for whatever reason, it will be dealt with in the following manner.

8.8.1 Negative Navy Cash Balance

a. Treasury Financial Agent Action. Upon receipt of a returned transaction, the TFA will reverse the credit (apply a negative credit for the same value) to the cardholder's Navy Cash account. If the cardholder has moved the funds from the Navy Cash account to their chip account, a negative Navy Cash balance may result. The TFA will also put a temporary block on the cardholder's DDA access to prevent additional transactions from being requested, dishonored, and returned prior to clearing the negative balance. Once the transaction has been cleared, access to the DDA will be unblocked and restored.

b. Negative Balance Report. The account will be added to the Negative Balance Report, which is sent to the Disbursing Officer on a daily basis.

c. Disbursing Officer Action. The amount of a negative balance 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. The Disbursing Officer shall:

(1) On a daily basis, review the daily Negative Balance Report.

(2) 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). Once notified, the cardholder shall report to the Disbursing Officer within two working days to establish how his or her Navy Cash balance will be restored to \$0 or greater.

(3) Collect the amount of the negative balance within 10 working days after receipt of the Negative Balance Report. Apply a pay checkage (DS01) to the individual's pay account if there is no response from the cardholder within the prescribed period.

(4) Within five working days of the receipt of the pertinent Negative Balance Report, recommend, through the individual's chain of command, any disciplinary action considered necessary (see Appendix L).

(5) Ensure cardholders within 30 days of transfer or discharge are not listed on the Negative Balance Report. See paragraph 8.4.20, Close or Suspend an Account Pending Transfer or Discharge?

(6) There are several options available to collect on the amount of a negative balance. Depending on the size of the negative balance, these options may need to occur several times or be spaced out over several pay periods to clear the negative balance. The Disbursing Officer should ensure that the cardholder's access to his or her home bank or credit union account remains blocked until the negative balance is cleared (see paragraph 8.8.2, Blocking and

Working Draft

Unblocking Access to Home Accounts). Don't unblock access until the Navy/Marine Cash account balance is zero or positive.

(a) Deposit Cash or Check to Strip (Navy Cash) Account. The Disbursing Officer can have the cardholder provide cash (or a personal check if the Disbursing Officer is willing to accept it) at the disbursing office and transfer the value directly to the cardholder's strip account (see paragraph 8.4.13, Deposit Cash or Check to Strip).

(b) Chip to Navy Cash Account Transfer. The Disbursing Officer can have the cardholder transfer any value on the chip on his or her Navy Cash card to the Navy Cash account (strip) by escorting the cardholder to the K80 Cashless ATM, and verifying that the funds are transferred to the strip.

(c) Change or Initiate Split Pay Option (SPO). The Disbursing Officer may, with the approval of the cardholder, change or initiate the cardholder's split pay payroll amount, which is transferred directly to the cardholder's Navy Cash account (strip) on payday, to cover the amount of the negative balance.

(d) 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 cardholder's military pay account using the "DS01" Format Identifier 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 TFA via a collection from the cardholder's military pay account. This option is also appropriate for cardholders who have left the ship but are still in the service.

(e) If a cardholder is within the final 30 days of being discharged from the Navy or Marine Corps and has a negative Navy Cash balance, the Disbursing Officer's only option is to post a "DS01" indebtedness to the cardholder's military pay account, and it must be posted prior to the cardholder's separation date. (See paragraph 8.4.20 for procedures when a cardholder is leaving the service or transferring to an activity that does not have Navy Cash.)

(f) 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 U.S. 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.

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d. Automated Controls. To prevent cardholders from abusing the system, Navy Cash has established returned transaction thresholds. Every time a cardholder posts an NSF transaction to the Navy Cash system, a “counter” records the event. When a cardholder’s counter reaches a limit of three NSF transactions, the ability to access their DDA account from the Navy Cash system is blocked. Once the DDA functionality is removed from a cardholder’s Navy Cash account, the only way it can be restored is upon a request to the Customer Service Center (CSC) from an authorized Disbursing Officer or Disbursing Clerk. It is important to realize that **every** NSF transaction advances the counter. It is also important to note that these controls do not go into place until the bank receives the information. Therefore, the cardholder may have the opportunity to create multiple NSF transactions prior to controls being implemented.

The screenshot displays the NavyCash Disbursing Application interface. On the left is a blue navigation menu with categories: Welcome, SMITHJ; Funds Transfer; Card Maintenance; Account Maintenance; Operations; and Utility Functions. The main content area is titled 'View Reports' and contains a list of report categories: Disbursing Office Reports, Sales Reports, and Operations Reports. A pop-up window titled 'NavyCash Disbursing Application' is overlaid on the screen, displaying the message: '10/5/2006 8:05:52 PM Possible fraudulent transactions detected See Fraud Detection Report for details'. The pop-up has 'Yes' and 'No' buttons. The Windows taskbar at the bottom shows the system clock as 10:07 AM on 10/5/2006.

e. Fraud Detection Report. In the event the Navy Cash application detects possible fraudulent ACH activity on the ship, a pop-up window will appear automatically. If the Disbursing Officer clicks the “Yes” button, the Fraud Detection Report will be displayed. The report is intended to reduce the number of negative account balances, particularly when the ship’s communications are not available. If the file transfer round trips between ship and shore do not take place, cardholders could pull non-existent funds from their bank or credit union account to the chip several times before Disbursing would see the Negative Balance and Returned Items Detail Reports. Fraud Detection Reports will include cardholders who have made more than \$400 in transfers from a bank or credit union account since the last round trip and cardholders who have made more than \$1,000 in transfers from a bank or credit union account over a seven

Working Draft

day period. The Fraud Detection Report can also be generated, viewed, and printed on the ship at any time, by clicking on the report name in the “Operations Reports” block on the “View Reports” screen in the Navy Cash application, filling in an end date, and clicking on the “Generate” button. The report will display any possible fraudulent transaction events leading up to that end date.

The screenshot displays the NavyCash Disbursing Application interface. On the left is a vertical navigation menu with categories like 'Welcome, SMITHJ', 'Funds Transfer', 'Card Maintenance', 'Account Maintenance', 'Operations', and 'Utility Functions'. The 'View Reports' option is highlighted. The main window shows a 'Fraud Detection Report' window with the following content:

Run Date/Time: 10/06/2006 10:09:14 GMT
Fraud Detection Report
List of Questionable Transactions

Cardholder Name	SSN	Reason
FLOYD, PINK A	3265	More than \$1000.00 in transacti
GROUPPP, MICHAELL A	7111	More than \$400.00 in transacti
MORTENSEN, KEITH X	7512	More than \$400.00 in transacti

At the bottom of the report window are buttons for 'Generate', 'Print', 'Save', and 'Exit'. The Windows taskbar at the bottom shows the system tray with the date 10/06/2006 and time 10:09 AM.

f. Manual Controls. Manual controls provide additional options to prevent abuse of the system or to discipline a cardholder who continues to have problems with negative account balances. Manual controls can be put into effect 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 and Appendix E), or by sending a request to the CSC by phone or e-mail (see paragraph 8.14).

(1) Navy Cash Card Limits. The maximum amount that can be transferred from a bank or credit union account ashore and/or the maximum amount that can be loaded on the chip can be reduced. For cardholders, the maximum chip load limit is \$1,000, and the maximum DDA account to Navy Cash transfer amount is \$400 per day. For merchants, the maximum chip load limit is \$9,999.99, and the maximum DDA account to Navy Cash transfer amount is \$5,000 per day.

(2) Blocking Navy Cash Access to Bank and Credit Union Accounts Ashore. Navy Cash ACH to a cardholder’s bank or credit union account can be blocked. access is an option

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available to discipline a cardholder who continues to have problems with negative account balance (see paragraph 8.8.2, Blocking and Unblocking Access to Home Accounts, below).

(3) Guidelines for Negative Account Balances. Appendix L provides recommendations for taking action in the case of a cardholder whose Navy Cash account balance is negative. 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.

(4) Timeliness of Updates. Any updates done through the Navy Cash application are effective immediately on board the ship and will regulate any subsequent cardholder 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.

8.8.2 Blocking and Unblocking Access to Home Accounts

An authorized Disbursing Officer or Disbursing Clerk can block or unblock a cardholder's ACH access to their home bank or credit union account through either the Navy Cash application or the Navy Cash Disbursing web site, or by sending a request to the CSC by phone or e-mail.

a. When a Navy or Marine Cash cardholder's ACH access privileges are blocked, the account information is updated as follows on the Navy Cash Disbursing web site:

(1) The "ACH Allowed" flag is set to "N".

(2) The "ACH Decline Count" is set to "99".

(3) The "99" code indicates that the ACH privileges on the account were deliberately blocked by either a CSR or authorized disbursing personnel. Even if the account balance returns to \$0 or greater, the blockage is not removed.

(4) This "99" account blockage can only be removed by authorized disbursing personnel or by the CSR at the request of authorized disbursing personnel.

b. When an ACH transaction is returned with a code other than R01/R09/NSF, the account is automatically blocked, and account information is updated as follows on the web site:

(1) The "ACH Allowed" flag is set to "N".

(2) The "ACH Decline Count" is set to "98".

(3) Note that the "98" indicates that the ACH privileges were blocked automatically due to an ACH return other than NSF, for example, an invalid account number, a closed account, or an account that is not authorized for ACH transactions, such as a Navy Federal Credit Union (NFCU) savings account. It is expected that if ACH privileges are blocked immediately for these types of returned transactions, account balances will not go as far into a negative status for what may well be an inadvertent error in recording account information.

(4) This "98" account blockage can only be removed by authorized disbursing personnel or by the CSR at the request of authorized disbursing personnel. The request should

Working Draft

include new or updated home bank or credit union account information that has been validated by the disbursing office so that any errors in the account information on file can be corrected.

c. Summary of ACH Decline Counts

0,1,2,3	Number of returns for NSF	Allow unblock
90,91, 92,93	Blocked on transfer Previous value 0,1,2,3	Allow unblock
95	No linked account information provided during enrollment	Allow unblock if bank or credit union account and ABA numbers updated
96	Unacceptable NFCU account provided	Allow unblock if account number updated
97	Technical error processing account	Allow unblock if error corrected
98	Return other than NSF, e.g., invalid account number	Allow unblock if bank or credit union account and ABA numbers updated
99	Manually blocked by disbursing	Allow unblock

d. Again, any updates to Navy Cash card access done through the Navy Cash application are effective immediately on board the ship and will regulate any subsequent funds transfer requests the cardholder attempts 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.

e. Daily Blocked Account Report. This shore report lists all cardholders whose access to their linked bank or credit union account is blocked. The report includes cardholders' first and last name, the last four of their SSN, their account number, and their decline count. The Disbursing Officer should review the Daily Blocked Account Report on a daily basis. The report will make it easier for disbursing to research the cause when cardholders find that they do not have access to their linked bank or credit union account at the Cashless ATM (K80). Cardholders who appear on the report because of unacceptable or invalid account information (decline counts 96 or 98) should be contacted so they can update their home bank or credit union account information (see paragraph 8.4.21, Account Information Update).

f. *Blocking access* only prevents Navy Cash access to bank and credit union accounts from the ship. The cardholder can still use the card for signature-based purchases ashore, even when the Navy Cash account balance is negative, at merchants who process transactions in an offline mode. *Suspending an account* (see paragraph 8.4.20.c) only prevents online ATM withdrawals and online PIN-based and signature-based purchases ashore. Neither blocking Navy Cash access to bank and credit union accounts nor suspending a Navy cash account disables the chip on a Navy Cash card; the individual can still use the value on the chip to purchase things on the ship.

Working Draft

8.9 EOM Reconciliation and Reporting of eFunds in Disbursing Officer's Safe

a. As a part of the end-of-month process, the Disbursing Officer is responsible for coordinating all Navy/Marine Cash collections that must be registered to a Line of Accounting (LOA) through the SF 1219 Statement of Accountability, for example, the sale of meals in the general mess and the sale of merchandise in the ship's store and vending machines. In order to make certain that the Disbursing Officer's Statement of Accountability (SF 1219) is prepared and submitted on time at the end of each month, the Navy/Marine Cash End-Of-Month (EOM) process must start early. The Disbursing Officer, Sales Officer, Food Service Officer, and Marine Disbursing Officer (when embarked) should coordinate to establish a closeout date each month. The EOM process generally begins in the sales office five days before the actual end of month. At the same time, the disbursing office, food service office, and Marine disbursing office (when embarked) should begin to pull together the figures needed to meet their monthly reporting responsibilities. The Navy/Marine Cash collections in S-2, S-3, and S-4 divisions should be entered into the EOM spreadsheet (see Figure 1, End-of-Month Spreadsheet) and e-mailed to the TFA as detailed below, to ensure that the Navy/Marine Cash figures on the ship match the Navy/Marine Cash figures ashore before they are posted to the Food Service Officer's NS 1359, Monthly General Mess Operating Statement, the Sales Officer's DD 1149, Cash Memorandum of Sales, and the Disbursing Officer's SF 1219, Statement of Accountability. An early start in S-2, S-3, and S-4 divisions ensures that the Disbursing Officer's monthly returns are submitted on time.

b. After the Ship's Store and vending operations have been closed out following the guidance in paragraph 8.4.29 and Appendix A, the Sales Officer will fill out the sales related fields in the Navy Cash EOM spreadsheet and send it as an e-mail attachment to the TFA ("to" navycashfin@ezpaymt.com), using the format in Figure 1, End-of-Month Spreadsheet. *(The navycashfin@ezpaymt.com address should be used only for EOM e-mails. Other e-mails from the disbursing office or shipboard merchants should be sent to navycashcenter@ezpaymt.com. E-mails from cardholders should be sent to navycash@ezpaymt.com.)*

c. The TFA will confirm the figures for the month and send back the spreadsheet, indicating that the figures match or do not match. The TFA will use the columns on the right side of the spreadsheet to list the Navy Cash shore figures. If the figures do not match, the TFA will contact the Sales Officer and work with him or her to resolve the discrepancies. When all discrepancies have been resolved, the Sales Officer will create the DD 1149 using the ROM II system and present a copy to the Disbursing Officer for his or her end-of-month returns.

d. At the end of the accounting period (month) all electronic funds transactions from Disbursing and Sales should be recorded on the DD 2657, Daily Statement of Accountability, line 6.9 and line 4.1E respectively. The accumulated end of month Navy Cash transactions from line 6.9 are removed and included as Deposits Presented or Mailed to the Bank on line 4.2A. Upon receipt of the formal collection voucher DD 1149, the accumulated Navy Cash sales transactions will be recorded on line 4.1E. The Disbursing Officer should prepare SF 215s/5515s for the total Navy Cash transactions reflected on line 6.9 and 4.1E. Generally, the merchant activity will be larger than the disbursing activity, and both an SF 215 and an SF 5515 will be prepared. If the disbursing activity is larger than the merchant activity, only an SF 5515 will be prepared for the difference.

