

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 2014-001

3 February 2014

Subject: NAVY CASH CARDHOLDER ENROLLMENT FORM—NEW EDITION

Attention: Disbursing Officers/Supply Officers

1. Background. The U.S. Department of the Treasury, Bureau of the Fiscal Service, and the Navy Cash program are introducing a new edition of the enrollment application for cardholders who use Navy Cash for personal use—FMS Form 2887 (09-13), Application Form for U.S. Department of the Treasury Stored Value Card (SVC) Program. The FMS Form 2887 replaces the previous DD Form 2887, FEB 2009, Application Form for Department of Defense (DoD) Stored Value Card (SVC) Programs.

Enrollment forms are a critical element in the Navy Cash program. Every individual cardholder must have a signed enrollment form on file. By signing the enrollment form, cardholders authorize debits and credits to bank or credit union accounts, consent to immediate collection from pay for any negative balances that may result from use of the Navy Cash cards, and authorize the government to initiate debt collection procedures for amounts that remain or become due and owing. The signed enrollment form is the enforceable agreement between the Navy Cash program and individual cardholders who use Navy Cash for personal use.

2. Disbursing Officer Action. Upon receipt of this Navy Cash SOP Change Notice, Disbursing Officers (DOs) must take the necessary steps to ensure that every individual cardholder newly enrolling in the Navy Cash program completes and signs the new FMS Form 2887 (09-13). The DD Form 2887, FEB 2009, is obsolete and should no longer be used. Any reference to DD Form 2887 should be replaced by FMS Form 2887. The one exception is on ships equipped with software release 1.4.7 build 1 and electronic enrollment. For new enrollees signing enrollment forms electronically, the DD Form 2887, FEB 09, will continue to be used until the new FMS Form 2887 (09-13) can be uploaded to the v1.4.7.1 Navy Cash system on the ship. Remember, all original, (manually) signed, hardcopy enrollment forms must be sent to the Treasury Financial Agent, JPMorgan Chase (JPMC) at least once every 30 days to be scanned and stored on file electronically. The requirement remains to have a signed enrollment form on file in the document storage system ashore for every Navy Cash cardholder.

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~~ *CANCELED*

2012-002—~~Required Navy Cash Documentation in Financial Returns~~ *CANCELED*

2012-003 Residual Funds on Visitor Cards

2012-004 Transfer Member Profile and Unsuspend Account Using Disbursing Web Site

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- 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
- 2012-009 Bank/Credit Union Account Information on Cardholder Web Site
- 2012-010 Automated EOM Spreadsheet Alternative
- 2012-011 Court Orders and Levies and Subpoenas on Navy Cash Accounts
- ~~2013-001 Enrollment Forms Missing in Document Storage System Ashore CANCELED~~
- 2013-002 Updating Generic Private, Staff, Air Wing, and Squadron Merchant Linked Accounts at Turnover
- 2013-003 Use of Official Mail Manager Merchant Card Now Mandatory
- 2013-004 Update to Navy Cash Cardholder Web Site
- 2013-005 Enrollment Forms Missing in Document Storage System Ashore—Revised
- 2013-006 Distribution of Ship's Store Profits to MWR and Other Miscellaneous Payments — Revised Procedures
- 2013-007 DASR and Revision to the Navy Cash Documentation Required in Financial Returns
- 2013-008 Maintaining Laptop Security Patches and Updates
- 2013-009 Before Cardholders Leave the Ship for a Pending Transfer or Discharge
- 2013-010 Navy Cash System Administration Password Changes
- 2014-001 Navy Cash Cardholder Enrollment Form—New Edition
- 2014-002 Navy Cash Accountable Official Cards, Enrollment Forms, and Card Limits
- 2014-003 Rules of Behavior for Users of Navy Cash System

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

Hugh Chin at NAVSUP FLC Norfolk
 hugh.chin@navy.mil
 (757) 443-1189 DSN: 646-1189

