

NAVSUP Publication 727

# Navy Cash<sup>®</sup> Financial System Standard Operating Procedure

*Ready. Resourceful. Responsive!*



**Version 1.13**  
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**NAVSUP Publication 727**  
**Navy Cash<sup>®</sup> Financial System**  
**Standard Operating Procedure**

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This Standard Operating Procedure (SOP) provides information and guidance for ships equipped with the Navy Cash Financial System. The SOP lays out the actions required to carry out Navy Cash operations within the various “retail” areas on board ship. The Navy Cash SOP augments existing procedures. It does not affect non-monetary procedures, which remain in effect. Neither does it completely eliminate the need to maintain existing cash-handling procedures, which must remain in effect to process transactions that cannot be handled by Navy Cash.



GEORGE DEVRIES

Captain, SC, USN  
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## RECORD OF CHANGES

VERSION NUMBER	EFFECTIVE DATE	CHANGE DESCRIPTION	CHANGE LOCATION
1.08	31 Oct 2003	Initial Publication in Naval Logistics Library <i>NAVSUP PUB 727</i>	
1.09  <i>NAVSUP PUB 727B</i>	15 Jan 2004	Minor editorial and usability changes Other specific changes include: <u>Chapter 2</u> <ul style="list-style-type: none"> <li>• Display screens updated</li> <li>• Merchant ID, event code, and amount entry and function key changes</li> <li>• Clear/remove a merchant ID</li> <li>• Event maintenance</li> </ul> <u>Chapter 5</u> <ul style="list-style-type: none"> <li>• Reference to bulk refund and event maintenance</li> </ul> <u>Chapter 8</u> <ul style="list-style-type: none"> <li>• Disbursing application screen prints updated</li> <li>• All funds transfer options under single link</li> <li>• Funds transfer to another card's chip using SSN</li> <li>• Individual refunds — miscellaneous and chip-purchase</li> <li>• Bulk refunds</li> <li>• Event maintenance</li> <li>• NOC selection information updated</li> <li>• Provisional split pay</li> <li>• Suggested courses of action for returned transactions that result in negative balance</li> <li>• End-of-month process to begin five days before end of month for S-2, S-3, and S-4</li> <li>• Sample letter of authority to hold cash</li> </ul> <u>Appendixes</u> <ul style="list-style-type: none"> <li>• CAD will not allow more than one EOM message to be sent in 15 second period</li> <li>• Merchant ID, event code, and amount function key changes</li> <li>• Toll-free number changed on affidavit form</li> <li>• Suggested courses of action for returned transactions that result in negative balance</li> </ul>	Throughout <ul style="list-style-type: none"> <li>• Throughout</li> <li>• 2.2.2, 2.2.3, 2.2.9, 2.2.11.e, and throughout</li> <li>• 2.2.9.a</li> <li>• 2.2.9.b</li> <li>• 5.3 and 5.5.2</li> <li>• Throughout</li> <li>• 8.4.7</li> <li>• 8.4.8</li> <li>• 8.4.10</li> <li>• 8.4.12</li> <li>• 8.4.27</li> <li>• 8.4.30</li> <li>• 8.4.32</li> <li>• 8.8 and Appendix L</li> <li>• 8.9.1</li> <li>• 8.2.1 and 8.15.3</li> <li>• Appendix A</li> <li>• Appendix B</li> <li>• Appendix I</li> <li>• Appendix L</li> </ul>