Working Draft

NAVY CASH END OF THE MONTH REPORT FOR March 2007 USS Navy Cash™ DOX-111 USS BONHOMME RICHARD DIBBURNO OFFICER: ENS DERBER DSN 8772													
Warning: DO NOT MAKE ANY ENTRIES ON THE YELLOW SHADED AREAS													
VARIANCES													
DIBBURNO ACTIVITY:		From Date/Time	To Date/Time	Is > than 8strip to Cash	Is > than Cash to 8strip	EOM 8strip Totals	CHIP	STRIP	SHORE Totals	Cash to Chip Total	Shore Disbursing Chip Transactions		
									EOM SHORE Totals		From Date/Time	To Date/Time	
Beetion - 1 STRIP													
8strip Disbursing 8strip Transactions						\$20,876.19			\$20,876.19	\$20,000.00			
Adjustments						\$0.00			\$0.00	\$20,000.00			
Grand Total - (Cash to 8strip Transactions is greater than 8strip to Cash)						\$20,876.19			\$20,876.19				
Grand Total - (8strip to Cash Transactions is greater than Cash to 8strip)						\$0.00			\$0.00				
Beetion - 1 CHIP													
Chip Disbursing Chip Transactions				is > than Chip to Cash	is > than Cash to Chip	\$20,876.19	0.00		\$20,876.19	\$20,876.19	20070227164703	20070326200629	
Adjustments						\$0.00			\$0.00	\$0.00			
Grand Total - (Cash to Chip Transactions is greater than Chip to Cash)						\$20,876.19	0.00		\$20,876.19				
Grand Total - (Chip to Cash Transactions is greater than Cash to Chip)						\$0.00	0.00		\$0.00				
Beetion - 1A													
Foreign Concessionaires				Total Sales	Refunds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Profits Received From Concessionaires				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Place College Courses Tuition				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Place College Book Sales				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Husbanding Agent (K22)				\$0.00	\$0.00	\$0.00	\$291.00	\$0.00	\$321.00	\$321.00	20070227164703	20070326200629	
Adjustments				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
November Carryover \$713.00				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
December Carryover -\$753.00				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Total Concessionaires				\$0.00	\$0.00	\$0.00	\$291.00	\$0.00	\$321.00	\$321.00			
FOOD SERVICE - Beetion - 2													
Food Service Sales				Total Sales	Refunds	\$34,053.37	\$0.00	\$34,053.37	\$31,117.36	\$0.00	\$31,117.36	20070227164703	20070326200629
November Carryover \$1,829.81				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
December Carryover -\$978.26				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
January Carryover \$6,814.12				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
February Carryover \$6,028.46				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Total Food Service Sales				\$34,053.37	\$0.00	\$34,053.37	(2,936.01)	\$0.00	\$31,117.36	\$0.00			
Beetion 2A													
Food Service Burchages				Total Sales	Refunds	\$371.60	\$0.00	\$371.60	\$0.00	\$0.00	\$371.60	20070227164703	20070326200629
December Carryover -\$17.80				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Food Burchage Adjustments				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Total Food Service Burchages				\$371.60	\$0.00	\$371.60	0.00	\$0.00	\$0.00	\$0.00			
TOTALS				\$34,424.97	0.00	\$34,424.97	0.00	\$0.00	\$31,117.36	\$0.00			
SALES - (B-3) Beetion - 3													
Ships Store # 1	02/26/2007 04:54:14	03/19/2007 04:56:33		Total Sales	Refunds	\$36,709.10	\$0.00	\$36,709.10	\$36,036.60	\$0.00	\$36,036.60	20070226046416	20070319046633
Ships Store # 2	02/26/2007 04:54:44	03/19/2007 04:57:21		\$18,428.36	\$2.90	\$18,428.46	\$0.00	\$18,428.46	\$18,428.46	\$0.00	\$18,428.46	20070226046446	20070319046721
January Carryover -\$628.80				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
February Carryover -\$0.00				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Totals				\$54,137.46	\$2.90	\$54,140.36	\$27.60	\$54,112.76	\$54,465.06	\$0.00			
Beetion 3A													
Wanger Bay Sales (K22)				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Phone Card Sales	02/24/2007 23:21:22	03/21/2007 23:39:42		\$363.20	\$0.00	\$363.20	\$0.00	\$363.20	\$363.20	\$0.00	\$363.20	20070224231213	20070321233942
Adjustments				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Totals				\$363.20	\$0.00	\$363.20	0.00	\$363.20	\$363.20	\$0.00			
VENDING BODA: (Any Boda Cash Sales will not be included here)													
Beetion 8B													
Vending Boda # 1				Total Sales	Refunds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Vending Boda # 2	02/24/2007 21:08:03	03/21/2007 23:10:22		\$1,366.60	\$0.00	\$1,366.60	\$0.00	\$1,366.60	\$0.00	\$0.00	\$1,366.60	20070224210804	20070321231022
Vending Boda # 3	02/24/2007 21:03:23	03/21/2007 23:10:59		\$2,310.00	\$0.00	\$2,310.00	\$0.00	\$2,310.00	\$0.00	\$0.00	\$2,310.00	20070224210324	20070321231059
Vending Boda # 4	02/24/2007 20:58:52	03/21/2007 23:10:37		\$3,341.50	\$0.00	\$3,341.50	\$0.00	\$3,341.50	\$0.00	\$0.00	\$3,341.50	20070224205853	20070321231037
Vending Boda # 5	02/24/2007 23:14:32	03/21/2007 23:33:26		\$2,671.00	\$0.00	\$2,671.00	(\$9.00)	\$2,662.00	\$0.00	\$0.00	\$2,662.00	20070224231433	20070321233326
Vending Boda # 6	02/26/2007 21:07:29	03/18/2007 23:33:09		\$96.00	\$0.00	\$96.00	\$0.00	\$96.00	\$0.00	\$0.00	\$96.00	20070226210730	20070318233309
Vending Boda # 7	02/26/2007 09:40:29	03/21/2007 20:51:19		\$1,483.00	\$0.00	\$1,483.00	\$0.00	\$1,483.00	\$0.00	\$0.00	\$1,483.00	20070226094030	20070321205119
Vending Boda # 8	02/26/2007 20:20:36	03/22/2007 02:19:36		\$136.80	\$0.00	\$136.80	\$0.00	\$136.80	\$0.00	\$0.00	\$136.80	20070226202036	20070322021936
Vending Boda # 9	02/26/2007 01:18:34	03/22/2007 06:50:40		\$1,186.60	\$0.00	\$1,186.60	\$0.00	\$1,186.60	\$0.00	\$0.00	\$1,186.60	20070226011836	20070322065040
Vending Boda # 10	02/26/2007 01:20:02	03/21/2007 21:12:00		\$1,682.00	\$0.00	\$1,682.00	\$0.00	\$1,682.00	\$0.00	\$0.00	\$1,682.00	20070226012003	20070321211200
Vending Boda # 11	02/24/2007 21:46:26	03/22/2007 03:26:22		\$6,336.00	\$0.00	\$6,336.00	\$0.00	\$6,336.00	\$0.00	\$0.00	\$6,336.00	20070224214626	20070322032622
Vending Boda # 12				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Vending Boda # 13				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Vending Boda # 14				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Vending Boda # 15				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Vending Boda # 16				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
January Carryover -\$151.60				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
February Carryover \$61.60				carry over	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
TOTALS				\$23,442.90	\$0.00	\$23,442.90	(\$9.00)	\$23,433.90	\$23,433.90	\$0.00			
VENDING CANDY:													
Beetion 8C													
Vending Candy # 1				Sales	Refunds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00			
Vending Candy # 2	02/24/2007 21:12:17	03/21/2007 23:11:46		\$3,123.36	\$0.00	\$3,123.36	\$0.00	\$3,123.36	\$0.00	\$0.00	\$3,123.36	20070224211218	20070321231146
Vending Candy # 3	02/24/2007 23:21:22	03/21/2007 23:11:29		\$1,730.36	\$0.00	\$1,730.36	12.76	\$1,743.12	\$0.00	\$0.00	\$1,743.12	20070224212283	20070321231129
Vending Candy # 4				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Vending Candy # 5				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Vending Candy # 6				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Vending Candy # 7				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Vending Candy # 8				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Vending Candy # 9				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
Vending Candy # 10				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
February Carryover -\$12.76				\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		
TOTALS				\$4,853.72	0.00	\$4,853.72	12.76	\$4,866.48	\$4,866.48	\$0.00			

Figure 1. End-of-Month Spreadsheet Part 1

Working Draft

Section 4A STRIP Navy Cash™ Net Totals Summary		TOTALS
Disbursing Navy Cash™ Transactions Summary		
Total Disbursing Activity - Cash to Strip is Greater than Strip to Cash		\$20,875.19
Total Disbursing Activity - Strip to Cash is Greater than Cash to Strip		\$0.00
Total Disbursing Chip Transactions		\$20,875.19
Section 4B CHIP Navy Cash™ Net Totals Summary		
Disbursing Navy Cash™ Transactions Summary		
TOTALS		
Total Disbursing Activity - Cash to Chip is Greater than Chip to Cash		\$20,875.19
Total Disbursing Activity - Chip to Cash is Greater than Cash to Chip		\$0.00
Total Disbursing Chip Transactions		\$20,875.19
TOTALS		
Total Foreign Concessionaires Sales		\$0.00
Total Profit Received from Foreign Concessionaires		\$0.00
Total Pace College Tuition		\$0.00
Total Pace Book Sales		\$0.00
Total Husbanding Agent Sales - Foreign Money Exchange		\$0.00
Adjustments		\$0.00
Total Concessionaires Reimbursed by Disbursing Officer		\$0.00
Food Service Navy Cash™ Transactions Summary		
Total Food Service Sales		\$34,053.37
Total Food Surcharges		\$371.50
Grand Total Food Service		\$34,424.87
Sales Navy Cash™ Transactions Summary		
Total Ship Store Sales		\$54,134.55
Total Hospital Bldg + Phone Card Sales		\$353.23
Total Vending - Soda Sales		\$20,448.03
Total Vending Candy Total Sales		\$4,853.70
Grand Total Sales		\$79,790.45
TOTAL VARIANCES SUMMARY		
Chip Total Variances		(\$2,326.26)
Strip Total Variances		\$875.19

Section 5A Schedule of CHIP Deposit Activity				
Navy Cash™ Transactions	DD 215 Number	SF 5515 Number	Date Prepared	Amount
Disbursing Cash-Chip is > Chip-Cash		50298	26-Mar-07	\$20,875.19
Disbursing Chip-Cash is > Cash-Chip				\$0.00
Disbursing - Concessionaires Reimbursed				\$0.00
Food Service Sales Totals	508536		26-Mar-07	\$34,053.37
Food Surcharges Total	508536		26-Mar-07	\$371.50
Sales Totals	508536		26-Mar-07	\$79,790.45
Post All Debit and Deposit Voucher Totals in your DD 2667 and SF 1219 line 4.2A				

FOR NAVY CASH™ PROOF USE ONLY (CHIP)			
SF 215	508535	26-Mar-07	(\$34,053.37)
SF 215	508536	26-Mar-07	(\$371.00)
SF 215	508538	26-Mar-07	(\$79,799.45)
SF 215			
SF 215			
SF 5515	50298	26-Mar-07	\$20,875.19
NET DEBIT/CREDIT TO DDA			

Adjustments 0425/07 FOR NAVY CASH™ PROOF USE ONLY (CHIP)			
SF 215			
SF 215	508536	26-Mar-07	(\$371.50)
SF 215			
SF 215			
SF 5515	508536	26-Mar-07	\$371.00
NET DEBIT/CREDIT TO DDA			

Section 5B Schedule of STRIP Deposit Activity				
Navy Cash™ Transactions	DD 215 Number	SF 5515 Number	Date Prepared	Amount
Disbursing Cash-Chip is > Chip-Cash		50298	26-Mar-07	\$20,875.19
Disbursing Chip-Cash is > Cash-Chip				\$0.00
Disbursing Totals				\$20,875.19
Post All Debit and Deposit Voucher Totals in your DD 2667 and SF 1219 line 4.2A				

FOR NAVY CASH™ PROOF USE ONLY (STRIP)			
SF 215			
SF 5515			
NET DEBIT/CREDIT TO DDA			

Adjustments XXXX/XX FOR NAVY CASH™ PROOF USE ONLY (STRIP)			
SF 215			
SF 5515			
NET DEBIT/CREDIT TO DDA			

Figure 1. End-of-Month Spreadsheet Part 2

Working Draft

e. Prior to preparing the 215s/5515s, the Disbursing Officer will fill out the disbursing related fields in the Navy Cash EOM spreadsheet and send it as an e-mail attachment to the TFA (“to” navycashfin@ezpaymt.com), using the format in Figure 1, End-of-Month Spreadsheet. *(The navycashfin@ezpaymt.com e-mail address should be used only for e-mails related to EOM. Any other e-mails from the disbursing office or shipboard merchants should be sent to navycashcenter@ezpaymt.com. Cardholder e-mails should be sent to navycash@ezpaymet.com.)*

f. The TFA will confirm the figures for the month and send back the spreadsheet, indicating that the figures match or do not match. The TFA will use the columns on the right side of the spreadsheet to list the Navy Cash shore figures. If the figures do not match, the TFA will contact the Disbursing Officer and work with him or her to resolve the discrepancies.

g. When all discrepancies have been resolved, the Disbursing Officer will fill in the “Deposit Activity” blocks (voucher number and date) in the lower left corner of the EOM spreadsheet and send it as an e-mail attachment to the TFA. They will confirm the figures for the month and send back the spreadsheet, indicating that the figures match or do not match. the TFA will use the columns on the right side of the spreadsheet to list the Navy Cash shore figures. If the figures do not match, the TFA will contact the Disbursing Officer and work with him or her to resolve the discrepancies.

h. When all discrepancies have been resolved, the TFA will enter the figures into the CashLink system. The transactions are confirmed as soon as they are entered into CashLink. The Disbursing Officer will use these figures to prepare the hard copy SF 215 Deposit Tickets and SF 5515 Debit Vouchers and to submit the SF 1219 in accordance with existing procedures. DFAS will later use CashLink to compare the SF-215/5515 numbers to the SF 1219 numbers.

i. For ease of tracking and identification, use the pre-assigned numbers from the corresponding hard-copy SF 215 Deposit Tickets and SF 5515 Debit Vouchers when filling out the EOM spreadsheet.

j. SF 215 Deposit Ticket. When preparing the hard copy SF 215, use the next numbered voucher in sequence and prepare the voucher as follows (see Figure 3, Example of Standard Form (SF) 215 Deposit Ticket).

