

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 2014-007

30 September 2014

Subject: **UPDATED RECOMMENDATIONS FOR SPARE NAVY CASH CARD STOCKS**

Attention: Disbursing Officers/Supply Officers

1. Background. Disbursing Officers (DOs) are responsible for maintaining a stock of Navy Cash instant issue and visitor cards and for replenishing this stock of spare cards when supplies are low. The standard recommendations for Navy Cash card stock currently published in the Navy Cash Standard Operating Procedure (SOP) have been in place for some time. This Navy Cash SOP Change Notice updates these standard recommendations by ship type to better reflect the differences in the various phases of a ship's operational readiness status. These standard recommendations should last a ship about six to eight months.

2. Disbursing Officer Action. Upon receipt of this Navy Cash SOP Change Notice, DOs must take the necessary steps to ensure procedures are in place to send an e-mail request to the CSU to order additional card stock in accordance with the new standard recommendations detailed in the SOP. Cards must be ordered whenever the ship is down to about a two-month supply of spare cards, or whenever the ship is about to change status, e.g., from homeport/local operations to pre-deployment/pre-surge operations. The monthly inventory of Navy Cash visitor and instant issue cards that is required by the DoD FMR Volume 5, Chapter 17, and the Navy Cash SOP will provide an order point for replenishing card stocks.

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.

Ver Ver Ver
1.13 1.14 1.15

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	CANCELED			
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		✓	✓	

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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		✓	✓	
2014-004	Cashing Personal Checks and Cashing Out the Chip on Navy Cash Cards		✓	✓	
2014-005	Appointment of Navy Cash Deputy Is Mandatory		✓	✓	✓
2014-006	Transfer Member Profile and Unsuspend Account Using Disbursing Web Site		✓	✓	✓
2014-007	Updated Recommendations for Spare Navy Cash Card Stocks		✓	✓	✓

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

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8.3.2 Replenishing Navy Cash Card Stocks

(insert new paragraph 8.3.2 in Navy Cash SOP version 1.13, associated with Navy Cash release v1.4.6.3; version 1.14, associated with release v1.4.7.0; and version 1.15 associated with release v1.4.7.1)

a. **Spare Navy Cash Card Stocks.** The standard recommendations for spare Navy Cash instant issue and visitor cards are detailed by ship types in the two tables below. These standard recommendations for spare card stocks are intended to reflect the differences in the various phases of a ship's operational readiness status and should last a ship about six to eight months. The order point for replenishing card stock should be when a ship is down to about a two-month supply of spare cards, or when a ship is about to change status, e.g., from homeport/local operations to pre-deployment/pre-surge operations.

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INSTANT ISSUE CARDS <i>NAVY CARDHOLDER cards</i>	FFG/DDG/ CG	LPD/LSD/ AS/LCC	LHA/LHD	CVN
Pre-Deployment/Pre-Surge	150	200	1,000	2,000
Deployed/Surge	100	100	500	1,000
Homeport/Local Ops	50	100	500	1,000

VISITOR CARDS <i>Reusable, chip-only cards</i>	FFG/DDG/ CG	LPD/LSD/ AS/LCC	LHA/LHD	CVN
Pre-Deployment/Pre-Surge	50	100	200	500
Deployed/Surge	50	100	200	500
Homeport/Local Ops	50	100	200	500

b. To Order Replenishment Stock. To order replacement cards, the Disbursing Officer should send an e-mail request to the CSU at navycashcenter@ezpaymt.com to obtain a case number. The e-mail request should include the following information:

- How many cards are needed?
- How many cards are currently in stock?
- What is the ship's operational readiness status, e.g., Homeport, Pre-Deployment, Deployed?
- Will additional personnel be embarking during deployment? If so, how many?

Cards will normally be shipped within one to two weeks after the order has been approved.

c. Card Expiration Dates and Inventory Control. Periodically, the Disbursing Officer should check the expiration date on the back of all visitor cards in inventory and on the front of all instant issue cards in inventory to ensure they are not expired or soon to expire (see paragraph 8.2.5 above). Rotate the stock of cards, so that the older cards are always used first. Destroy any expired cards, and order replacements if necessary.

d. When a ship expects a high volume of visitors or transient personnel, contact the Navy Cash CSU. 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.

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