VERSION NUMBER	EFFECTIVE DATE	CHANGE DESCRIPTION	CHANGE LOCATION
<p><b>1.10</b></p> <p><i>NAVSUP PUB 727C</i></p>	<p>31 Oct 2005</p>	<p>Minor editorial and usability changes</p> <p>Emphasis added that all dates and times in Navy Cash are recorded and reported in Greenwich Mean Time (GMT) / Coordinated Universal Time (UTC) / ZULU time</p> <p>Other specific changes include:</p> <p><u>Chapter 1 — Navy Cash Overview</u></p> <ul style="list-style-type: none"> <li>• Reference to Navy Cash Preventive Maintenance System (PMS) included</li> <li>• Name of Navy Integrated Call Center (NICC) changed to Global Distance Support Center (GDSC)</li> <li>• List of Acronyms updated</li> <li>• Reference to Provisional Split Pay included</li> </ul> <p><u>Chapter 2 — K22/K80 Operating Procedures</u></p> <ul style="list-style-type: none"> <li>• Reference to Navy Cash Preventive Maintenance System (PMS) included</li> <li>• Proxy mode Intercept Merchant/Merchant Override and Set New Merchant ID deleted</li> </ul> <p><u>Chapter 3 — General Mess</u></p> <ul style="list-style-type: none"> <li>• Reference to Navy Cash Preventive Maintenance System (PMS) included</li> <li>• Maximum limit on chip on merchant cards increased from \$1,000 to \$9,999.99</li> <li>• Meal price and surcharge separate amounts</li> <li>• Eliminated option to send e-mail to CSC to transfer funds from one merchant account to another to pay food invoice</li> </ul> <p><u>Chapter 4 — Private Messes</u></p> <ul style="list-style-type: none"> <li>• Reference to Navy Cash Preventive Maintenance System (PMS) included</li> <li>• Merchant Settlement Reports added and weekly settlement/deposit dates changed</li> <li>• Maximum limit on chip on merchant cards increased from \$1,000 to \$9,999.99</li> <li>• Options added to settle daily or weekly and to checking or Navy Cash merchant account</li> <li>• Eliminated option to send e-mail to CSC to transfer funds from one merchant account to another to pay food invoice</li> </ul>	<p>Throughout</p> <p>Throughout</p> <ul style="list-style-type: none"> <li>• 1.4</li> <li>• 1.5.4.i and 1.5.9</li> <li>• 1.5.9</li> <li>• 1.9</li> <li>• 2.2</li> <li>• 2.3.2, 2.3.3, and 2.3.9</li> <li>• 3.2</li> <li>• 3.1, 3.4.4, and 3.5.2</li> <li>• 3.3 and 3.4</li> <li>• 3.5.2</li> <li>• 4.2</li> <li>• 4.3, 4.14, and 4.17.3</li> <li>• 4.1.5 and 4.10</li> <li>• 4.3 and 4.14</li> <li>• 4.10.3</li> </ul>

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1.10 (continued)	31 Oct 2005	<p><u>Chapter 5 — MWR</u></p> <ul style="list-style-type: none"> <li>• Reference to Navy Cash Preventive Maintenance System (PMS) included</li> <li>• Merchant Settlement Reports added and weekly settlement/deposit dates changed</li> <li>• Options added to settle daily or weekly and to checking or Navy Cash merchant account</li> </ul> <p><u>Chapter 6 — Post Office</u></p> <ul style="list-style-type: none"> <li>• Reference to Navy Cash Preventive Maintenance System (PMS) included</li> <li>• Sale of USPS stamp booklets to ship’s store</li> <li>• Two scenarios added to describe possible account shortages and corrective actions</li> <li>• Eliminated e-mail from Treasury Financial Agent confirming funds deposited to USPS</li> <li>• Procedures included for uploading unit 1412 data using the RCU disk</li> <li>• Attach Merchant Sales Summary Report vice Daily Transaction Detail Report to PS Form 1412</li> <li>• PS Form 1412/Merchant Sales Summary Report kept on file for four vice three years</li> <li>• Use of visitor card to pay for official mail postage and postal services</li> </ul> <p><u>Chapter 7 — Ship’s Store</u></p> <ul style="list-style-type: none"> <li>• Chapter reorganized</li> <li>• Reference to Navy Cash Preventive Maintenance System (PMS) included</li> <li>• Operator IDs for store operators must be established first in Navy Cash application and then entered into ROM II back office</li> <li>• If connectivity is a problem, don’t log off K22, so business can be conducted next day</li> <li>• Navy Cash can be used to support non-EPOS store sales</li> <li>• Description of ROM II–Navy Cash Comparison Report and ROM II Reporting function in Navy Cash application added</li> <li>• Vending (CAD) maintenance updated</li> <li>• Reference added to End-of-Month (EOM) spreadsheet as a part of EOM process</li> </ul>	<ul style="list-style-type: none"> <li>• 5.2</li> <li>• 5.3.c, 5.9.k, and 5.12.3</li> <li>• 5.3 and 5.9</li> <li>• 6.2</li> <li>• 6.5</li> <li>• 6.7</li> <li>• 6.7</li> <li>• 6.7</li> <li>• 6.7</li> <li>• 6.7</li> <li>• 6.10</li> <li>• Throughout</li> <li>• 7.2</li> <li>• 7.3</li> <li>• 7.3</li> <li>• 7.3.4</li> <li>• 7.3.9</li> <li>• 7.4.5</li> <li>• 7.6.3</li> </ul>