(1) Block 2: Enter date electronic SF 215/5515 e-mailed to the TFA.

(2) Block 7: Enter a two digit identifier from the following numbering scheme to identify the origin of the deposit. *Note: If the amount is positive, an SF 215 will be created, and, if the amount is negative, an SF 5515 will be generated.*

00 = All cash to chip transactions

If the Safe Cash Balance is a negative prepare an SF 215

If the Safe Cash Balance is a positive prepare an SF 5515

01 = Ship’s Store collections to the NWCF

02 = Ship’s Store collections to the SSPN account

03 = Food Service collections to the SIK account (Sales)

04 = Food Service collections to the SIK account (Surcharges)

05 – 99 are reserved for future use.

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(3) Block 9: Enter “NAVY CASH ELECTRONIC FUNDS” and your ship’s name, for example, USS NEVERSAIL (DDG 10).

(4) **Do not mail the SF 215.** The original SF 215 will be placed in the retained returns, and a copy will be placed in the monthly returns.

STANDARD FORM 215 (REV. 5-90) PRESCRIBED BY DEPT. OF TREASURY 1 TFM 5-3060 215-103		DEPOSIT TICKET		DEPARTMENT OF THE TREASURY FINANCIAL MANAGEMENT SERVICE NSN 7540-01-019-8452	
DEPOSIT NUMBER	DATE PRESENTED OR MAILED TO BANK M M O D Y Y	6-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)	AMOUNT		
(1) 692386	(2) 0 3 2 8 0 3	(3) 8782	(4) 23,994.90		
<small>SINGLE SPACE ALL ENTRIES ON THIS LINE USE NORMAL PUNCTUATION—UNIT & SIGN</small>					
(6) AGENCY USE			(7) NAME AND ADDRESS OF DEPOSITARY		
NAVY CASH ELECTRONIC FUNDS USS NEVERSALE DDG 10			01 = SHIP STORE (NWCF) <small>WE CERTIFY THAT THE ABOVE AMOUNT HAS BEEN RECEIVED FOR DEPOSIT IN THE ACCOUNT OF THE U.S. TREASURY ON THE DATE SHOWN SUBJECT TO ACCEPTANCE OF APPLICABLE ITEMS INCLUDED THEREIN.</small>		
(8) DEPOSITOR'S TITLE, DEPARTMENT OR AGENCY AND ADDRESS DEPOSITOR FORWARD THIS DOCUMENT WITH STATEMENT OR TRANSCRIPT OF THE U.S. TREASURY ACCOUNT OF THE SAME DATE			AUTHORIZED SIGNATURE		CONFIRMED DATE
			ORIGINAL		

Figure 3. Example of Standard Form (SF) 215 Deposit Ticket

k. SF 5515 Debit Voucher. When preparing the hard copy SF 5515, use the next numbered voucher in sequence and prepare the voucher as follows (see Figure 4, Example of Standard Form (SF) 5515 Debit Voucher).

(1) Block 2: Enter date electronic SF 215/5515 e-mailed to the TFA.

(2) Block 7: Enter a two digit identifier from the following numbering scheme to identify the origin of the debit. *Note: If the amount is positive, an SF 215 will be created, and, if the amount is negative, an SF 5515 will be generated.*

00 = All cash to chip transactions

If the Safe Cash Balance is a negative prepare an SF 215

If the Safe Cash Balance is a positive prepare an SF 5515

01 = Ship’s Store collections to the NWCF

02 = Ship’s Store collections to the SSPN account

03 = Food Service collections to the SIK account (Sales)

Working Draft

04 = Food Service collections to the SIK account (Surcharges)

05 – 99 are reserved for future use.

(3) Block 9: Enter “NAVY CASH ELECTRONIC FUNDS” and your ship’s name, for example, USS NEVERSAIL (DDG 10).

(4) **Do not mail** the original hard copy SF 5515 unless told to do so. The original SF 215 will be placed in the retained returns, and a copy will be placed in the monthly returns.

STANDARD FORM 5515 (Rev. 5-81) PRESCRIBED BY DEPT. OF THE TREASURY TYPE 5-800		DEBIT VOUCHER		DEPARTMENT OF THE TREASURY FINANCIAL MANAGEMENT SERVICE	
VOUCHER NUMBER	DATE PRESENTED OR MAILED TO BANK (MM/DD/YY)	BUDGET OR CREDIT AGENCY LOCATION CODE (ALC)	AMOUNT	SINGLE SPACE ALL ENTRIES ON THIS LINE USE NORMAL PUNCTUATION OMIT \$ SIGN	
(1) 30557	(2) 03-28-03	(3) 00008782	(4) 18,353.85		
(5) <input type="checkbox"/> UNCOLLECTIBLE ITEM	(6) DEPOSITARY USE				
<input checked="" type="checkbox"/> OTHER (Explain in Block 9)					
NAVY CASH ELECTRONIC FUNDS USS NEVERSALE DDG-10			7) NAME AND ADDRESS OF DEPOSITARY 00 = CASH TO CHIP TRANSACTIONS		
8) DEPOSITARY'S TITLE, DEPARTMENT OR AGENCY AND ADDRESS DEPOSITARY FORWARD THIS DOCUMENT WITH STATEMENT OR TRANSCRIPT OF THE U.S. TREASURY ACCOUNT OF THE SAME DATE			9) I CERTIFY THAT THE ABOVE AMOUNT HAS BEEN DEBITED TO THE ACCOUNT OF THE TREASURY ON THE DATE SHOWN. UNCOLLECTIBLE ITEMS HAVE BEEN RETURNED TO THE DEPOSITOR OR APPROPRIATE NOTICE GIVEN.		
			AUTHORIZED SIGNATURE		
			ORIGINAL		

Figure 4. Example of Standard Form (SF) 5515 Debit Voucher

l. The same procedure should be repeated for sales to the General Mess, Hangar Bay Sales (used for flower sales), Foreign Concessionaire, Husbanding Agent, and any other miscellaneous collections for the month. All entries to the DD 2657 will be made as prescribed above, and the appropriate collection voucher would be used, for example, NS 1359, Monthly General Mess Summary Document.

m. Personal checks that are exchanged for electronic credit on the Navy Cash card will be treated the same as cash. The transactions will be recorded as “CASH” on the Navy Cash Server AND on the Daily Cash Transaction Ledger. The Daily Cash Transaction Ledger will be kept in the safe. These checks should be deposited and reported in accordance with the DODFMR Vol.5.

n. To reset the Safe Bank Transactions functionality for the next month’s reports, the Disbursing Officer will zero out the Disbursing Accountability Summary Report (DASR) starting balance by entering a “Deposit To Bank” transaction type for the total amount being carried on the DASR at the end of the month. This action shall be done in accordance with paragraph 8.4.27, Safe Bank Transactions.

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8.10 Sample Disbursing Forms

8.10.1 DD 2657, Daily Statement of Accountability

March 26, 2001:

- 1) Cash to Chip transactions totaling \$300.00 for the day
 - a) Line 6.2A increases by \$300
 - b) Line 6.9 decreases by \$300
- 2) Note that overall accountability does not change – cash justified by Navy Cash server report

March 27, 2001:

- 1) Chip to Cash transactions totaling \$200.00 for the day
 - a) Line 6.2A decreases by \$200
 - b) Line 6.9 increases by \$200
- 2) Note that overall accountability does not change – cash justified by Navy Cash server report

March 28, 2001:

- 1) Ex-Cash check cut to money exchange personnel in foreign port for \$200
 - a) Line 2.1B increase by \$200
 - b) Line 4.2A increase by \$200
 - c) Serial number issued to deposit in accordance with paragraph 8.9.j

March 31, 2001:

- 1) End of Month collections done from Ship Store and General Mess
 - a) Ship store turns in collection for \$600
 - b) General Mess turns in collection for \$200
 - c) Line 4.1E increased by \$800
 - d) Line 4.2A increased by \$800
 - e) Serial number issued to deposit in accordance with paragraph 8.9.j
- 2) Chip transactions zeroed out and funds reported
 - a) Line 6.9 increased \$100
 - b) Line 4.2A decreased by \$100
 - c) Serial number issued to deposit in accordance with paragraph 8.9.j
 - d) Note that overall accountability is updated for the month

Working Draft

SAMPLE DD 2657 DATED 26 MAR 01

DAILY STATEMENT OF ACCOUNTABILITY

DSSN
5555

DATE
010326

SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY

a. LINE	b. DESCRIPTION	c. TODAY	d. MONTH-TO-DATE
1.0	ACCOUNTABILITY - Beginning of Day	1000.00	1000.00
2.1A	CHECKS ISSUED IN PAYMENT OF VOUCHERS	0.00	0.00
2.1B	CHECKS ISSUED - ALL OTHERS	0.00	0.00
2.3	OTHER TRANSACTIONS (Do not report on SF 1219)	0.00	0.00
2.34	DISCREPANCIES IN DO ACCOUNT - CREDITS (Do not use)		
2.36	PAYMENTS BY ANOTHER DO (Do not use)		
2.37	TRANSFERS FROM OTHER DOs	0.00	0.00
2.8	OPAC PAYMENTS AND COLLECTIONS	0.00	0.00
2.9	TOTAL ACCOUNTABILITY INCREASES	0.00	0.00
3.0	GROSS ACCOUNTABILITY	1000.00	1000.00
4.1A	Gross Disbursements	0.00	0.00
4.1B	Less - Refunds	0.00	0.00
4.1C	Net Disbursements	0.00	0.00
4.1D	Less - Receipts	0.00	0.00
4.1E	Less - Reimbursements	0.00	0.00
4.1F	NET EXPENDITURES	0.00	0.00
4.2A	DEPOSITS PRESENTED OR MAILED TO BANK	0.00	0.00
4.2B	EFT DEBIT VOUCHERS	0.00	0.00
4.3	OTHER TRANSACTIONS (Do not report on SF 1219)	0.00	0.00
4.34	DISCREPANCIES IN DO ACCOUNT - DEBITS (Do not use)		
4.36	PAYMENTS FOR OTHER DOs (Do not use)		
4.37	TRANSFERS TO OTHER DOs	0.00	0.00
4.9	TOTAL ACCOUNTABILITY DECREASES	0.00	0.00
5.0	ACCOUNTABILITY - End of Day	1000.00	1000.00

SECTION II - DISTRIBUTION OF ACCOUNTABILITY - INCUMBENT DO

a. LINE	b. DESCRIPTION	DAILY INCREASE	DAILY DECREASE	MONTH-TO-DATE
6.1	DESIGNATED DEPOSITARY	0.00	0.00	0.00
6.2A	U.S. CURRENCY/COINAGE ON HAND	300.00	0.00	1300.00
6.2B	FRGN CRRCY/CHNGE ON HAND	0.00	0.00	0.00
6.3A	UNDEPOSITED COLLECTIONS - GENERAL	0.00	0.00	0.00
6.3B	OTHER UNDEPOSITED INSTRUMENTS ON HAND	0.00	0.00	0.00
6.4	CUSTODY OR CONTINGENCY CASH	0.00	0.00	0.00
6.5	FUNDS WITH AGENTS	0.00	0.00	0.00
6.6	ADVANCES TO CONTRACTORS	0.00	0.00	0.00
6.7	CASH IN TRANSIT	0.00	0.00	0.00
6.8	PAYROLL CASH	0.00	0.00	0.00
6.9	OTHER	0.00	300.00	-300.00
7.1	DEFERRED VOUCHERS	0.00	0.00	0.00
7.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS	0.00	0.00	0.00
7.2B	ACCOUNTS RECEIVABLE - OTHER	0.00	0.00	0.00
7.3	LOSS OF FUNDS	0.00	0.00	0.00
7.4	DISHONORED CHECKS RECEIVABLE	0.00	0.00	0.00
7.5				
7.6				
7.7				
8.0	TOTAL INCUMBENT DO ACCOUNTABILITY	300.00	300.00	1000.00

SECTION III - DISTRIBUTION OF ACCOUNTABILITY - PREDECESSOR DOs

a. LINE	b. DESCRIPTION	DAILY INCREASE	DAILY DECREASE	MONTH-TO-DATE
9.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS	0.00	0.00	0.00
9.2B	ACCOUNTS RECEIVABLE - OTHER	0.00	0.00	0.00
9.3	LOSS OF FUNDS	0.00	0.00	0.00
9.4	OTHER	0.00	0.00	0.00
10.0	TOTAL PREDECESSOR DO's ACCOUNTABILITY	0.00	0.00	0.00