Andy Yager at NAVSUP FLC San Diego
 andrew.yager@navy.mil
 (619) 556-6493 DSN: 526-6493

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8.4.17 Account Enrollment

(in version 1.14 of the Navy Cash SOP, associated with v1.4.7.0, replace paragraphs a and h)

8.4.21 Account Enrollment

(in version 1.13 of the Navy Cash SOP, associated with v1.4.6.3 replace paragraphs a and g)

a. To open a Navy Cash account, a person must be enrolled in the Navy Cash program. To enroll in the Navy Cash program, a person must fill out and sign a cardholder enrollment form (FMS Form 2887 (09-13), Application Form for U.S. Department of the Treasury Stored Value Card (SVC) Program). A copy of the FMS Form 2887 cardholder enrollment form is included at Appendix F, Navy Cash Enrollment Forms, and is available on the Treasury Fiscal Service Navy Cash website (<http://fms.treas.gov/navycash>).

h. Forward Signed Cardholder Enrollment Forms to JPMC. The Disbursing Officer must send the original hardcopy cardholder enrollment forms, signed by the individual cardholders, to the Treasury Financial Agent, JPMorgan Chase (JPMC), where they will be digitally scanned and stored electronically in the document storage system ashore. All enrollment forms will be retained ashore for seven years past the termination of the U.S. Treasury Financial Agency Agreement with JPMC, the Financial Agent for Navy Cash. The electronic image shall be considered the legal equivalent of the original.

(1) Cardholder enrollment forms (2887s) shall be forwarded to JPMC at least once every 30 days. Enrollment forms for individual cardholders (2887s) and accountable officials (2888s) and rules of behavior forms must be sent in separate packages. Cardholder enrollment forms contain sensitive personal information and must be sent via traceable means, e.g., FedEx, UPS, registered mail. Do not send enrollment forms via fax, digital sender, or e-mail.

(2) Double-pack all cardholder enrollment forms, with the JPMC address below on each envelope/package, to protect against possible damage during the shipping and handling process.

JPMorgan Chase
Document Processing Services
Attention: Phyllis Smith
300 N King Street, Mail Stop DE 1404
Wilmington, DE 19801
(302) 282-2176 *(Please use this number only for FedEx, UPS, etc. packages)*

(3) Send E-Mail Notification to JPMC. Send an e-mail notification to the JPMC Scanning Operations Center at enrollment_forms@chase.com for each package of cardholder enrollment forms sent. This e-mail notification enables JPMC to verify that every package sent and all the enrollment forms have been received. Include the following information in the e-mail: date package was sent, number of 2887 enrollment forms in package, carrier name (e.g., FedEx, UPS, registered mail, etc.), tracking information, and the ship's name and Point Of Contact (POC) on the ship (phone number and e-mail address). A sample memorandum is included at paragraph 8.15.27. To report all of the required information, fill out the memorandum, and send it as an attachment to the e-mail notification. Include a copy of the memorandum in the package with the enrollment forms. *Finally, retain a copy of each e-mail and memorandum sent on file for inspection.*

(4) Retain Copies of Signed Cardholder Enrollment Forms On Board. Copies of signed hardcopy cardholder enrollment forms shall be maintained on board ship for reference. Cardholder enrollment forms can be purged three years from the date of signature, unless the cardholder is still on the ship. Because the FMS 2887 contains sensitive personal information, the forms must be kept in the safe.

(5) Importance of Enrollment Forms. Enrollment forms are a critical element in the Navy Cash program. A signed cardholder enrollment form (FMS Form 2887 (09-13), Application Form for U.S. Department of the Treasury Stored Value Card (SVC) Program) must be on file for every Navy Cash cardholder. By signing the FMS Form 2887, cardholders authorize debits and credits to their bank and credit union account, consent to immediate collection from pay for any negative balances that result from use of the Navy Cash card, and authorize the Government to initiate debt collection procedures for amounts that remain or become due and owing. Please comply with the procedures outlined above for every new Navy Cash cardholder.