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1.10 (continued)	31 Oct 2005	<p><u>Chapter 8 — Disbursing</u></p> <ul style="list-style-type: none"> <li>• Navy Cash application screen prints updated</li> <li>• Use visitor cards for new enrollments whenever possible</li> <li>• Maximum limit on chip on merchant cards increased from \$1,000 to \$9,999.99</li> <li>• Reference to Navy Cash Preventive Maintenance System (PMS) included</li> <li>• Navy Cash cards to be inventoried once each month vice every 60 days</li> <li>• Damaged cards no longer need to be sent to the FISC or JPMC</li> <li>• Updated custodial responsibility for custody of spare K22s and CADs</li> <li>• Transfer of responsibility upon relief and Navy Cash Pre-Audit/Turnover Checklist</li> <li>• Transfer custody of SecurID token upon relief</li> <li>• Procedures for unclaimed value on visitor cards added</li> <li>• Review of Unmatched Chip-to-Chip Transaction Report changed from monthly to weekly</li> <li>• Procedures for unclaimed value for unmatched chip-to-chip transactions added</li> <li>• Change card status procedures updated</li> <li>• “New Enrollee Card Pick Up” function deleted</li> <li>• Canceled cards must be destroyed, e.g., cut up, in the presence of the cardholder</li> <li>• Disbursing Officer review Negative Balance Report on a daily basis</li> <li>• Updated addresses for Treasury Financial Agent, JPMorgan Chase Bank, N.A. (JPMC), for sending in enrollment forms and Government checks</li> <li>• To open account, individual must fill out and sign enrollment form; Disbursing Officer must forward signed form to JPMC</li> <li>• Disbursing Officer must ensure that individuals are enrolled in Navy Cash before they sign up for SPO.</li> </ul>	<ul style="list-style-type: none"> <li>• Throughout</li> <li>• 8.2.2 and 8.4.21</li> <li>• 8.2.3</li> <li>• 8.2.5</li> <li>• 8.3.1</li> <li>• 8.3.2</li> <li>• 8.3.3</li> <li>• 8.3.4</li> <li>• 8.3.4</li> <li>• 8.4.9.b</li> <li>• 8.4.11</li> <li>• 8.4.11</li> <li>• 8.4.15</li> <li>• 8.4.18</li> <li>• 8.4.15 and 8.4.20</li> <li>• 8.4.20 and 8.8.1</li> <li>• 8.4.20 and 8.8.1</li> <li>• 8.4.21</li> <li>• 8.4.21 and 8.4.32</li> </ul>