SECTION IV - DISTRIBUTION OF ACCOUNTABILITY - COMBINED

a. LINE	b. DESCRIPTION	DAILY INCREASE	DAILY DECREASE	MONTH-TO-DATE
11.0	TOTAL DSSN ACCOUNTABILITY	300.00	300.00	1000.00

3. DISBURSING OFFICER NAME, RANK OR GRADE, TITLE	4. DISBURSING OFFICER OR DEPUTY SIGNATURE	5. DATE
FRED UMIDS		

DD Form 2657

Working Draft

SAMPLE DD 2657 DATED 27 MAR 01

DAILY STATEMENT OF ACCOUNTABILITY

DSSN
5555

DATE
010327

SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY

a.LINE	b.DESCRPTION	c.TODAY	d.MONTH-TO-DATE
1.0	ACCOUNTABILITY - Beginning of Day	1000.00	1000.00
2.1A	CHECKS ISSUED IN PAYMENT OF VOUCHERS	0.00	0.00
2.1B	CHECKS ISSUED - ALL OTHERS	0.00	0.00
2.3	OTHER TRANSACTIONS (Do not report on SF 1219)	0.00	0.00
2.34	DISCREPANCIES IN DO ACCOUNT - CREDITS (Do not use)		
2.36	PAYMENTS BY ANOTHER DO (Do not use)		
2.37	TRANSFERS FROM OTHER DOs	0.00	0.00
2.8	OPAC PAYMENTS AND COLLECTIONS	0.00	0.00
2.9	TOTAL ACCOUNTABILITY INCREASES	0.00	0.00
3.0	GROSS ACCOUNTABILITY	1000.00	1000.00
4.1A	Gross Disbursements	0.00	0.00
4.1B	Less - Refunds	0.00	0.00
4.1C	Net Disbursements	0.00	0.00
4.1D	Less - Receipts	0.00	0.00
4.1E	Less - Reimbursements	0.00	0.00
4.1F	NET EXPENDITURES	0.00	0.00
4.2A	DEPOSITS PRESENTED OR MAILED TO BANK	0.00	0.00
4.2B	EFT DEBIT VOUCHERS	0.00	0.00
4.3	OTHER TRANSACTIONS (Do not report on SF 1219)	0.00	0.00
4.34	DISCREPANCIES IN DO ACCOUNT - DEBITS (Do not use)		
4.36	PAYMENTS FOR OTHER DOs (Do not use)		
4.37	TRANSFERS TO OTHER DOs	0.00	0.00
4.9	TOTAL ACCOUNTABILITY DECREASES	0.00	0.00
5.0	ACCOUNTABILITY - End of Day	1000.00	1000.00

SECTION II - DISTRIBUTION OF ACCOUNTABILITY - INCUMBENT DO

a.LINE	b.DESCRPTION	DAILY INCREASE	DAILY DECREASE	MONTH-TO-DATE
6.1	DESIGNATED DEPOSITARY	0.00	0.00	0.00
6.2A	U.S. CURRENCY/COINAGE ON HAND	0.00	200.00	1100.00
6.2B	FRGN CRRCY/CHNGE ON HAND	0.00	0.00	0.00
6.3A	UNDEPOSITED COLLECTIONS - GENERAL	0.00	0.00	0.00
6.3B	OTHER UNDEPOSITED INSTRUMENTS ON HAND	0.00	0.00	0.00
6.4	CUSTODY OR CONTINGENCY CASH	0.00	0.00	0.00
6.5	FUNDS WITH AGENTS	0.00	0.00	0.00
6.6	ADVANCES TO CONTRACTORS	0.00	0.00	0.00
6.7	CASH IN TRANSIT	0.00	0.00	0.00
6.8	PAYROLL CASH	0.00	0.00	0.00
6.9	OTHER	200.00	0.00	-100.00
7.1	DEFERRED VOUCHERS	0.00	0.00	0.00
7.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS	0.00	0.00	0.00
7.2B	ACCOUNTS RECEIVABLE - OTHER	0.00	0.00	0.00
7.3	LOSS OF FUNDS	0.00	0.00	0.00
7.4	DISHONORED CHECKS RECEIVABLE	0.00	0.00	0.00
7.5				
7.6				
7.7				
8.0	TOTAL INCUMBENT DO ACCOUNTABILITY	200.00	200.00	1000.00

SECTION III - DISTRIBUTION OF ACCOUNTABILITY - PREDECESSOR DOs

9.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS	0.00	0.00	0.00
9.2B	ACCOUNTS RECEIVABLE - OTHER	0.00	0.00	0.00
9.3	LOSS OF FUNDS	0.00	0.00	0.00
9.4	OTHER	0.00	0.00	0.00
10.0	TOTAL PREDECESSOR DO's ACCOUNTABILITY	0.00	0.00	0.00

SECTION IV - DISTRIBUTION OF ACCOUNTABILITY - COMBINED

11.0	TOTAL DSSN ACCOUNTABILITY	200.00	200.00	1000.00
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3. DISBURSING OFFICER NAME, RANK OR GRADE, TITLE	4. DISBURSING OFFICER OR DEPUTY SIGNATURE	5. DATE
FRED UMIDS		

DD Form 2657

Working Draft

SAMPLE DD 2657 DATED 28 MAR 01

DAILY STATEMENT OF ACCOUNTABILITY

DSSN
5555

DATE
010328

SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY

a.LINE	b.DESCRPTION	c.TODAY	d.MONTH-TO-DATE
1.0	ACCOUNTABILITY - Beginning of Day	1000.00	1000.00
2.1A	CHECKS ISSUED IN PAYMENT OF VOUCHERS	0.00	0.00
2.1B	CHECKS ISSUED - ALL OTHERS	200.00	200.00
2.3	OTHER TRANSACTIONS (Do not report on SF 1219)	0.00	0.00
2.34	DISCREPANCIES IN DO ACCOUNT - CREDITS (Do not use)		
2.36	PAYMENTS BY ANOTHER DO (Do not use)		
2.37	TRANSFERS FROM OTHER DOs	0.00	0.00
2.8	OPAC PAYMENTS AND COLLECTIONS	0.00	0.00
2.9	TOTAL ACCOUNTABILITY INCREASES	200.00	200.00
3.0	GROSS ACCOUNTABILITY	1200.00	1200.00
4.1A	Gross Disbursements	0.00	0.00
4.1B	Less - Refunds	0.00	0.00
4.1C	Net Disbursements	0.00	0.00
4.1D	Less - Receipts	0.00	0.00
4.1E	Less - Reimbursements	0.00	0.00
4.1F	NET EXPENDITURES	0.00	0.00
4.2A	DEPOSITS PRESENTED OR MAILED TO BANK	200.00	200.00
4.2B	EFT DEBIT VOUCHERS	0.00	0.00
4.3	OTHER TRANSACTIONS (Do not report on SF 1219)	0.00	0.00
4.34	DISCREPANCIES IN DO ACCOUNT - DEBITS (Do not use)		
4.36	PAYMENTS FOR OTHER DOs (Do not use)		
4.37	TRANSFERS TO OTHER DOs	0.00	0.00
4.9	TOTAL ACCOUNTABILITY DECREASES	200.00	200.00
5.0	ACCOUNTABILITY - End of Day	1000.00	1000.00

SECTION II - DISTRIBUTION OF ACCOUNTABILITY - INCUMBENT DO

a.LINE	b.DESCRPTION	DAILY INCREASE	DAILY DECREASE	MONTH-TO-DATE
6.1	DESIGNATED DEPOSITARY	0.00	0.00	0.00
6.2A	U.S. CURRENCY/COINAGE ON HAND	0.00	0.00	1100.00
6.2B	FRGN CRRCY/CHNGE ON HAND	0.00	0.00	0.00
6.3A	UNDEPOSITED COLLECTIONS - GENERAL	0.00	0.00	0.00
6.3B	OTHER UNDEPOSITED INSTRUMENTS ON HAND	0.00	0.00	0.00
6.4	CUSTODY OR CONTINGENCY CASH	0.00	0.00	0.00
6.5	FUNDS WITH AGENTS	0.00	0.00	0.00
6.6	ADVANCES TO CONTRACTORS	0.00	0.00	0.00
6.7	CASH IN TRANSIT	0.00	0.00	0.00
6.8	PAYROLL CASH	0.00	0.00	0.00
6.9	OTHER	0.00	0.00	-100.00
7.1	DEFERRED VOUCHERS	0.00	0.00	0.00
7.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS	0.00	0.00	0.00
7.2B	ACCOUNTS RECEIVABLE - OTHER	0.00	0.00	0.00
7.3	LOSS OF FUNDS	0.00	0.00	0.00
7.4	DISHONORED CHECKS RECEIVABLE	0.00	0.00	0.00
7.5				
7.6				
7.7				
8.0	TOTAL INCUMBENT DO ACCOUNTABILITY	0.00	0.00	1000.00

SECTION III - DISTRIBUTION OF ACCOUNTABILITY - PREDECESSOR DOs

9.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS	0.00	0.00	0.00
9.2B	ACCOUNTS RECEIVABLE - OTHER	0.00	0.00	0.00
9.3	LOSS OF FUNDS	0.00	0.00	0.00
9.4	OTHER	0.00	0.00	0.00
10.0	TOTAL PREDECESSOR DO's ACCOUNTABILITY	0.00	0.00	0.00

SECTION IV - DISTRIBUTION OF ACCOUNTABILITY - COMBINED

11.0	TOTAL DSSN ACCOUNTABILITY	0.00	0.00	1000.00
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3. DISBURSING OFFICER NAME, RANK OR GRADE, TITLE	4.DISBURSING OFFICER OR DEPUTY SIGNATURE	5.DATE
FRED UMIDS		

DD Form 2657

Working Draft

SAMPLE DD 2657 DATED 31 MAR 01

DAILY STATEMENT OF ACCOUNTABILITY

DSSN
5555

DATE
010331

SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY

a.LINE	b.DESCRPTION	c.TODAY	d.MONTH-TO-DATE
1.0	ACCOUNTABILITY - Beginning of Day	1000.00	1000.00
2.1A	CHECKS ISSUED IN PAYMENT OF VOUCHERS	0.00	0.00
2.1B	CHECKS ISSUED - ALL OTHERS	0.00	200.00
2.3	OTHER TRANSACTIONS (Do not report on SF 1219)	0.00	0.00
2.34	DISCREPANCIES IN DO ACCOUNT - CREDITS (Do not use)		
2.36	PAYMENTS BY ANOTHER DO (Do not use)		
2.37	TRANSFERS FROM OTHER DOs	0.00	0.00
2.8	OPAC PAYMENTS AND COLLECTIONS	0.00	0.00
2.9	TOTAL ACCOUNTABILITY INCREASES	0.00	200.00
3.0	GROSS ACCOUNTABILITY	1000.00	1200.00
4.1A	Gross Disbursements	0.00	0.00
4.1B	Less - Refunds	0.00	0.00
4.1C	Net Disbursements	0.00	0.00
4.1D	Less - Receipts	0.00	0.00
4.1E	Less - Reimbursements	800.00	800.00
4.1F	NET EXPENDITURES	-800.00	-800.00
4.2A	DEPOSITS PRESENTED OR MAILED TO BANK	700.00	900.00
4.2B	EFT DEBIT VOUCHERS	0.00	0.00
4.3	OTHER TRANSACTIONS (Do not report on SF 1219)	0.00	0.00
4.34	DISCREPANCIES IN DO ACCOUNT - DEBITS (Do not use)		
4.36	PAYMENTS FOR OTHER DOs (Do not use)		
4.37	TRANSFERS TO OTHER DOs	0.00	0.00
4.9	TOTAL ACCOUNTABILITY DECREASES	-100.00	100.00
5.0	ACCOUNTABILITY - End of Day	1100.00	1100.00

SECTION II - DISTRIBUTION OF ACCOUNTABILITY - INCUMBENT DO

a.LINE	b.DESCRPTION	DAILY INCREASE	DAILY DECREASE	MONTH-TO-DATE
6.1	DESIGNATED DEPOSITARY	0.00	0.00	0.00
6.2A	U.S. CURRENCY/COINAGE ON HAND	0.00	0.00	1100.00
6.2B	FRGN CRRCY/CHNGE ON HAND	0.00	0.00	0.00
6.3A	UNDEPOSITED COLLECTIONS - GENERAL	0.00	0.00	0.00
6.3B	OTHER UNDEPOSITED INSTRUMENTS ON HAND	0.00	0.00	0.00
6.4	CUSTODY OR CONTINGENCY CASH	0.00	0.00	0.00
6.5	FUNDS WITH AGENTS	0.00	0.00	0.00
6.6	ADVANCES TO CONTRACTORS	0.00	0.00	0.00
6.7	CASH IN TRANSIT	0.00	0.00	0.00
6.8	PAYROLL CASH	0.00	0.00	0.00
6.9	OTHER	100.00	0.00	0.00
7.1	DEFERRED VOUCHERS	0.00	0.00	0.00
7.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS	0.00	0.00	0.00
7.2B	ACCOUNTS RECEIVABLE - OTHER	0.00	0.00	0.00
7.3	LOSS OF FUNDS	0.00	0.00	0.00
7.4	DISHONORED CHECKS RECEIVABLE	0.00	0.00	0.00
7.5				
7.6				
7.7				
8.0	TOTAL INCUMBENT DO ACCOUNTABILITY	100.00	0.00	1100.00

SECTION III - DISTRIBUTION OF ACCOUNTABILITY - PREDECESSOR DOs

9.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS	0.00	0.00	0.00
9.2B	ACCOUNTS RECEIVABLE - OTHER	0.00	0.00	0.00
9.3	LOSS OF FUNDS	0.00	0.00	0.00
9.4	OTHER	0.00	0.00	0.00
10.0	TOTAL PREDECESSOR DO's ACCOUNTABILITY	0.00	0.00	0.00

SECTION IV - DISTRIBUTION OF ACCOUNTABILITY - COMBINED

11.0	TOTAL DSSN ACCOUNTABILITY	100.00	0.00	1100.00
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3. DISBURSING OFFICER NAME, RANK OR GRADE, TITLE	4.DISBURSING OFFICER OR DEPUTY SIGNATURE	5.DATE
FRED UMIDS		

DD Form 2657

Working Draft

8.10.2 Schedule of Deposit Activity (SODA)

Deposits Reported and Confirmed This Month:

NOTE: By virtue of the CashLink system, all Navy Cash deposits are confirmed as they are created. Therefore they will all be reported under section 20.1 of the SODA. In addition, there is no need to have the hard copy SF 215/5515 since these deposits are already confirmed.

