

Attention Disbursing Officers and Supply Officers

**NAVY CASH[®]
SOP CHANGE NOTICE
NAVSUP PUB 727**

**Navy Cash Fleet Support Groups
NAVSUP Fleet Logistics Centers
Norfolk
San Diego
Yokosuka**

Navy Cash SOP Change Notice 2012-008

9 October 2012

**Subject: STAFF, AIR WING, SQUADRON, AND GENERIC PRIVATE MERCHANTS
SETTLE ONLY TO MERCHANT STRIP ACCOUNT**

Attention: Disbursing Officers/Supply Officers

1. Background. There have been recurring problems with the administration of Staff, Air Wing, and Squadron merchants and Generic Private merchants. For example, after a ship assigned a squadron merchant to one of the new squadrons on the ship, and after the squadron used the merchant for some time, they later discovered that the merchant account was still linked to the old squadron's bank or credit union account and was never linked to the new squadron's bank or credit union account. It can be difficult, and generally takes quite a bit of time and effort, to contact the old squadron or merchant and straighten out the account problems.

The underlying issue has been that the necessary changes to the merchant bank or credit union account information were not being made or requested in every case. There have been some problems in the past changing merchant bank or credit union account information using the Disbursing Application (*the issue has been identified, and the shore-side fix is scheduled for implementation 11 November 2012*), but the necessary changes could also be made on the Disbursing Web Site or by sending a request to the Navy Cash Central Support Unit (CSU).

2. Disbursing Officer Action. Beginning 10 October 2012, Staff, Air Wing, and Squadron merchants and Generic Private merchants will no longer have the option to settle automatically to the bank or credit union accounts specified when their Navy Cash merchant accounts are established. Beginning 10 October 2012, funds will be settled only to the merchant strip account. If a merchant's payments need to be made by check, money can always be transferred among the Navy Cash chip and strip accounts and the bank or credit union account, if one was specified. A Navy Cash merchant account can continue to be established without a corresponding checking account.

- **Option to Settle Weekly.** By default, private merchants are set up to settle on a daily basis. They have the option to settle on a weekly basis. For Staff, Air Wing, Squadron, and Generic Private merchants who settle on a weekly basis, deposits to the merchant strip account will be initiated on the 8th, 15th, 22nd, and 28th of each month. The deposit on the 8th of the month includes any transactions posted on the 29th, 30th, and 31st of the previous month. In considering whether to settle on a daily or weekly basis, the delay in deposits associated with weekly settlement must be considered, particularly if any of a merchant's payments will be made by check.
- **Merchant Cross Reference.** Individual ships will continue to be responsible for managing the cross references between the standard generic merchant names and the actual merchants assigned. For example, Cruise Book Sales could be assigned the standard name PRIVATE TWO from the merchant

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listing one deployment and PRIVATE FIVE the next. The standard name SQDN1 CPO MESS DUES from the merchant listing could be assigned to VFA 14 one deployment and to VFA 94 the next.

- **Linked Account.** Staff, Air Wing, and Squadron merchants and Generic Private merchants now settle only to the merchant strip account. If a ship wants to link a bank or credit union account to a merchant, they can update the account either by using the Account Information Update function on the Disbursing Application (*after 11 November 2012*) or the ACH Funding tab on the Cardholders screen on the Navy Cash Disbursing Web Site (www.navycashcenter.com) or by sending a request to the CSU by phone or e-mail. Any updates done through the Disbursing Application are effective immediately on board the ship and will regulate any subsequent transactions at the Navy Cash Kiosk. Updates done through the Disbursing 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 CSU do not go into effect on board the ship until the CSU receives the information, processes the request, and a round trip is completed between ship and shore. If the ship wants to change the settlement schedule (Option to Settle Daily or Weekly) for any merchant, they must send the request to the CSU.
 - **Confirm Linked Account.** The Disbursing Officer *must ensure* newly assigned merchants use the Account Information screen on the Navy Cash Cardholder Web Site (www.navycash.com) to *confirm that the Linked Bank Account information associated with their Navy Cash merchant card has been updated to reflect the correct bank or credit union account prior to requesting any transfers at the Navy Cash Kiosk to or from their strip account and bank or credit union account.*
 - **Zero Out Chip and Strip.** When the need for these merchants is over, the merchant accounts will no longer be used and can be reused when new requirements emerge. It is critical that all the funds on each Navy Cash merchant card be removed and that the balance for both the strip and the chip accounts be zero when the merchant account is no longer needed. The funds can be pushed from the chip and the strip back to the linked bank or credit union account using the Navy Cash Kiosk. Alternatively, the funds can be moved from the strip to the chip using the Kiosk, and the chip can then be cashed out at the Disbursing Office. The Navy Cash merchant cards must be returned to Disbursing when the need for the merchant is over. The PINs for the merchant cards must be changed by the "merchants" the next time the cards are issued.
- 3. Official Change to Navy Cash SOP.** This Navy Cash SOP Change Notice represents an official change to the Navy Cash SOP (NAVSUP PUB 727). Each DO shall retain a copy of this Navy Cash SOP Change Notice on file for inspection with the current version of the SOP.

4. List of Effective Navy Cash SOP Change Notices.

2012-001	Automatic EOD Now Mandatory
2012-002	Required Navy Cash Documentation in Financial Returns
2012-003	Residual Funds on Visitor Cards
2012-004	Transfer Member Profile and Unsuspend Account Using Disbursing Web Site
2012-005	Automated Transfer of Dormant Profiles
2012-006	Navy Cash Depot Shipping Address Change
2012-007	Navy Cash, Marine Cash, and Navy Cash Visitor Card Cardholder Agreement
2012-008	Staff, Air Wing, Squadron, and Generic Private Merchants Settle Only to Merchant Strip Account

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5. Points of Contact. If you have any questions, please contact:

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