VERSION NUMBER	EFFECTIVE DATE	CHANGE DESCRIPTION	CHANGE LOCATION
1.10 (continued)	31 Oct 2005	<ul style="list-style-type: none"> <li>• Individuals not part of ship's company should include company name or command name on line 2 of the address block on the enrollment forms when they enroll.</li> <li>• Merchant Settlement Reports added and weekly settlement/deposit dates changed</li> <li>• ROM II/Navy Cash Comparison Report added</li> <li>• To be assigned operator ID, individual must be Navy/Marine Cash cardholder; and, to be added to Navy Cash application user list, "Add as Disbursing User" block must be checked</li> <li>• Installing new equipment and pulling cable to nearest Navy Cash router is ship's responsibility</li> <li>• Vending and Ship's Store — vending maintenance and end of month procedures updated</li> <li>• For Marine Corps split pay, change in point of contact at FRB Boston</li> <li>• Procedures for money exchange by vendors in a foreign port updated</li> <li>• Disbursing Officer action in case of negative account balance updated</li> <li>• Out-of-service debt—collecting on negative account balance after member leaves service</li> <li>• Updated end-of-month reporting procedures</li> <li>• Name of Navy Integrated Call Center (NICC) changed to Global Distance Support Center (GDSC)</li> <li>• Navy Cash Trouble Call Worksheet</li> <li>• Log in to disbursing website at least monthly to keep account active</li> <li>• Revised letters of authority for accountable officer and agent</li> <li>• Bulk Card Log</li> <li>• Navy Cash Pre-Audit/Turnover Checklist</li> <li>• Navy Cash SPO enrollment/disenrollment form</li> </ul>	<ul style="list-style-type: none"> <li>• 8.4.21</li> <li>• 8.4.23.g and 8.15.6</li> <li>• 8.4.24 and 8.15.4</li> <li>• 8.4.26</li> <li>• 8.4.26 and 8.5.3</li> <li>• 8.4.27 and Appendix A</li> <li>• 8.4.31.b</li> <li>• 8.5.1</li> <li>• 8.8.1</li> <li>• 8.8.1</li> <li>• 8.9.1</li> <li>• 8.14</li> <li>• 8.14.1 and 8.15.20</li> <li>• 8.14.3</li> <li>• 8.15.1 and 8.15.2</li> <li>• 8.15.10</li> <li>• 8.15.12</li> <li>• 8.15.14</li> </ul>

VERSION NUMBER	EFFECTIVE DATE	CHANGE DESCRIPTION	CHANGE LOCATION
1.10 (continued)	31 Oct 2005	<ul style="list-style-type: none"> <li>• Currency Exchange Log</li> <li>• Quarterly Cash Verification Team Navy Cash Checklist</li> </ul> <p><u>Appendixes</u></p> <ul style="list-style-type: none"> <li>• Vending maintenance and end of month procedures updated</li> <li>• Proxy mode Intercept Merchant/Merchant Override and Set New Merchant ID deleted</li> <li>• Updated flow diagram for configuring K22</li> <li>• Enrollment form updated</li> <li>• Disbursing Officer Checklist for Recurring Tasks updated</li> <li>• Sample Internal Procedures and Controls instruction updated</li> <li>• Suggested guidelines for negative account balances updated</li> <li>• Procedures for purchasing stamps in the ship's post office for sale in the ship's store</li> <li>• Procedures for processing official mail using a visitor card</li> <li>• Procedures for coordinating move of Navy Cash to barge during shipyard availabilities</li> </ul>	<ul style="list-style-type: none"> <li>• 8.15.17</li> <li>• 8.15.18</li> </ul> <ul style="list-style-type: none"> <li>• Appendix A</li> <li>• Appendix B</li> <li>• Appendix B</li> <li>• Appendix F</li> <li>• Appendix J</li> <li>• Appendix K</li> <li>• Appendix L</li> <li>• Appendix M</li> <li>• Appendix N</li> <li>• Appendix O</li> </ul>
1.11  <i>NAVSUP PUB 727D</i>	31 Mar 2006	<p>Minor editorial and usability changes</p> <p><u>Chapter 1 — Navy Cash Overview</u></p> <ul style="list-style-type: none"> <li>• New personnel can now be enrolled in Navy Cash without issuing them temporary cards</li> </ul> <p><u>Chapter 8 — Disbursing</u></p> <ul style="list-style-type: none"> <li>• Navy Cash application screen prints updated</li> <li>• Do not change time or time zone on server</li> <li>• New personnel can now be enrolled in Navy Cash without issuing them temporary cards</li> <li>• Navy Cash card limits can now be modified through Navy Cash application on ship</li> <li>• To perform any personal Navy Cash transactions in disbursing office, PS (DK) should see Disbursing Officer or Deputy</li> <li>• Navy Cash card inventory procedures updated</li> <li>• Disbursing Notification notes</li> </ul>	<p>Throughout</p> <ul style="list-style-type: none"> <li>• 1.6.3</li> </ul> <ul style="list-style-type: none"> <li>• Throughout</li> <li>• 8.1 and 8.4</li> <li>• 8.2.2 and 8.4.20</li> <li>• 8.2.3 and 8.4.21</li> <li>• 8.2.4, 8.4.35, Appendix K</li> <li>• 8.3.1</li> <li>• 8.4.3 and 8.4.22.f</li> </ul>