- a. On 3/28/01, deposit of \$200 reported to voucher the ex-cash check cut for the exchange of foreign currency. Serial number 108790 issued in accordance with paragraph 8.9.j.
- b. On 3/31/01, deposits from the General Mess and Ship's Store are reported for \$200 and \$600 respectively. Serial numbers 109003 and 100901 issued in accordance with paragraph 8.9.j.
- c. On 3/31/01, Navy Cash Chip transactions reported as a negative deposit (SF 5515). Serial number 109000 issued in accordance with paragraph 8.9.k.

Working Draft

SAMPLE SCHEDULE OF DEPOSIT ACTIVITY

PAGE 1

SCHEDULE OF DEPOSIT ACTIVITY

ORGANIZATION: USS NAVYCASH
 LOCATION: NS SAN DIEGO
 DSSN: 5555 DO: FRED UMIDS PERIOD OF REPORT: JAN 2003

20.0 DEPOSITS OR DEBIT VOUCHERS REPORTED THIS MONTH

20.1 REPORTED THIS MONTH OR CONFIRMED THIS MONTH OR EARLIER
 {CONFIRMATION COPY IS ENCLOSED HEREWITH}

DEPOSIT NO./ DEBIT VOUCHER NO.	DATE PRESENTED OR MAILED YYMMDD	DATE CONFIRMED YYMMDD	AMOUNT
109000	010331	010331	-100.00
109001	010331	010331	600.00
109003	010331	010331	200.00
108790	010328	010328	200.00

20.1 NET OF 20.1 ITEMS 900.00
 20.2 DEPOSITS REPORTED THIS MONTH BUT UNCONFIRMED

DEPOSIT NUMBER	DATE PRESENTED OR MAILED YYMMDD	AMOUNT
-------------------	---------------------------------------	--------

20.2 TOTAL OF 20.2 ITEMS 0.00
 20.0 TOTAL REPORTED THIS MO. (20.1 + 20.2) (ENTER ON LINE 4.2) 900.00

 30.0 TOTAL UNCONFIRMED DEPOSITS BF (LINE 34.0 PREVIOUS MONTH) 0.00
 31.0 DEPOSITS REPORTED PREVIOUS MONTHS
 {CONFIRMATION COPY IS ENCLOSED HEREWITH}

DEPOSIT NUMBER	DATE PRESENTED OR MAILED YYMMDD	DATE CONFIRMED YYMMDD	AMOUNT
-------------------	---------------------------------------	-----------------------------	--------

*** Continued on next page ***

Working Draft

SAMPLE SCHEDULE OF DEPOSIT ACTIVITY

PAGE 2

SCHEDULE OF DEPOSIT ACTIVITY

ORGANIZATION: USS NAVYCASH
 LOCATION: NS SAN DIEGO
 DSSN: 5555 DO: FRED UMIDS PERIOD OF REPORT: JAN 2003

20.0 DEPOSITS OR DEBIT VOUCHERS REPORTED THIS MONTH

20.1 REPORTED THIS MONTH OR CONFIRMED THIS MONTH OR EARLIER
 {CONFIRMATION COPY IS ENCLOSED HEREWITH}

DEPOSIT NO./ DEBIT VOUCHER NO.	DATE PRESENTED OR MAILED YYMMDD	DATE CONFIRMED YYMMDD	AMOUNT
109000	010331	010331	-100.00
109001	010331	010331	600.00
109003	010331	010331	200.00
108790	010328	010328	200.00

20.1 NET OF 20.1 ITEMS 900.00
 20.2 DEPOSITS REPORTED THIS MONTH BUT UNCONFIRMED

DEPOSIT NUMBER	DATE PRESENTED OR MAILED YYMMDD	AMOUNT
-------------------	---------------------------------------	--------

20.2 TOTAL OF 20.2 ITEMS 0.00
 20.0 TOTAL REPORTED THIS MO. (20.1 + 20.2) (ENTER ON LINE 4.2) 900.00

 30.0 TOTAL UNCONFIRMED DEPOSITS BF (LINE 34.0 PREVIOUS MONTH) 0.00
 31.0 DEPOSITS REPORTED PREVIOUS MONTHS
 {CONFIRMATION COPY IS ENCLOSED HEREWITH}

DEPOSIT NUMBER	DATE PRESENTED OR MAILED YYMMDD	DATE CONFIRMED YYMMDD	AMOUNT
-------------------	---------------------------------------	-----------------------------	--------

*** Continued on next page ***

Working Draft

8.10.3 SF 1219

- a. Once the DD 2657 has been closed out for month end reconciliation and the SODA has been updated, the SF 1219 can be closed out, all in accordance with paragraph 8.9.
- b. If the DD 2657, the SODA, and all collection data are entered correctly, the SF 1219 will run automatically in the UMIDS system
- c. The Ship's Store and General Mess collections, \$600 and \$200 respectively, are reported within UMIDS. They appear in section 2 of the 1219 automatically.
- d. All deposit data entered under the SODA function will automatically appear under Section II part B.

Working Draft

SAMPLE SF 1219

PAGE 1

FM DFAS CLEVELAND CENTER
TO DFAS OPLOC SAN DIEGO CA CODE FDAB
UNCLAS //N07200//
SUBJ: MSG RPT OF STMT OF ACCTBLTY AND DISB AND COLL//
SYMBOL 5555 DISBOFF FRED UMIDS
PERIOD OF ACCOUNT 01MAR01 THRU 31MAR01

SECTION I PART A

1.0	Total Accountability Beginning of Period		1000.00
2.1	Checks Issued on U.S. Treasury	200.00	
2.3	Other Transactions		
2.34	Discrepancies in D.O. Accounts - Credits	0.00	
2.36	Payments by Another D.O.	0.00	
2.37	Transfers from other Disbursing Officers	0.00	
2.8	OPAC Payments and Collections	0.00	
2.9	Total Increases in Accountability		200.00
3.0	Gross Accountability		1200.00
4.1	Net Disbursements	-800.00	
4.2	Deposits Presented or Mailed to Bank	900.00	
4.3	Other Transactions		
4.34	Discrepancies in D.O. Accounts - Debits	0.00	
4.36	Payments for Another D.O.	0.00	
4.37	Transfers to other Disbursing Officers	0.00	
4.9	Total Decreases in Accountability		100.00
5.0	Total Accountability Close of Period		1100.00

SECTION I PART B

6.1	Cash on Deposit in Designated Depository		0.00
6.2	Cash on Hand (0.00 Foreign Funds)		1100.00
6.3	Cash - Undeposited Collections		0.00
6.4	Custody or Contingency Cash		0.00
6.5	Cash in Custody of Gov. Cshrs (0.00 Frgn Funds)		0.00
6.6	Advances to Contractors		0.00
6.7	Cash in Transit (0.00 Frgn Funds)		0.00
6.8	Payroll Cash (0.00 Frgn Funds)		0.00
6.9	Other Cash Items		0.00
7.1	Deferred Chgs - Vouchered Items (0.00 Frgn Funds)		0.00
7.2	Receivables - Check Overdrafts		0.00
7.3	Losses of Funds		0.00
7.4	Receivables - Dishonored Checks		0.00
8.0	Total of My Accountability		1100.00

SECTION I PART C

9.2	Receivables - Check Overdrafts		0.00
9.3	Losses of Funds		0.00
9.4	Other Accountability		0.00
10.0	Total Predecessor Officers Accountability		0.00
11.0	Total Disbursing Office Accountability		1100.00

I CERTIFY THAT THIS IS A TRUE AND CORRECT STATEMENT OF ACCOUNTABILITY
FOR THE PERIOD STATED AT THE OFFICE REFERRED TO ABOVE.

FRED UMIDS
D.O. Name

216-555-1212
Phone Number

Working Draft

SAMPLE SF 1219

PAGE 2

SECTION II PART A

(1)	(2)	(3)	(4)	(5)
5555	200.00			200.00

SECTION II PART B

DT/DV	NUMBER	DOC DATE	DATE PRESENTED/ MAILED TO BANK	AMOUNT
DV	109000	010331	010331	-100.00
DT	109001	010331	010331	600.00
DT	109003	010331	010331	200.00
DT	108790	010328	010328	200.00
				900.00

2. DISBURSEMENTS AND COLLECTIONS:

CODE	APPRO/SUB	PROG ELE/ BUD PROJ	REIM SOURCE	AMOUNT
	DISBURSEMENTS TOTAL			0.00
7	97X4930.NC1A			600.00
7	1711453.2241			200.00
	COLLECTIONS TOTAL			800.00//

Working Draft

8.11 Navy Cash Quarterly Cash Verification Team

Ref: DODFMR Volume 5 Appendix A

8.11.1 Public Funds

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, Navy Cash 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 team will use the Navy Cash Ledger as well as the Disbursing Officer's Disbursing Accountability Reports to substantiate all funds being held on line 6.9 of the DD 2657. A sample Cash Verification Team Navy Cash Checklist is included at paragraph 8.15.24.

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.

8.11.2 Navy Cash Card Stock

All blank Navy Cash card stock shall be verified by count against the Issue Log, and the audit will be documented as the next entry in the Issue Log.

8.12 Navy Cash Equipment Checklist

A sample Navy Cash Equipment Checklist is included at Appendix G. This checklist will be tailored for each ship as a part of the Navy Cash installation. The checklist provides an aid to assist in troubleshooting any equipment or software problems and should also be used to review the status of all the ship's Navy Cash devices on a periodic basis.

8.13 Managing and Requisitioning Spares

a. Initial Outfitting. Certain spare parts and consumable items are provided as "push" material during installation of the Navy Cash system. The materials and quantities are itemized on a DD Form 1149, which will be signed for by the Supply Officer, Stock Control Officer, or Disbursing Officer. These spares and consumable items must be accounted for in the Supply Officer's custody in accordance with the guidelines established in Chapter Six of NAVSUP P-485, Afloat Supply Procedures.

(1) Navy Cash system components are assigned Allowance Parts List numbers (APLs), which will be updated as required. Ships are responsible for their ASI updates to get the most accurate Navy Cash parts information. Updates to the COSAL for the Navy Cash system will be done quarterly. APL identification number 00044461CL applies to the Navy Cash system.

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(2) For most installations, there will not be any outstanding requisitions. The receipt document is entered into Supply and Financial Management (SFM) using the "receipt not from due" processing option and "stock control" option for receipt processing in RSUPPLY (see NAVSUP P-485, paragraph 6695, Processing Receipts Not From Due). For documentation information, the support contractor's Routing Identifier (RI) is QWR and Unit Identification Code (UIC) is Q99513. The dollar amount can be derived from latest COSAL information.

b. Operating Space Items (OSIs)

(1) K22 Point-Of-Sale (POS) Devices. A number of spare K22s are normally held in ready reserve for periodic functions such as MWR sales, husbanding agent sale of currency, and concessionaire sales. These units should be accounted for as OSIs. The Disbursing Officer is responsible for control of all spare K22s held in ready reserve. K22s that have transactions recorded (stored) but not yet downloaded to the Navy Cash server should be kept in either the Sales or Disbursing Officer's safe. A K22 OSI without stored transactions should be kept in a safe or limited access space that is locked when not occupied, such as the disbursing office or sales office. Spare K22s not being held in reserve for periodic functions (and without transactions stored on them) should be maintained as HM&E or OSI stock items in a secure storeroom (see paragraph 8.3.3, Custody of Spare K22s and CADs).

(2) Card Access Devices (CADs). Spare vending machine CADs should be maintained as stock items in a secure storeroom, with the following exception. When a CAD has been removed from a vending machine but still has transactions recorded (stored) on it that have not yet been downloaded to the Navy Cash server, it should also be kept in a safe, e.g., the Disbursing or Sales Officer's safe (see paragraph 8.3.3, Custody of Spare K22s and CADs).

c. Inventory Control. Regardless of the physical storage location for Navy Cash spares, the spares provided during the Navy Cash installation shall be accounted for in the same manner as other repair parts provided during an equipment installation and shall be added to the ship's COSAL allowance for stock under the control of the Supply Clerks (SKs). Failure to maintain inventory control over the Navy Cash items can result in missing items, especially during turnover of key personnel. Maintaining inventory control over the Navy Cash spares will also help to ensure the correct inventory level is maintained as demand data is accumulated. Inventory of the Navy Cash spares must be completed twice annually.

8.14 Customer Service Center Support

8.14.1 Call Centers

a. To answer Disbursing Officer and Navy Cash cardholder questions, several contact points have been set up for Navy Cash. If a card needs to be reported as lost or stolen and the Disbursing Officer is not available (for example, after hours in a liberty port), contact the CSC.

(1) Navy Cash Customer Service Center (CSC):

Card Holder: 1-866-3NAVYCASH
1-866-362-8922

web site: www.navycash.com

e-mail address: navycash@ezpaymt.com

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Disbursing Office / Merchant: 1-866-6NAVYCASH

1-866-662-8922

web site: www.navycashcenter.com

e-mail address: navycashcenter@ezpaymt.com
navycashfin@ezpaymt.com (*EOM only*)

Fax: 1-888-344-3796

(2) The CSC can also be reached through the Global Distance Support Center (GDSC), also known as “One Touch”. The telephone numbers for the GDSC are:

Commercial: 1-877-41TOUCH
1-877-418-6824

Cardholders:
Press 4, then 5, then 2

DSN: 510-42TOUCH
510-428-6824

Disbursing / Merchants:
Press 4, then 5, then 3

(a) The 1-877 number should be used for worldwide toll-free access from the United States, Japan, Germany, England, Italy, and Spain from activities ashore or ships in port and can be used when aboard ships at sea that have the capability and connectivity.

(b) The DSN number should be used for toll-free access from all other countries from activities ashore or ships in port and can be used when aboard ships at sea that have the capability and connectivity.

