

Guidelines for Migrating from One Navy Cash Ship (*Ship 1*) to Another (*Ship 2*)

- a. Notify the Crew. About four to five weeks before the actual hull swap, the disbursing offices on *Ship 1* and *Ship 2* should begin notifying their crews that they can use the chip on their Navy Cash card on either ship during the transition but they must do a “Ship Check In” at one of the K80s on the new ship once the crossdeck is completed in order to access funds in their linked bank or credit union account or Navy Cash (strip) account. Cardholders signed up for split pay must ensure they complete this “Ship Check In” before the next payday so their payroll payments can be properly credited to their Navy Cash accounts. The disbursing office can use POD notes, e-mails, or other means to notify the crew—a proposed POD notes is included below. The Fleet Support Group at FISC Norfolk or FISC San Diego is available to provide any advice concerning the transition (but you should probably talk with them before you deploy).
- b. Strip and Chip Accounts. Since the funds on the chip of a Navy Cash card can be used on any Navy Cash ship, cardholders on both ships will be able to use any funds they have on the chip for purchases on either ship. To access the Navy Cash (strip) account once the crossdeck to the new ship is completed, each individual cardholder must do a “Ship Check In” at one of the K80s on the new ship. When the next End-Of-Day (EOD) round trip is completed between ship and shore, the cardholder’s member profile is transferred to the new ship, and the cardholder can then access funds in his or her bank or credit union account and Navy Cash (strip) account. The Disbursing Officers on *Ship 1* and *Ship 2* must ensure that the EOD function is completed at least once each day, so cardholders’ accounts are updated on a regular basis during the transition.
- c. Clear All Negative Account Balances. The Disbursing Officers on *Ship 1* and *Ship 2* must make every effort to clear all negative Navy Cash account balances prior to completing the hull swap. 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 their accountability, the Disbursing Officers are responsible for collecting on that debt. Review the daily Negative Balance Report each day, and call any cardholder who appears on the report to disbursing immediately to clear the negative balance (*Note: Any cardholders with a negative balance will appear on the Negative Balance Reports on both ships for a two-week period after they complete a “Ship Check In”*).
- d. Option to Stop Split Pay. Members who want to stop split pay must have their SPO stopped and the change transmitted to DFAS Cleveland before the 5th or the 20th of the month in order to have the funds credited to their Direct Deposit System (DDS) home bank or credit union accounts the following payday.
- e. Split Pay, Navy Cash, and Failed SPO Payments. Currently, when DFAS Cleveland forwards a SPO payroll, JPMC credits payroll payments to individual accounts by ship. Individual payroll payments fail when the Navy Cash system ashore does not know that someone is assigned to a particular ship. To avoid failed payroll payments once the crossdeck is completed, the Disbursing Officers on *Ship 1* and *Ship 2* must ensure everyone signed up for split pay has completed a “Ship Check In” at one of the K80s on the new ship before the next payday. That way, as soon as the next EOD round trip is completed between ship and shore, the Navy Cash system knows the particular ship to which individual crewmembers are assigned, and

payroll payments can be properly credited. As always, any new enrollments in Navy Cash must be completed and the Navy Cash accounts must actually be opened before signing new enrollees up for split pay.

f. Navy Cash Card Stock. The Disbursing Officers on *Ship 1* and *Ship 2* must coordinate to ensure both ships have enough Navy Cash temporary and visitor card stock on hand for the initial needs of the crews after they crossdeck, e.g., a minimum six-month supply of cards.

g. SecurID Tokens. Since the SecurID tokens needed to access the Navy Cash disbursing web site are registered to the individuals, the Disbursing Officers on *Ship 1* and *Ship 2* must coordinate to ensure that each person who has access to the web site brings the SecurID token registered to them to the new ship. Once the crossdeck is completed, each Disbursing Officer should let the CSC know each user's new ship and the serial number of each token and the full name, last four digits of the SSN, date of birth (month and day only), and date joined the Navy for each person who has access to the web site.

h. Merchant Cards, Chart of Accounts, and Settlement Options.

(1) Merchant Cards. Since the Navy Cash merchant cards are assigned to the ship, the Disbursing Officers on *Ship 1* and *Ship 2* must coordinate to ensure all Navy Cash merchant cards, for example, Wardroom, Chief's Mess, MWR, Taxi Merchant, are handed over from one crew to the next and remain with their respective ships. That is, all *Ship 1* merchant cards must remain on *Ship 1* and all *Ship 2* merchant cards must remain on *Ship 2* for use by the new crews.

(2) Chart of Accounts and Settlement Options. To update the Merchant Chart of Accounts for each ship once the crossdeck is completed, the Disbursing Officers on each ship must provide new points of contact and advise the CSC whether private merchants want to settle to the Navy Cash (strip) account or to a bank or credit union account. For a private merchant who settles to a bank or credit union account, the CSC must also be advised of any new account information and whether the merchant wants to settle on a daily or weekly basis.

(3) Final Settlement. The Disbursing Officers on *Ship 1* and *Ship 2* must coordinate with all Navy Cash merchants on their respective ships to determine when they will stop collecting bill, dues, fees, etc. under the *Ship 1* and *Ship 2* merchants. To facilitate the final settlement and transition, the Disbursing Officers on *Ship 1* and *Ship 2* should ask the CSC to change the settlement option for all private merchants to the Navy Cash (strip) account.

i. Again, the Fleet Support Group at FISC Norfolk or FISC San Diego is available to provide any advice concerning the transition from Navy Cash to ATMs-at-Sea.

Hull Swap

Navy Cash — Heads Up, Shipmates! As a part of our (upcoming) turnover (hull swap) with *Ship 2* (*Ship 1*), Navy Cash should help make the transition a little bit easier. Both ships are Navy Cash equipped. Since the funds on the chip of a Navy Cash card can be used on any Navy Cash ship, you will be able to use any funds you have on your chip for purchases on either ship. Once the crossdeck to *Ship 2* (*Ship 1*) is completed, it is important that you do a "Ship Check In" at one of the K80s on the new ship. The next End-Of-Day (EOD) round trip will notify the Navy Cash system ashore that you have moved to *Ship 2* (*Ship 1*) and transfer your member profile to the new ship. You can then access your Navy Cash (strip) account and transfer funds between your bank or credit union account and your Navy Cash account. If you are signed up for split pay, it is extremely important that you complete this "Ship Check In" a few

days before payday, so that your payroll payment can be properly credited to your Navy Cash account.

The hull swap with *Ship 1 (Ship 2)* is currently scheduled to be completed on 24 March 2006. If you are currently signed up for split pay, you should complete your "Ship Check In" by 28 March, so that the payroll for 31 March 2006 can be properly deposited into your Navy Cash (strip) account. If you decide to stop your split pay, you must complete and sign the paperwork at disbursing no later than 16 March 2006, so that we can notify DFAS Cleveland in time to have the funds credited to your direct deposit account on the 31 March 2006 payday.

If you have any questions, please contact the disbursing office.

Dates are for illustrative purposes only. Change the dates to suit your schedule.