VERSION NUMBER	EFFECTIVE DATE	CHANGE DESCRIPTION	CHANGE LOCATION
1.11 (continued)	31 Mar 2006	<ul style="list-style-type: none"> <li>• Monitor cardholder transfer dates</li> <li>• Ensure access to bank or credit union account remains blocked until Navy Cash account balance is zero or positive</li> <li>• Account information can now be updated through the Navy Cash application</li> <li>• Any change in cardholder's name will automatically generate request for new permanent card</li> <li>• Ensure Transfer Date and Type is current in each cardholder's member profile</li> <li>• For contingency purposes, cardholders should have personal checks and ATM/debit/check card on board in event Navy Cash is at or near complete mission failure</li> <li>• Note Maintenance enables disbursing office to view and add notes to member profiles</li> <li>• Disbursing Notification notes sent to ship to notify of any replication conflicts</li> <li>• Titles and contents of reports that can be generated on the ship updated</li> <li>• Deleted operator can now be reactivated at Navy Cash application</li> <li>• Avoiding failed split pay payroll payments</li> <li>• Procedures for foreign concessionaire vendors updated</li> <li>• Creating new merchants updated</li> <li>• To control negative balances, Navy Cash card limits and access to bank and credit union accounts ashore can now be modified through Navy Cash application on ship</li> <li>• Managing and requisitioning spares updated</li> <li>• Account information can now be updated through the Navy Cash application</li> <li>• Sample reports updated</li> <li>• Sample of Navy Cash Payroll Report added</li> <li>• Sample of SPO Payroll Report added</li> </ul> <p><u>Appendixes</u></p> <ul style="list-style-type: none"> <li>• To perform any personal Navy Cash transactions in disbursing office, PS (DK) should see Disbursing Officer or Deputy</li> </ul>	<ul style="list-style-type: none"> <li>• 8.4.19.b and 8.4.21</li> <li>• 8.4.19.c and 8.8.1</li> <li>• 8.4.21 and 8.14</li> <li>• 8.4.21.e</li> <li>• 8.4.21.f</li> <li>• 8.4.21.h</li> <li>• 8.4.22</li> <li>• 8.4.22.f</li> <li>• 8.4.24</li> <li>• 8.4.27.f</li> <li>• 8.4.33</li> <li>• 8.5.2</li> <li>• 8.5.3</li> <li>• 8.8.1.e, 8.8.2 and 8.4.21</li> <li>• 8.13</li> <li>• 8.14 and 8.4.21</li> <li>• 8.15</li> <li>• 8.15.17</li> <li>• 8.15.18</li> <li>• Appendix K</li> </ul>