(3) Trouble Calls. One of the responsibilities of the TFA is to report to NAVSUP and Treasury the volume and types of trouble calls handled and the time it takes to resolve each issue. This includes hardware, software, communications, operational, and cardholder issues. In order to track this information in a central location, all trouble calls, whether forwarded by phone call or e-mail, should be directed to the CSC. The CSC will handle the trouble calls directly if at all possible, particularly cardholder service issues, or forward the call to the proper person. Each issue will be handled as quickly as possible. E-mail trouble calls can include the appropriate support personnel as additional addressees. To assist in reporting hardware, software, communications, or operational problems, the Navy Cash Trouble Call Worksheet (see paragraph 8.15.25) lays out the information the Disbursing Officer, or designated representative, should have available before contacting the CSC.

8.14.2 Updating Navy Cash Account Information

a. A cardholder’s Navy Cash account information can be updated by contacting the CSC by phone or e-mail or by using the Navy Cash Disbursing web site or the Navy Cash application (see paragraph 8.4.22, Account Information Update).

b. Timeliness of Updates. Any updates done through the Navy Cash application are effective immediately on board the ship and will regulate any subsequent cardholder 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.

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c. Cardholder Request

(1) If Navy Cash cardholders need to update their Navy Cash account information, for example, to change a bank or credit union account or update an e-mail address, they can call the CSC directly or through the GDSC. The customer service representative will ask them a series of questions to verify their identity before they update their accounts.

(2) If cardholders don't have access to a phone, they can e-mail their update requests to the CSC. To verify their identity, cardholders should include their e-mail address, the last four digits of their SSN, their mother's maiden name, and their birth date (mm/dd only) in their e-mail request. If this information is included in the initial e-mail, a cardholder's request can be addressed much more quickly, without additional e-mail traffic. Cardholders will receive confirmation via e-mail from the CSC when their accounts have been updated.

(3) Cardholders should never include either their full SSN or their PIN.

(4) If cardholders want to change the bank or credit union account information associated with their Navy Cash account, they must fax, e-mail an image of, or mail a copy of a cancelled check or deposit slip to the CSC. If cardholders are unable to do this, then the disbursing office needs to handle these changes through the disbursing web site or the Navy Cash application.

d. Disbursing Office Request

(1) A cardholder's Navy Cash account information can also be updated by the Disbursing Officer or authorized Disbursing Clerk, who may contact the CSC using the phone, e-mail, or Navy Cash disbursing web site. Guidelines for using the disbursing web site are included at Appendix E.

(2) If cardholders want to change the bank or credit union account information associated with their Navy Cash account, they should report to the disbursing office. The Disbursing Officer shall verify the ABA routing number and account number for the new account.

(3) If the request is sent via e-mail, any material containing personal information will be written in a Word document and require a password in order to be viewed. These procedures must be followed to protect private information exchanged with the CSC. These interim procedures will remain in effect until the account update function is incorporated within the Navy Cash application.

(4) Navy Cash will provide each ship's disbursing office with a password that is specific to the ship.

(5) E-mail requests will be sent to navycashcenter@ezpaymt.com with the password-protected Word document as an attachment.

(6) The CSC will process the e-mail as necessary and send an e-mail response with a password-protected Word document as an attachment if needed.

(7) To password protect a Word document:

(a) Open the document.

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- (b) On the “File” menu, click “Save As”.
 - (c) On the “Tools” menu in the “Save As” dialog box, click “General Options”.
 - (d) In the “Password to Open” box, type the specific password provided and then click “OK”.
 - (e) In the “Reenter Password to Open” box, type the password again and then click “OK”.
 - (f) Click “Save”.
- e. Blocking and Unblocking Accounts

(1) The CSC does not automatically unblock cardholder access to home bank or credit union accounts when the banking information is updated.

(2) Cardholders may not request that access to their home bank or credit union accounts be blocked or unblocked.

(3) An authorized Disbursing Officer or Disbursing Clerk may contact the CSC by phone or e-mail and request the blocking or unblocking of a cardholder’s access to home bank or credit union account. This request may be included in the same e-mail as the request to update account information. An authorized Disbursing Officer or Disbursing Clerk may also block or unblock cardholder access to home account on the Navy Cash Disbursing web site (www.navycashcenter.com) (see paragraph 8.8.2).

8.14.3 Accessing the Navy Cash Web Sites

a. To access the Navy Cash Cardholder web site, www.navycash.com, either Netscape 4.5 or greater or Internet Explorer 4.0 or greater can be used. Guidelines for using the cardholder web site are included at Appendix D.

b. To access the Navy Cash disbursing office web site, www.navycashcenter.com, Internet Explorer 4.0 or greater must be used. There are many more pages and features on this site, and the supported browsers are limited for site maintenance purposes. Guidelines for using the disbursing office web site are included at Appendix E.

c. Authorized Disbursing Officers and Disbursing Clerks must log in to the Navy Cash disbursing website at least monthly to keep their accounts active. After 90 days of inactivity, an account will be suspended. If this has already occurred, contact the Navy Cash Customer Service Center (see paragraph 8.14.1). After six months of inactivity, accounts will be purged, and a new account will have to be created.

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8.15 Sample Disbursing Reports and Forms

8.15.1 Sample Accountable Officer Appointment/Termination Record

From: Commanding Officer, USS NAVY CASH (FFG-46)

To: ENS M. T. Pockets, SC, USNR, 123-45-6789

Via: Supply Officer, USS NAVY CASH (FFG-46)

Subj: APPOINTMENT AS NAVY CASH ACCOUNTABLE OFFICER

Ref: (a) Department of Defense Financial Management Regulation (DODFMR) Chapter 17 and Appendix D

(b) NAVSUP PUB 727, Navy Cash Financial System Standard Operating Procedure, Chapter 8

1. In accordance with reference (a), you are hereby appointed as the Ship's Navy Cash Accountable Officer.

2. As the Navy Cash Accountable Officer, you will have the following responsibilities:

- a. Maintenance and custody of all Navy/Marine Cash cards.
- b. Custody of Operating Space Item (OSI) K22 and CAD devices.
- c. Operation and maintenance of Navy Cash system, including daily End of Day function, Preventive Maintenance System (PMS), and daily system backups.
- d. Operation and maintenance of Military Paper Check Conversion (MPCC).
- e. Daily review of Returned Items Detail and Negative Balance Reports.
- f. Immediate collection on any debt due the U.S. Treasury funds pool as a result of negative Navy/Marine account balances.
- g. Daily review and verification of merchant reports from ship and shore servers.
- h. Weekly review of Unmatched Chip-to-Chip Report and return of any value reflected to sending card cardholder.
- i. Weekly review with Personnel Office of personnel pending transfer or discharge within 30 days.

3. You are required to familiarize yourself with all existing references, particularly references (a) and (b) and follow all established procedures and guidelines.

J. P. JONES
CDR USN

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From: ENS M. T. Pockets
To: Commanding Officer, USS NAVY CASH (FFG-46)
Via: Supply Officer, USS NAVY CASH (FFG-46)

Subj: APPOINTMENT AS NAVY CASH ACCOUNTABLE OFFICER

1. I acknowledge and accept the position and responsibilities of Ship's Navy Cash Accountable Officer, and I acknowledge that I am strictly liable to the United States for all funds under my control. I have read and understand the provisions of DODFMR Volume 5, Chapter 17 and Appendix D, and of NAVSUP PUB 727, Navy Cash Financial System Standard Operating Procedure.

M. T. POCKETS
ENS USNR

Working Draft

8.15.2 Sample Disbursing Agent Appointment/Termination Record

From: Disbursing Officer, USS NAVY CASH (FFG-46)

To: DK2(SW) A. SIMMONS, USN, 555-44-6666

Subj: APPOINTMENT AS NAVY CASH DEPUTY

Ref: (a) Department of Defense Financial Management Regulation
(DODFMR) Chapter 17 and Appendix D

(b) NAVSUP PUB 727, Navy Cash Financial System Standard
Operating Procedure, Chapter 8

1. Under reference (a), you are appointed as the Ship's Navy Cash Deputy
2. As the Navy Cash Deputy, you will have the following responsibilities:
 - a. Operation and maintenance of Navy Cash system, including daily End of Day function, Preventive Maintenance System (PMS), and daily system backups.
 - b. Operation and maintenance of Military Paper Check Conversion (MPCC).
 - c. Daily review of Returned Items Detail and Negative Balance Reports.
 - d. Immediate collection on any debt due the U.S. Treasury funds pool as a result of negative Navy/Marine account balances.
 - e. Daily review and verification of merchant reports from ship and shore servers.
 - f. Weekly review of Unmatched Chip-to-Chip Report and return of any value reflected to sending card cardholder.
 - g. Weekly review with Personnel Office of personnel pending transfer or discharge within 30 days.
3. You are required to familiarize yourself with all existing references, particularly references (a) and (b) and follow all established procedures and guidelines.

M. T. POCKETS
ENS USNR

Working Draft

From: DK2(SW) A. SIMMONS, USN, 555-44-6666
To: Disbursing Officer, USS NAVY CASH (FFG-46)
Subj: APPOINTMENT AS NAVY CASH DEPUTY

1. I acknowledge and accept the position and responsibilities as the Ship's Navy Cash Deputy, and I acknowledge that I am strictly liable to the United States for all funds under my control. I have read and understand the provisions of DODFMR Volume 5 Chapter 17 and Appendix D and of NAVSUP PUB 727, Navy Cash Financial System Standard Operating Procedure, Chapter 8.

A. SIMMONS
DK2(SW) USN

Working Draft

8.15.3 Sample Letter of Authority–Authority to Hold Cash

From: Commanding Officer, USS NAVY CASH (FFG 46)
To: ENS M. T. Pockets, SC, USNR, 123-45-6789/3105
Via: Supply Officer, USS NAVY CASH (FFG 46)

Subj: AUTHORITY TO HOLD CASH AT PERSONAL RISK

Ref: (a) DOD FMR Volume 5, Paragraph 030102 to 030105

1. Authority is granted to hold cash at personal risk, in accordance with reference (a), in an amount not greater than \$ (amount). Cash held at personal risk includes cash for: routine cash payments, cash travel advances, personal check cashing, and emergency cash payments, for example, emergency leave. Under special circumstances, for example, away from homeport, you are authorized to hold additional funds for Navy Cash chip cashing services.

J.P. Jones
CDR USN

Working Draft

8.15.4 ROM II/Navy Cash Comparison Report

In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).

Run Date: 04/01/2004

Run Time: 17:27:28

Report Name: ROM II Exception Report

Navy Cash

Sales Office

Location: DL3800

ROM II Start Date: 03/30/2004 14:00:01

ROM II End Date: 03/30/2004 15:44:14

ROM II Transactions NOT in Navy Cash

Merchant ID: 800000008458 - SHIP STORE #1

Point Of Sale Terminal # 00001002

ROM II Transaction Date	ROM II Transaction Amount	ROM II Transaction ID	Navy Cash Transaction ID
03/30/2004 14:27:41	\$1.20	2852004033014274100	12012004033019314700
Total for Point Of Sale Terminal # 00001002:	\$1.20		
Total for Merchant 800000008458:	\$1.20		
GRAND Total:	\$1.20		

Navy Cash Transactions NOT in ROM II

Merchant ID: 800000008458 - SHIP STORE #1

Point Of Sale Terminal # 00001002

ROM II Transaction Date	ROM II Transaction Amount	ROM II Transaction ID	Navy Cash Transaction ID	Navy Cash Terminal Number
03/30/2004 15:36:52	\$2.30	2912004033015365200	12232004033020415800	0748204500000000
Total for Point Of Sale Terminal # 00001002:	\$2.30			
Total for Merchant 800000008458:	\$2.30			
GRAND Total:	\$2.30			

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Navy Cash and ROM II Transactions with Different Dollar Amounts

Merchant ID: 800000008458 - SHIP STORE #1

Point Of Sale Terminal # 00001002

ROM II Transaction Date	Navy Cash Amount	ROM II Amount	ROM II Transaction ID	Navy Cash Transaction ID	Navy Cash Terminal Number
-----	-----	-----	-----	-----	-----
03/30/2004 14:00:01	\$1.50	\$3.00	2692004033014000100	11752004033019050700	0748204500000000
03/30/2004 15:41:23	\$13.00	\$1.30	2942004033015412300	12302004033020462800	0748204500000000
Total for POS Terminal # 00001002: \$14.50 \$4.30					
Difference for POS Terminal # 00001002: \$10.20					
Total for Merchant 800000008458: \$14.50 \$4.30					
Difference for Merchant 800000008458: \$10.20					
GRAND Total: \$14.50 \$4.30					
GRAND Difference: \$10.20					

Transactions that failed in ROM II but succeeded in NavyCash

Merchant ID: 800000008458 - SHIP STORE #1

Point Of Sale Terminal # 00001002

ROM II Transaction Date	ROM II Transaction Amount	ROM II Transaction ID	Navy Cash Transaction ID	Navy Cash Terminal Number
-----	-----	-----	-----	-----
03/30/2004 14:02:36	\$5.50	2722004033014023600	11792004033019074300	0748204500000000
03/30/2004 14:17:28	\$0.90	2792004033014172800	11922004033019223400	0748204500000000
03/30/2004 14:26:41	\$4.40	2842004033014264100	12012004033019314700	0748204500000000
03/30/2004 14:36:02	\$0.95	2872004033014360200	12052004033019410900	0748204500000000
Total for Point of Sale Terminal # 00001002: \$13.50				
Total for Merchant 800000008458: \$13.50				
GRAND Total: \$13.50				

Working Draft

8.15.5 Disbursing Accountability Detail Report

Run Date/Time: 01/16/2005 08:35:44 GMT

Disbursing Accountability Detail Report
 Location: NEVERSAIL FFG 96

Report Parameters:

Start Date: 01/15/2005 10:10:44

End Date: 01/16/2005 08:35:32

Merchant Information:

