

**Attention Supply Officers, Disbursing Officers,
Navy Cash Accountable Officers, Navy Cash Deputies**

**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 2015-007

15 October 2015

Subject: NAVY CASH SYSTEM DOCUMENTATION NOW AVAILABLE ON SAILOR 2.1

Attention: Supply Officers/Disbursing Officers/Navy Cash Accountable Officers/Navy Cash Deputies

1. Background. Navy Cash technical system documentation can now be found on the SPAWAR Acquisition Integrated Logistics Online Repository (SAILOR). SAILOR 2.1 is an easy-to-use tool designed to deploy critical logistics, configuration, and technical documentation and provide a single location to obtain systems support information for programs of record, including Navy Cash. The link for SAILOR 2.1 is <https://sailor.nmci.navy.mil/sailor/Home.cfm> (use e-mail PKI certificate).

2. Disbursing Officer Action. Upon receipt of this Navy Cash SOP Change Notice, the DO must take the necessary steps to let the ship's ITs supporting Navy Cash operations know that they can find configuration and troubleshooting documents, ACAS scanning instructions, and other supporting documents for the Navy Cash system on SAILOR 2.1.

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 CANCELED		
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 CANCELED		
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 CANCELED			
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 CANCELED			
2014-008	Navy Cash System Administration Password Changes — Revised	✓	✓	✓
2015-001	Navy Cash Merchant Established for Second Class Association	✓	✓	✓
2015-002	Shipping Equipment with Batteries Contained in Equipment	✓	✓	✓
2015-003	New EOM Summary Report and Elimination of EOM Spreadsheet	✓	✓	✓
2015-004	Treasury Navy Cash/Marine Cash Website Update/Address Change	✓	✓	✓
2015-005	Navy Cash Equipment Ownership and Maintenance Responsibilities	✓	✓	✓
2015-006	Recommendations for Spare Navy Cash Card Stocks—Revised	✓	✓	✓
2015-007	Navy Cash System Documentation Now Available on SAILOR 2.1	✓	✓	✓

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

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8.14.4 SPAWAR Acquisition Integrated Logistics Online Repository (SAILOR)

(insert new paragraph 8.14.4 in Navy Cash SOP version 1.13, associated with Navy Cash release v1.4.6.3a; version 1.14, associated with release v1.4.7.0; and version 1.15, associated with release v1.4.7.1, and renumber subsequent paragraphs)

a. Navy Cash technical system documentation can be found on the SPAWAR Acquisition Integrated Logistics Online Repository. SAILOR 2.1 is an easy-to-use tool designed to deploy critical logistics, configuration, and technical documentation and provide a single location to obtain systems support information for programs of record, including Navy Cash. Disbursing Officers should let the ship's ITs supporting Navy Cash operations know that they can find configuration and troubleshooting documents, ACAS scanning instructions, and other supporting documents for the Navy Cash system on SAILOR 2.1. The link for SAILOR 2.1 is <https://sailor.nmci.navy.mil/sailor/Home.cfm> (use e-mail PKI certificate).