VERSION NUMBER	EFFECTIVE DATE	CHANGE DESCRIPTION	CHANGE LOCATION
1.11 (continued)	31 Mar 2006	<ul style="list-style-type: none"> <li>• Updated procedures for barge support</li> <li>• Pre- and post-deployment grooms</li> <li>• Navy Cash merchants</li> </ul>	<ul style="list-style-type: none"> <li>• Appendix O</li> <li>• Appendix P</li> <li>• Appendix Q</li> </ul>
<b>1.12</b> <b>NAVSUP</b> <b>PUB 727E</b>	31 Aug 2007	<p>Minor editorial and usability changes</p> <p><u>Chapter 1 — Navy Cash Overview</u></p> <ul style="list-style-type: none"> <li>• Points of contact information updated</li> <li>• Global Distance Support Center (GDSC) menu selection numbers updated</li> <li>• Additional guidance for Marine enrollments</li> </ul> <p><u>Chapter 2 — K22/K80 Operating Procedures</u></p> <ul style="list-style-type: none"> <li>• Enforce User Logon Selection must be set to Do Not Force Logon even when ROM II and Navy Cash are integrated</li> </ul> <p><u>Chapter 7 — Ship’s Store</u></p> <ul style="list-style-type: none"> <li>• Enforce User Logon Selection must be set to Do Not Force Logon even when ROM II and Navy Cash are integrated</li> </ul> <p><u>Chapter 8 — Disbursing</u></p> <ul style="list-style-type: none"> <li>• Navy Cash application screen prints updated</li> <li>• Navy DISBO to support Marines embarked on ship without Marine DISBO</li> <li>• Replacement cards can now be requested without issuing temporary cards</li> <li>• Navy Cash card expiration—if no activity for six months when card expires, any remaining balance transferred to linked bank or credit union account automatically</li> <li>• Dormant accounts</li> <li>• Automatic chip-to-chip corrections (includes Automated Chip-to-Chip Corrections Report)</li> <li>• Deposit cash or check to strip (includes revised Daily Cash Transaction Ledger)</li> <li>• Cardholders can activate new, pendactive, permanent Navy Cash card at K80</li> <li>• Navy Cardholder Issued Card Report lists temporary cards issued through Navy Cash application</li> <li>• Destroy canceled cards in presence of cardholder and document destruction on Navy Cash Card Issue Log (includes revised Navy Cash Card Issue Log)</li> </ul>	<p>Throughout</p> <ul style="list-style-type: none"> <li>• 1.5.4</li> <li>• 1.5.4.j</li> <li>• 1.6.4</li> <li>• 2.3.8.a</li> <li>• 7.3.1.a</li> <li>• Throughout</li> <li>• 8.1</li> <li>• 8.2.2 and 8.4.19</li> <li>• 8.2.4</li> <li>• 8.2.4.d</li> <li>• 8.4.11.e and 8.15.20</li> <li>• 8.4.13, 8.4.14, and 8.15.10</li> <li>• 8.4.16</li> <li>• 8.4.19.g, 8.4.25, and 8.3.1</li> <li>• 8.4.16, 8.4.19, 8.3.1, and 8.15.12</li> </ul>

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<p>1.12 (continued)</p>	<p>31 Aug 2007</p>	<ul style="list-style-type: none"> <li>• ACH access blocked and Navy Cash account access suspended when account transferred to “Shore Command” based on transfer date in member profile</li> <li>• Name on SPO enrollment form must match name on Navy Cash enrollment form</li> <li>• Signed enrollment form must be sent via FedEx, UPS, or other traceable means, via fax (digital sender), or via e-mail</li> <li>• DISBO to notify Sales, Food Service, and Marine DISBO when IEOD function completed with Indicate EOM checked</li> <li>• Fraud Detection Report added</li>   <li>• Disbursing can check status of vending and store EOM for current and previous month</li> <li>• Disbursing can do multiple EOM close-outs within current month</li> <li>• Clear a negative Navy Cash account balance by depositing a cash or check directly to the Navy Cash (strip) account</li> <li>• Daily Blocked Account Report added— Disbursing should review on daily basis</li> <li>• EOM spreadsheet revised</li> <li>• Global Distance Support Center (GDSC) menu selection numbers updated</li>   <li><u>Appendixes</u></li> <li>• Enforce User Logon Selection must be set to Do Not Force Logon even when ROM II and Navy Cash are integrated</li> <li>• Assign cardholder to new ship location using Disbursing web site</li> <li>• Updated procedures for barge support</li> </ul>	<ul style="list-style-type: none"> <li>• 8.4.20 and 8.4.22</li> <li>• 8.4.21 and 8.4.34</li> <li>• 8.4.21.g</li> <li>• 8.4.24</li> <li>• 8.4.25 and 8.8.1</li> <li>• 8.4.28.b(10)</li> <li>• 8.4.28.b(11)</li> <li>• 8.8.1 and 8.4.13</li> <li>• 8.8.2 and 8.4.24.n</li> <li>• 8.4.9</li> <li>• 8.14.1 and 8.15.25</li>   <li>• Appendix B and C</li> <li>• Appendix E</li> <li>• Appendix O</li> </ul>
<p><b>1.13</b>  <i>NAVSUP PUB 727F</i></p>	<p>30 Jun 2009</p>	<p>Minor editorial and usability changes</p> <p><u>Chapter 3 — General Mess</u></p> <ul style="list-style-type: none"> <li>• For merchant cardholders, chip load and debit limit for Navy Cash cards issued after 24 Sep 08 increased to \$50,000</li> </ul> <p><u>Chapter 4 — Private Messes</u></p> <ul style="list-style-type: none"> <li>• For merchant cardholders, chip load and debit limit for Navy Cash cards issued after 24 Sep 08 increased to \$50,000</li> </ul>	<p>Throughout</p> <ul style="list-style-type: none"> <li>• 3.1 and 3.4.4</li> <li>• 4.1, 4.10.3, and 4.10.4</li> </ul>