Merchant Name: NAVY DISBURSING

Merchant ID: 8000000008448

Date	Transaction Type	Account Name	Account #	Amount
Starting Balance				\$200.00
01/15/2005 12:20:00	Load Cash to Chip	TANI, DANIEL	8000000003790	\$90.00
01/15/2005 12:32:04	Chip withdrawal	THOMAS, JOHN	8000000003790	-\$40.00
01/15/2005 12:48:00	Safe - Deposit	Bank, Safe	0	\$200.00
01/15/2005 13:23:01	Load Cash to Chip	DLUAT, THOMAS	8000000003816	\$50.00
01/15/2005 14:02:05	Chip withdrawal	RUSSELL, MARK	8000000003816	-\$25.00
01/15/2005 14:15:00	Safe - Withdraw	Bank, Safe	0	-\$150.00
01/15/2005 14:28:02	Load Cash to Chip	JONES, JOHN	8000000003832	\$100.00
01/15/2005 14:29:00	Safe - Deposit	Bank, Safe	0	\$400.00
01/15/2005 14:32:03	Load Cash to Chip	HANGFU, LEE	8000000003857	50.00
			Sub Total	\$675.00
01/16/2005 04:20:00	Load Cash to Chip	GAMBLE, ERICA	8000000003709	\$90.00
01/16/2005 05:23:01	Load Cash to Chip	BLACKMORE, WILLIAM	8000000003838	\$50.00
01/15/2005 05:32:00	Safe - Withdraw	Bank, Safe	0	-\$200.00
01/16/2005 05:47:05	Chip withdrawal	CHAPLAIN, CHARLES	8000000003845	-\$25.00
01/16/2005 06:04:02	Load Cash to Chip	JONES, JARROD	8000000003844	\$100.00
01/15/2005 06:16:00	Safe - Withdraw	Bank, Safe	0	-\$200.00
01/16/2005 06:30:03	Load Cash to Chip	LEE, ROBERT	8000000003957	50.00
01/15/2005 06:49:00	Safe - Deposit	Bank, Safe	0	\$500.00
01/16/2005 07:32:04	Chip withdrawal	MOORE, WILLIAM	8000000003740	-\$40.00
			Sub Total	\$325.00
Ending Balance				\$1200.00

Working Draft

8.15.6 Daily Negative Balance Report

Run Date:01/25/2006
 Run Time:04:01:40
 Report Name:OPER_NavyNegativeBalance_D
 Page# 1

Navy Cash
 Daily Negative Balance Report - NAVYCASH
 Location: USS NEVERSAIL
 Date: 01/25/2006 -04:47:40

Account #	Name	SSN	Acct Status	Neg Bal Date	Balance	Note Date	Author	Note Text
8000000000000	JONES, MARTIN C	3171	OPEN	19-JUL-05	-1,000.50	20-JUL-05	SMITH, JOHN	SPOKE TO CARDHOLDER. ASKED HIM TO COME BY WITH CASH TO DEPOSIT ON CHIP
						01-AUG-05	LEWIS, JASON	CARDHOLDER NEVER DELIVERED CASH. INITIATED DS01 ON 31-JUL-05.
8000000000000	BROWN, NANCY J	1234	OPEN	25-JUL-05	-10.00	28 JUL-05	LEWIS, JASON	SPOKE TO CARDHOLDER. ASKED HER TO COME BY WITH CASH TO DEPOSIT ON CHIP
8000000000000	WHITE, MARGARET A	5678	OPEN	01-AUG-05	-20.00			
8000000000000	SMITH, DAVID A	3141	OPEN	02-AUG-05	-30.00			
Total Count		4						
Total Balance					-1,060.50			

*** End of the Report ***

8.15.7 Merchant Settlement Report

In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).

Run Date: 12/09/2004
Run Time: 00:08:42
Report name: TRAN_Ship_Merchant_Settle_D
Page: 1

Navy Cash
Daily Transaction Detail Report - Merchant Settlement
Location: USS COMSTOCK
Date: 12/08/2004 00:12:52 To 12/09/2004 03:43:22

Merchant: WARDROOM MESS - DUES 800000026283
Settlement Date: 08-DEC-04
Settlement Type: NAVY CASH

Batch	Date	Amount	C
R21452_1022	11/30/04 23:01	\$255.55	
R21452_1023	12/01/04 21:13	\$30.00	
R21452_1027	12/07/04 10:19	\$338.95	
R21452_1028	12/08/04 00:07	\$196.80	
R21452_1029	12/08/04 07:56	\$263.85	
Settlement Total		\$1,085.15	

Merchant WARDROOM MESS - DUES 800000026283 Total: \$1,085.15

* C = Correction Transactions.

***** End of the Report *****

8.15.8 Disbursing Accountability Summary Report

In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).

Run Date/Time: 01/16/2005 08:35:44 GMT

Disbursing Accountability Summary Report
Location: NEVERSAIL FFG 96

Report Parameters:

Start Date: 01/15/2005 10:10:44
End Date: 01/16/2005 08:35:32

Merchant Information:

Merchant Name: NAVY DISBURSING
Merchant ID: 8000000008448

Transaction Type	Check	Cash	Total
Starting Balance	\$100.00	\$100.00	\$200.00
Chip withdrawal		-\$105.00	-\$105.00
Load Check to Chip	\$250.00		\$250.00
Load Cash to Chip		\$230.00	\$230.00
Safe - Deposit		\$700.00	\$700.00
Safe - Withdraw		-\$280.00	-\$280.00
Ending Balance	\$350.00	\$645.00	\$995.00

*** End of the Report ***

Page # 1

8.15.9 Card Status Report

NAVY CASH CARD STATUS

Date:

<u>Count</u>	<u>Customer Account Status</u>	<u>Card Status</u>
882	ACTIVE	ASSIGNED
86	ACTIVE	DAMAGED
76	ACTIVE	LOST
13	ACTIVE	MISC
2	ACTIVE	STOL
9	ACTIVE	UNASSIGNED
6	CLOSED	ASSIGNED
4	CLOSED	DAMAGED
3	CLOSED	LOST
1	CLOSED	MISC
43	CLOSED	UNASSIGNED
7	FINCLOS	ASSIGNED
2	FINCLOS	LOST
2	NEW	ASSIGNED
1	PENDCLOS	DAMAGED
9	PENDCLOS	UNASSIGNED
12	REVOC	ASSIGNED
1	REVOC	DAMAGED
	TOTAL	

8.15.10 Daily Cash Transaction Ledger

NAVY CASH® DAILY CASH TRANSACTION LEDGER

DATE	CHIP		STRIP	PRINT CARDHOLDER NAME	CARDHOLDER SIGNATURE
	CASH- TO-CHIP	CHIP- TO-CASH	CASH- TO-STRIP		
TOTAL CASH- TO-CHIP		TOTAL CHIP- TO-CASH	TOTAL CASH- TO-STRIP	NET SUM FOR CASH TRANSACTIONS	

8.15.13 Navy Cash Pre-Audit/Turnover Checklist

Navy Cash Pre-Audit/Turnover Checklist

Tasks	SOP Reference	Yes	No
Letters of Authority			
Has Disbursing Officer been appointed as Navy Cash Accountable Officer?	8.2.1		
Has Disbursing Officer appointed Navy Cash Agent/Deputy in writing?	8.2.1		
Internal Procedures and Controls			
Has Commanding Officer established internal procedures and controls for Navy Cash?	8.2.4		
Custodial Responsibilities			
Are Navy Cash cards kept in a safe or a secure container?	8.3.1		
Are Navy Cash cards in custody of Disbursing Officer or designated agents/deputy?	8.3.1		
Is the Bulk Navy Cash Card Log in agreement with actual card count?	8.3.1		
Are cards inventoried every 30 days and an entry made in the Bulk Log?	8.3.1		
Is Navy Cash Card Issue Log being maintained — does it include last four digits of card number; name, last four of SSN, issue date, and signature of recipient; date returned (visitor/temp cards); name and signature of issuer?	8.3.1		
Are unissued cards being returned to the Disbursing Officer on a daily basis?	8.3.1		
Who has custody of the SecurID tokens (Shiva cards)? When was the last time each SecurID token (Shiva card) holder logged on to the Navy Cash disbursing website?	8.3.4 8.14.3		
Custody of Spare K22s and CADs			
Are spare K22s and CADs being kept in a safe or in a secure space?	8.3.3		
Are K22s or CADs that have transactions still stored in them being kept in the Disbursing Officer's safe?	8.3.3		
Navy Cash Application			
Is the Disbursing Officer assigning individual Access Rights as appropriate?	8.4.36		
Are passwords being changed every six months?	8.4.36		
Is the Daily Cash Transaction Ledger being maintained on a daily basis?	8.4.14		
Is the Daily Cash Transaction Ledger being closed out daily?	8.4.14		
Are Daily Cash Transaction Ledger totals being compared to the DASR?	8.4.24		
Are Daily Cash Transaction Ledger totals posted to line 6.2A and 6.9 of DD 2657?	8.4.14		
Is the Daily Cash Transaction Ledger being retained with the DD 2657?	8.4.14		
Are refunds being authorized by the Sales/MWR/Food Service Officer/etc.?	8.4.10		

Tasks	SOP Reference	Yes	No
Are refunds being recorded in a Refund Log by each merchant?	8.4.10		
Is the Disbursing Officer reviewing the Automated Chip-to-Chip Corrections Report (a shore report) on a weekly basis and restoring value to visitor cards?	8.4.11 8.15.20		
Are Navy Cash enrollment forms being filled out and signed by crewmembers before being entered through the Navy Cash Application?	8.4.21		
Are originals of all enrollment forms signed and sent to TFA promptly? Are copies of all enrollment forms retained on board ship?	8.4.21		
Is the EOD function being performed at the end of each business day?	8.4.24		
Does the duty Supply/IT/ET perform the EOD on non working days?	8.4.24		
Are DASR and Daily Transaction Ledger being kept on file with DD 2657?	8.4.24		
Is the Disbursing Officer reviewing the Negative Balance Report and the Returned Items Detail Report on a daily basis?	8.8.1		
Does Navy Cash access to home bank or credit union account remain blocked as long as Navy Cash account balance is negative?	8.8.1		
Is amount of negative balance collected within 10 working days of report?	8.8.1		
Is a DS01 using Company Code D411179 being generated when appropriate to collect on debt to US Treasury funds pool resulting from a negative balance?	8.8.1		
Are all negative Navy Cash account balances cleared or in process of being cleared within 30 days of initial appearance on Negative Balance Report?	8.8.1		
Is the personnel office providing the disbursing office with the names of those personnel who will be transferred or discharged within the next 30 days?	8.8.1		
If cardholder is within 30 days of transfer/discharge, is Disbursing Officer ensuring that all negative balances are cleared? When appropriate, is Disbo closing/suspending Navy Cash account and issuing visitor card for use on ship until departure? (<i>Accounts can't be closed until negative balances are cleared.</i>)	8.8.1 8.4.20		
If cardholder is within 30 days of discharge and has a negative balance, is the Disbursing Officer posting a DS01 prior to cardholder's separation date?	8.8.1		
Is SPO being stopped at least 30 days before a member leaves the ship?	8.4.20		
End-of-Month Reporting			
Is EOM process started at least five days before the actual end of the month?	8.9		
Is the Navy Cash EOM spreadsheet being sent via e-mail to the TFA Bank in a timely manner?	8.9		
Is the original SF 215/5515 being placed in the retained returns?	8.9		
Is a copy of the SF 215/5515 being placed in the monthly returns?	8.9		
Is the Safe Bank Transactions Report being zeroed out at completion of EOM? (<i>Select "Safe Bank Transaction" link in Navy Cash Application.</i>)	8.9 8.4.27		

8.15.15 Navy Cash Refund Chit

NAVY/MARINE CASH REFUND CHIT	
MERCHANT NAME:	SERIAL NUMBER:
ISSUED TO:	DATE ISSUED:
REASON FOR REFUND:	
REFUND AMOUNT:	SIGNATURE OF APPROVAL AUTHORITY:
DATE PAID:	SIGNATURE OF DISBURSING OFFICER:
DATE RECEIVED:	SIGNATURE OF RECIPIENT:

8.15.16 Split Pay Option Enrollment/Disenrollment Form

NAVY CASH SPLIT PAY OPTION ENROLLMENT/DISENROLLMENT FORM			
NAME (Last, First, MI)	SSN	DIVISION	PHONE

<i>Check the appropriate box and initial when responding to the following statements</i>	INITIALS
I request the Split pay Option (SPO) be started to have the indicated amount of my Direct Deposit System (DDS) EFT payment sent to my Navy Cash account Yes <input type="checkbox"/> No <input type="checkbox"/>	
I request my SPO be stopped Yes <input type="checkbox"/> No <input type="checkbox"/>	

I request the indicated amount be deducted from my DDS EFT payment every payday	\$
---	----

I understand that by signing this document, I am requesting an amount of my pay be deducted from my DDS EFT payment and paid to me through Navy Cash. I understand that the amount indicated above is a <i>per payday</i> amount and <i>not</i> a monthly amount.	
SIGNATURE	DATE

DISBURSING OFFICE USE ONLY	
STARTS	STOPS
DATE DDS EFT STARTED	HMO2 DATE
HMO1/HMO4 DATE	LAST SPO PAYDAY DATE
AMOUNT OF SPO (PER PAYDAY)	DATE UMIDS DATABASE UPDATED
FIRST SPO PAYDAY DATE	
DATE UMIDS DATABASE UPDATED	
REMARKS	
SIGNATURE	DATE

8.15.17 Navy Cash Payroll Report — Shore Report

Run Date: 03/13/2006
Run Time: 09:45:00
Report Name: Navy Payroll Funding

Navy Cash Payroll Report

Location: R22102 USS NEVERSAIL
Pay Date: 03/15/2006
Payroll Number: 0070

Failed to post funds for JONES JOHN PAUL SSN 000-00-4253 Account
bad_stat:CLOSE_PND Amount: \$100.00
Failed to post funds for FARRAGUT ADAM JOHN SSN 000-00-3703 Account
bad_stat:CLOSE_PND Amount: \$120.00
Failed to post funds for FLORES MELINDA MARIA SSN 000-00-4901 Account
bad_stat:CLOSE_PND Amount: \$20.00
Failed to post funds for MUSTIN JOHN THOMAS SSN 000-00-2832 Account invalid
Amount: \$145.00
Failed to post funds for SMITH ANGELA ANN SSN 000-00-8851 Account invalid
Amount: \$40.00
Warning! Some records could not be processed.