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Please route immediately to the Supply Officer and Disbursing Officer

8.15.27 Sample Memorandum for Forwarding Enrollment and Rules of Behavior Forms

a. Individual Cardholder Enrollment Forms

MEMORANDUM

From: _____
Ship's Name

To: JPMorgan Chase
Document Processing Services
Attention: Phyllis Smith
300 N King Street, Mail Stop DE 1404
Wilmington, DE 19801
(302) 282-2176 (*Phone number for FedEx, UPS, etc. packages*)
enrollment_forms@chase.com

Subject: Forwarding Cardholder Enrollment Forms (2887s) For Scanning And Archiving

1. This memorandum and e-mail confirm the forwarding of Navy Cash enrollment forms for individual cardholders (FMS Form 2887s) to the JPMorgan Chase Scanning Operations Center.

a. Date Package Was Sent: _____

b. Number of Enrollment Forms in Package: 2887s _____

c. Carrier Name: _____
e.g., FedEx, UPS, USPS registered mail

d. Tracking Information: _____

2. If you have any questions, please contact me at:

a. Ship's Name: _____

b. Point of Contact on the Ship: _____

Phone Number: _____

E-Mail: _____

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Appendix F

Navy Cash Enrollment Forms

**FMS FORM 2887 (09-13),
APPLICATION FORM FOR
U.S. DEPARTMENT OF THE TREASURY STORED VALUE CARD (SVC) PROGRAM**

APPLICATION FORM FOR U.S. DEPARTMENT OF THE TREASURY STORED VALUE CARD (SVC) PROGRAM

OMB No. 1510-0079
EXP. DATE 09/30/2016

DIRECTIONS: Submit completed form to Disbursing or Finance Office or other authorized person coordinating enrollment for the Treasury SVC program. Provide bank or credit union information if you wish to transfer funds from your bank or credit union account to your Treasury SVC account at a Treasury SVC kiosk. For more information about the Treasury SVC programs, please visit <http://www.fms.treas.gov/eaglecash> or <http://www.fms.treas.gov/navycash>.

PRIVACY ACT STATEMENT

AUTHORITY: P.L. 104-134, Debt Collection Improvement Act 1996, as amended; 5 U.S.C. 5514; 31 U.S.C. Sections 1322 and 3720A; 37 U.S.C. Section 1007; 31 CFR 210 and 285; and E.O. 9397.

PRINCIPAL PURPOSE(S): To enroll individuals in the Treasury Stored Value Card (SVC) program; to obtain authorization to initiate debit and credit entries to individual's accounts; and to facilitate collection of any delinquent amounts.

ROUTINE USE(S): The information on this form may be disclosed as generally permitted under 5 U.S.C. Section 552(a)(b) of the Privacy Act of 1974, as amended. It may be disclosed outside of the U.S. Department of the Treasury to its Fiscal and Financial Agents and their contractors involved in providing SVC services, or to the Department of Defense (DoD) for the purpose of administering the Treasury SVC programs. In addition, other Federal, State, or local government agencies that have identified a need to know may obtain this information for the purpose(s) as identified by the Fiscal Service's Routine Uses as published in the Federal Register.

DISCLOSURE: Disclosure is voluntary; however, failure to furnish requested information may significantly delay or prevent your participation in the Treasury SVC program.

BURDEN ESTIMATE STATEMENT

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The time required to complete this information collection is estimated to average 10 minutes, including the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the collection of information. Comments concerning the accuracy of the time estimate and suggestions for reducing this burden should be directed to the U.S. Department of the Treasury, Bureau of the Fiscal Service, Washington DC 20005.