VERSION NUMBER	EFFECTIVE DATE	CHANGE DESCRIPTION	CHANGE LOCATION
1.13 (continued)	30 Jun 2009	<ul style="list-style-type: none"> <li>• Private merchants set up to settle on daily basis to help simplify reconciliation and settlement process</li> </ul> <p><u>Chapter 5 — MWR</u></p> <ul style="list-style-type: none"> <li>• For merchant cardholders, chip load and debit limit for Navy Cash cards issued after 24 Sep 08 increased to \$50,000</li> <li>• Private merchants set up to settle on daily basis to help simplify reconciliation and settlement process</li> </ul> <p><u>Chapter 6 — Post Office</u></p> <ul style="list-style-type: none"> <li>• Refunds in Post Office to be processed through USPS not Navy Cash</li> </ul> <p><u>Chapter 8 — Disbursing</u></p> <ul style="list-style-type: none"> <li>• Introduces instant issue and embossed permanent Navy Cash cards</li> <li>• Shipments of less than 10 cards will be mailed to individual cardholders directly</li> <li>• Disposition of unclaimed or returned Navy/Marine Cash cards</li> <li>• For merchant cardholders, chip load and debit limit for Navy Cash cards issued after 24 Sep 08 increased to \$50,000</li> <li>• For any change to chip load and debit limit above \$1,000, DISBO must contact CSU</li> <li>• Expiration date for cards issued after 24 Sep 08 changed from three to five years</li> <li>• Replacements for expiring cards created and sent to cardholders in first week of month prior to the month in which the card expires</li> <li>• Cash Verification Team to generate card reports for all Disbursing App users to verify no unauthorized deposits made to their accounts since last cash verification</li> <li>• Individuals must log off Disbursing App when through working on system</li> <li>• DISBO must establish procedures for proper handling and safeguarding of Personally Identifiable Information (PII)</li> <li>• Working stock of Navy Cash cards shall be returned to DISBO at least once each week for audit and inventory vice daily</li> </ul>	<ul style="list-style-type: none"> <li>• 4.3.d</li> <li>• 5.7.1</li> <li>• 5.3.d</li> <li>• 6.6</li> <li>• 8.2.3</li> <li>• 8.2.3, 8.4.19</li> <li>• 8.2.3, 8.4.19</li> <li>• 8.2.4, 8.8.1</li> <li>• 8.2.4</li> <li>• 8.2.5</li> <li>• 8.2.5</li> <li>• 8.2.6, 8.11, 8.15.25</li> <li>• 8.2.6</li> <li>• 8.2.6, Appendix K</li> <li>• 8.3.1, Appendix K</li> </ul>