Payroll File Processed: R22102_NCPAY_NAV_20060315_121707.dat
Successful Updates: 1273
Failures: 5
Total Amount Posted: \$140830.00
Total Amount Failed to Post: \$425.00

Data committed to database.

8.15.18 SPO Payroll Report — Ship Report

Run Date/Time: 01/16/2005 08:35:44 GMT

SPO Payroll Report
Location: NEVERSAIL FFG 96

Report Parameters:
SSN:
Pay Date: 01/01/2005
First Name:
Last Name:

Account Name	SSN	Last Pay Date	Amount
-----	-----	-----	-----
BACON, KERRIE	1001	01/01/2005	\$50.00
BAILEY, DAVID	0002	01/01/2005	\$100.00
JONES, JOHN	4901	01/01/2005	\$125.00
KELLEY, DAVID	2832	01/01/2005	\$150.00
YOUNG, NEIL	4253	01/01/2005	\$40.00
-----	-----	-----	-----
			\$465.00

*** End of the Report ***

Page # 1

8.15.19 Daily Blocked Account Report — Shore Report

Run Date:08/14/2006
 Run Time: 17:27:01
 Report Name: D21198

Navy Cash
 Daily Blocked Account Report
 Location: USS SHIP

Last Name	First Name	MI	SSN4	Account Number	Decl Cnt
BACON	KERRI	S	4567	8000000012817	97
BAIRD1	ROBERT	A	6789	8000000012858	98
BUBBLE	MYRON	A	2222	8000000013278	97
ELDRIGESCOTT	EDWARD	A	1111	8000000012478	3
FINAN	JOHN	A	7850	8000000020489	94
GLENDALE	JACKIE	A	6782	8000000020562	97
KEGGER	MILTON	A	4444	8000000013211	97
NICHOLSON	JAMES	A	6542	8000000012452	98
OCHOA	ROBERT	A	7055	8000000125452	96
RUBBLE	BARNEY	A	7122	8000000013252	96
SAILOR	NAVY	A	4178	8000000012791	98
WERKLJ	DERKLJE	A	1111	8000000020547	97

Decline Count Legend

1-3 NSF's
 95 Linked account not provided during enrollment
 96 Unacceptable NFCU account supplied
 97 Technical error processing account
 98 Account blocked for invalid account #
 99 Block requested by Disbursing

*** End of the Report ***

8.15.20 Automated Chip-to-Chip Corrections Report — Shore Report

Start Time for Disbo Report 11-May-2007:152919

Payroll Card Chip to Chips Completed:

ORIGINAL_TRAN_DATE	TRAN_AMOUNT	C2C_COMPLETE_DATE	FROM_CHIP_ACCT	TO_PAYROLL_ACCT	LAST_NAME	FIRST_NAME	MIDDLE_NAME	LINK_SEQ
11-May-2007:141238	\$24.99	11-May-2007:151632	8000000098832	8000000098714	BACON	KERRI	A	1101

Visitor Card Chip to Chips Completed:

ORIGINAL_TRAN_DATE	TRAN_AMOUNT	C2C_COMPLETE_DATE	FROM_CHIP_ACCT	TO_PAYROLL_ACCT	LAST_NAME	FIRST_NAME	MIDDLE_NAME	LINK_SEQ
11-May-2007:142416	\$20.00	11-May-2007:151638	8000000098832	8000000181836	BACON	KERRI	A	1101

Finish Time for Disbo Report 11-May-2007:152919

PL/SQL procedure successfully completed.

8.15.21 Return Codes and Notification Codes

ACH Return Codes and Descriptions

Return Codes	Return Reason
R01	Insufficient Funds
R02	Account Closed
R03	No Account/Unable to Locate Account
R04	Invalid Account Number
R05	Reserved
R06	Returned per ODFI's Request
R07	Authorization Revoked by Customer
R08	Payment Stopped
R09	Uncollected Funds
R10	Customer Advises Not Authorized
R11	Check Truncation Entry Return
R12	Branch Sold to Another DFI
R13	RDFI Not Qualified to Participate
R14	Account-holder Deceased
R15	Beneficiary Deceased
R16	Account Frozen
R17	File Record Edit Criteria
R18	Improper Effective Entry Date
R19	Amount Field Error
R20	Non-Transaction Account
R21	Invalid Company Identification
R22	Invalid Individual ID Number
R23	Credit Entry Refused by Receiver
R24	Duplicate Entry
R25	Addenda Error
R26	Mandatory Field Error
R27	Trace Number Error
R28	Routing Number Check Digit Error
R29	Corporate Customer Advises Not Authorized
R30	RDFI Not Participant in Check Truncation Program
R31	Permissible Return Entry
R32	RDFI Non-Settlement
R33	Return of XCK Entry
R34	Limited Participation DFI
R35	Return of Improper Debit Entry
R40	Non-Participant in ENR Program
R41	Invalid Transaction Code
R42	Routing Number/Check Digit Error

R43	Invalid DFI Account Number
R44	Invalid Individual ID Number
R45	Invalid Individual Name
R46	Invalid Representative Payee Indicator
R47	Duplicate Enrollment
R61	Misrouted Return
R62	Incorrect Trace Number
R63	Incorrect Dollar Amount
R64	Incorrect Individual Identification
R65	Incorrect Transaction Code
R66	Incorrect Company Identification
R67	Duplicate Return
R68	Untimely Return
R69	Multiple Errors
R70	Permissible Return Entry Not Accepted
R71	Misrouted Dishonored Return
R72	Untimely Dishonored Return
R73	Timely Original Return
R74	Corrected Return

ACH Notification Codes and Descriptions

<u>Notification Code</u>	<u>Notification Description</u>
C01	Incorrect DFI Account Number
C02	Incorrect Routing Number
C03	Incorrect Routing Number and Incorrect DFI Account Number
C04	Incorrect Individual Name/Receiving Company Name
C05	Incorrect Transaction Code
C06	Incorrect DFI Account Number and Incorrect Transaction Code
C07	Incorrect Routing Number, Incorrect DFI Account Number, and Incorrect Transaction Code
C08	Reserved
C09	Incorrect Individual Identification Number
C10	Incorrect Company Name
C11	Incorrect Company Identification
C12	Incorrect Company Name and Company Identification
C13	Addenda Format Error

8.15.22 The \$25 Vending “Counter”

The Navy Cash PIN is not required to make vending machine purchases. So, to limit the amount of money which could be lost if a Navy Cash card were lost or stolen, vending machine purchases are limited to a total of \$25 on each card’s electronic purse before the PIN would be required to reset the counter and allow additional spending. The table below lays out how the \$25 counter works. Note that the vending machine readout displays the balance remaining on the \$25 counter not the balance remaining on the chip on the Navy Cash card itself.

Action	Machine Used	PIN Entry Required?	Chip Balance	Vending Machine Readout
Cardholder moves \$100.00 from home bank account to chip account.	K80	Yes	\$100.00	
Cardholder goes to a vending machine to buy a soda.	CAD (in vending machine)	No	\$100.00	\$25.00
Cardholder buys soda. After soda is bought, the remaining balance is:	CAD	No	\$99.50 (not shown at vending machine)	\$24.50
Cardholder buys LOTS of sodas and ONLY sodas, never going to another machine other than a vending machine, to the point where the vending readout is \$0.00.	CAD	No	\$75.00 (not shown at vending machine)	\$0.00
Now cardholder needs to go to a machine where he/she can enter their PIN (a K80 or K22 Point of Sale Device). So cardholder goes to a K80 just to enter their PIN. Cardholder does not perform any funds transfers.	K80	Yes	\$75.00	
Cardholder goes to a vending machine to buy a soda.	CAD	No	\$75.00 (not shown)	\$25.00
Cardholder buys soda.	CAD	No	\$74.50 (not shown)	\$24.50
Cardholder goes to ship’s store to buy a \$10.00 ball cap.	K22	Yes	\$64.50	
Then cardholder goes back to vending machine...and so on.	CAD	No	\$64.50 (not shown)	\$25.00

8.15.24 Cash Verification Team Navy Cash Checklist

CASH VERIFICATION TEAM NAVY CASH CHECKLIST

Tasks	SOP Reference	Yes	No
Funds			
Navy Cash funds by actual count:	\$		
Ensure funds are in agreement with the DASR Report.	8.4.24		
Ensure Daily Cash Transaction Ledger is being closed out on a daily basis and compared to the DASR Report.	8.4.14 8.4.24		
Ensure Daily Cash Transaction Ledger totals are posted to line 6.2A and 6.9 of the DD 2657.	8.4.24		
Ensure Daily Cash Transaction Ledger is being retained with the DD 2657.	8.4.24		
Navy Cash Cards			
Inventory all unissued Navy Cash cards (bulk and working stock; temporary and visitor cards) to ensure that custody of cards is properly maintained.			
Ensure Bulk Navy Cash Card Log is in agreement with actual card count.	8.3.1		
Ensure Navy Cash cards are kept in a safe or a secure container.	8.3.1		
Spare K22s and CADs			
Ensure spare K22s and CADs are being kept in a safe or in a secure space.	8.3.3		
Ensure K22s or CADs that have transactions still stored in them are being kept in the Disbursing Officer's safe.	8.3.3		
Navy Cash Application			
Ensure passwords are being changed every six months.	8.4.36		
Ensure refunds are being authorized by Sales/MWR/Food Service Officer.	8.4.10		
Ensure Navy Cash enrollment forms are being filled out and signed by crewmembers before being entered through the Navy Cash Application.	8.4.21		
Ensure originals of all enrollment forms are signed and sent to TFA promptly and copies of all enrollment forms are retained on board ship.	8.4.21		

8.15.22 Cash Verification Team Navy Cash Checklist *(continued)*

Tasks	SOP Reference	Yes	No
Navy Cash Application			
Ensure the duty Supply/IT/ET is performing the EOD function at the end of the business day on non working days.	8.4.24		
Ensure the Disbursing Officer is reviewing the Negative Balance Report and the Returned Items Detail Report on a daily basis.	8.8.1		
Ensure amount of negative balance is collected within 10 working days of receipt of initial Negative Balance Report?	8.8.1		
Ensure Navy Cash access to home bank or credit union account remains blocked as long as Navy Cash account balance is negative.	8.8.1		
Ensure all negative Navy Cash account balances are cleared or in process of being cleared within 30 days of initial appearance on report?	8.8.1		
Ensure personnel office is providing disbursing office with the names of those personnel who will be transferred or discharged within the next 30 days.	8.8.1		
Ensure original SF 215/5515 is being placed in the retained returns.	8.9		
Ensure Safe Bank Transactions Report is being zeroed out at end of month.	8.9		

8.15.25 Navy Cash Trouble Call Worksheet

NAVY CASH TROUBLE CALL WORKSHEET				
<i>Please be prepared to provide the information below to the Customer Service Representative (CSR) Retain form as your Trouble Call Log</i>				
GLOBAL DISTANCE SUPPORT CENTER (GDSC) Commercial: (877) 4-1-TOUCH (877) 418-6824 DSN: (510) 4-2-TOUCH (510) 428-6824 PRESS 4, THEN 5, THEN 3 To be connected to CSC		CUSTOMER SERVICE CENTER (CSC) Phone: (866) 6NAVYCASH (866) 662-8922 E-Mail: navycashcenter@ezpaymt.com Fax: (866) CHASE01 (866) 242-7301 Web Site: www.navycashcenter.com		
MILITARY PAPER CHECK CONVERSION (MPCC) FEDERAL RESERVE BANK (FRB) CLEVELAND (216) 579-2112 (800) 624-1373 GLOBAL DISTANCE SUPPORT CENTER (GDSC) (877) 418-6824 DSN: (510) 428-6824 PRESS 4, THEN 5, THEN 4 to be connected to FRB Cleveland		ROM II CONTACT APPROPRIATE FLEET ASSISTANCE TEAM SAN DIEGO: (619) 556-5725/5733 PEARL HARBOR: (808) 473-2043 NAPLES: 011-39-081-813-5299 NORFOLK: (757) 443-2522 YOKOSUKA: 011-81-616-043-7324 MAYPORT: (904) 270-7178		
SHIP NAME		DATE OF CALL		TIME OF CALL
SHIP LOCATION/PORT (AND COUNTRY IF DEPLOYED)		CASE NUMBER <i>(obtained from CSR)</i>		NAME OF CSR
CALLER NAME		RANK/RATE	PHONE	E-MAIL ADDRESS
POINTS OF CONTACT SO TECHNICAL OR FIELD SUPPORT REPRESENTATIVE CAN CONTACT SHIP IF REQUIRED				
LOCATION	NAME	RANK/RATE	PHONE	E-MAIL ADDRESS
DISBURSING OFFICE				
SALES OFFICE				
SUPPLY OFFICE				
EMO/ADP OFFICE				
QUARTERDECK				
IF A HARDWARE PROBLEM, IDENTIFY SPECIFIC EQUIPMENT AND MODEL NUMBER				
SERVER:		ROUTER:		K80 CASHLESS ATM <input type="checkbox"/>
WORKSTATION:		UPS:		K22 POS DEVICE <input type="checkbox"/>
DISPLAY:		MPCC SCANNER:		CAD (VENDING) <input type="checkbox"/>
LAPTOP:		MPCC ZIP DRIVE:		KVM SWITCH <input type="checkbox"/>
OTHER:		ROM II:		
DESCRIBE THE NATURE OF THE HARDWARE, SOFTWARE, COMMUNICATIONS, OR OPERATIONAL PROBLEM <i>(include any error messages or error codes if possible—attach any printouts or screen prints as needed)</i>				
DESCRIBE ANY TROUBLESHOOTING STEPS YOU HAVE ALREADY TRIED <i>(include references you used in troubleshooting the problem, e.g., SOP, SYS ADMIN Manual, Maintenance CD, MRC, system log files reviewed—attach any log file printouts or screen prints as needed)</i>				

Trouble Call Worksheet Ver 4.doc

11-Jul-07