1. STORED VALUE CARD (SVC) PROGRAM APPLYING FOR *(X as applicable)*

EAGLECASH NAVY CASH/MARINE CASH OTHER *(Specify)*

SECTION I – APPLICANT PERSONAL INFORMATION

2. RATE, RANK, TITLE		3. FIRST NAME		4. MIDDLE INITIAL	5. LAST NAME	
6. SSN	7. PAY GRADE	8. MILITARY BRANCH OR COMPANY NAME <i>(Contractors)</i>		9. DATE OF BIRTH <i>(MMDD)</i>	10. MOTHER'S MAIDEN NAME OR KEYWORD <i>(Required for security purposes)</i>	
11a. MILITARY DUTY ADDRESS <i>(For Navy/Marine Cash include assigned Division, Unit, etc.)</i> OR WORK ADDRESS <i>(Contractors)</i>					b. USMC ONLY	
					(1) MEU	(2) MLG
c. CITY			d. STATE	e. ZIP CODE	f. COUNTRY	
12a. RESIDENCE/PERMANENT ADDRESS						
b. CITY			c. STATE	d. ZIP CODE	e. COUNTRY	
13. WORK TELEPHONE NUMBER		14. CELL PHONE NUMBER		15. E-MAIL ADDRESS		

SECTION II – APPLICANT BANK OR CREDIT UNION INFORMATION

16a. BANK OR CREDIT UNION NAME		b. CITY	c. STATE	d. ZIP CODE	
17. ABA ROUTING NUMBER <i>(9-digit number)</i>		18. ACCOUNT NUMBER			
19. ACCOUNT NAME <i>(Your name as it appears on your account)</i>				20. ACCOUNT TYPE <i>(X one)</i>	
				<input type="checkbox"/> CHECKING	<input type="checkbox"/> SAVINGS

SECTION III – STATEMENTS OF UNDERSTANDING

DEBT COLLECTION/WAIVER OF PRIOR DUE PROCESS: In consideration of receiving a Treasury SVC, I hereby knowingly and voluntarily consent to the immediate collection from my pay (military or civilian), without prior notice or prior opportunity for a hearing or review, of any amounts that may become due and owing as a result of my use of the Treasury SVC. This means the government may deduct amounts owed from my pay as authorized by 5 U.S.C. 5514, 37 U.S.C. 1007, and other applicable laws. If I am employed by a contractor or I am no longer receiving military or civilian pay and amounts remain or become due or owing, I understand that the government will initiate debt collection procedures in accordance with the Federal Claims Collections Standards (31 CFR 900-904) and Chapters 28-32, Volume 5, DoD 7000-14-R, DoD Financial Management Regulation.

EXPIRED, LOST, STOLEN, OR DAMAGED CARD: When my Treasury SVC expires, any value remaining will be forwarded to my bank or credit union account specified above. If the account has been closed or if any value remaining on the Treasury SVC cannot be forwarded to the account for any other reason, I understand that the funds will be transferred to an account in the U.S. Treasury in accordance with 31 U.S.C. 1322 and that I retain the right to claim such funds. If my Treasury SVC is lost, stolen, or damaged, I may be charged a fee for a replacement card.

ADDITIONAL TERMS AND CONDITIONS: By using the Treasury SVC, I agree to accept the terms and conditions for use of the Treasury SVC established by the issuer of the card. This form may be imaged and kept on file electronically by the U.S. Department of the Treasury and/or its Financial or Fiscal Agent. The electronic image shall be considered the legal equivalent of the original.

SECTION IV – AUTHORIZATION TO MAKE SVC TRANSFERS ELECTRONICALLY TO AND FROM MY BANK OR CREDIT UNION ACCOUNT

I authorize the U.S. Treasury's Financial or Fiscal Agent to initiate debit and credit entries to my bank or credit union account at the financial institution specified above in order to fulfill any requests I may make to transfer funds between my bank or credit union account and my Treasury SVC account.

21. SIGNATURE	22. DATE SIGNED (YYYYMMDD)
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SECTION V – FOR OFFICE USE ONLY

23. ISSUED BY <i>(Disbursing/Financial Office Name/Location)</i>	24. CARD NUMBER <i>(Last six digits)</i>
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