VERSION NUMBER	EFFECTIVE DATE	CHANGE DESCRIPTION	CHANGE LOCATION
1.13 (continued)	30 Jun 2009	<ul style="list-style-type: none"> <li>• Allowance for spare cards updated</li> <li>• When directed, return failed equipment to depot via traceable means (K22s/CADs with stuck transactions sent to Cogent Systems). Include case number assigned and equipment serial number.</li> <li>• Procedures for transfer of responsibility upon relief updated</li> <li>• New, more detailed procedures for cashing out residual funds on visitor cards</li> <li>• Disbursing office merchant not to be used in “Chip to Merchant Account” function</li> <li>• Within bulk refund function, events codes must be unique and are not reusable</li> <li>• When changing card status or updating account information, if multiple cards match search criteria, verify that card selected is correct card</li> <li>• Instant issue card as replacement for lost, stolen, damaged card. Embossed permanent card no longer used for this purpose</li> <li>• ACH access unblocked and Navy Cash account access unsuspended automatically when cardholder completes “Ship Check In” at K80 Cashless ATM</li> <li>• Instant issue card used for new enrollments. Embossed permanent card no longer used for this purpose</li> <li>• Personnel stationed aboard ship enrolling in Navy Cash should include their assigned division in address line 2</li> <li>• Change in address and procedures to send enrollment forms to JPMC for imaging</li> <li>• Updating cardholder’s name in member profile via Account Info Update will no longer generate automatic request for replacement Navy Cash card</li> <li>• Indicate End Of Day (IEOD) function can also be initiated automatically at preset time</li> <li>• Multiple batch transfers (interim round trips) will be run automatically to synchronize ship and shore databases</li> <li>• Events codes must be unique and are not reusable</li> </ul>	<ul style="list-style-type: none"> <li>• 8.3.2</li> <li>• 8.3.3, 8.13, 8.14</li> <li>• 8.3.4, 8.15.14</li> <li>• 8.4.9.b</li> <li>• 8.4.9.c</li> <li>• 8.4.12, 8.4.30</li> <li>• 8.4.16, 8.4.22</li> <li>• 8.4.19</li> <li>• 8.4.20</li> <li>• 8.4.21.a</li> <li>• 8.4.21.c</li> <li>• 8.4.21.g</li> <li>• 8.4.22</li> <li>• 8.4.24.c</li> <li>• 8.4.24.d</li> <li>• 8.4.30, 8.4.12</li> </ul>

VERSION NUMBER	EFFECTIVE DATE	CHANGE DESCRIPTION	CHANGE LOCATION
1.13 (continued)	30 Jun 2009	<ul style="list-style-type: none"> <li>• Navy Cash server now switches among multiple paths through NOCs automatically if any one path is inoperable for any reason</li> <li>• Automated application of IAVA and other software patches</li> <li>• Transient merchants, e.g., currency exchange (husbanding agent) and foreign concessionaire, now settle to disbursing office merchant card strip account daily rather than monthly as part of EOM process</li> <li>• Negative balance notification message displayed on K80 Cashless ATM</li> <li>• If transfer request at K80 returned for NSF, automatic representment will present transaction up to two more times automatically on successive pay days</li> <li>• Automated generation of EOM spreadsheet using shore numbers and of SF 215/5515 numbers streamlines EOM process</li> <li>• Include DASR, Monthly Transaction Summary Report, EOM spreadsheet, original SF 215s/5515s in retained returns</li> <li>• Sample e-mails notifying cardholder of negative balance</li> <li>• Joint Navy Cash relieving letter for relieved and relieving Disbursing Officers</li> <li>• CVT Navy Cash Checklist updated</li> <li>• Navy Cash Trouble Call Worksheet updated</li> </ul> <p><u>Appendixes</u></p> <ul style="list-style-type: none"> <li>• New enrollment form, DD Form 2887, Feb 2009 (previous editions are obsolete and should no longer be used)</li> <li>• Checklist for Recurring Navy Cash Tasks revised</li> <li>• Working stock of Navy Cash cards shall be returned to DISBO at least once each week for audit and inventory vice daily</li> <li>• Transfer requests at K80 returned for NSF, will be represented automatically up to two more times on successive pay days</li> <li>• End-Of-Month (EOM) Procedures Worksheet added</li> <li>• Comms troubleshooting guide added</li> </ul>	<ul style="list-style-type: none"> <li>• 8.4.33</li> <li>• 8.4.37</li> <li>• 8.5.1</li> <li>• 8.8.1, 8.4.22</li> <li>• 8.8.1, 8.4.13, Appendix L Appendix K</li> <li>• 8.9</li> <li>• 8.9.k, 8.15.25</li> <li>• 8.15.7</li> <li>• 8.15.14</li> <li>• 8.15.25</li> <li>• 8.15.26</li> <li>• Appendix F</li> <li>• Appendix J</li> <li>• Appendix K, 8.3.1</li> <li>• Appendix L</li> <li>• Appendix R</li> <li>• Appendix S</li> </ul>



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