

**Attention Disbursing Officers and Supply Officers**

**NAVY CASH<sup>®</sup> FLASH!**  
Naval Supply Systems Command

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**Navy Cash<sup>®</sup> Flash 08-2**

**08 July 2008**

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Subject: **REMINDER ON USAGE AND CARE OF THE SHIP'S K22S**

**Written log for merchant sales events**

When issuing a K22 to a merchant for sales/events, the merchants need to be reminded that a written log is required for all sales. It is essential to remember these transactions affect only the Navy Cash card chip and are therefore unable to be verified through the backend process without the written log. Merchants should be aware without the written log, funds may be unrecoverable in the event of an equipment malfunction.

**Download off-line K22s regularly**

It is also recommended that any K22s being used in an off-line mode be downloaded to the server every couple of days rather than just at the end of an event. All utilized K22s should routinely be downloaded every month in order to avoid confusion and to ensure that the transactions are included in the end-of-month reports. These actions will ensure transactions are recoverable in the event of a K22 malfunction or an accidental bulk refund. Please also remind merchants they are responsible for equipment assigned to them and damaged equipment requires the disbursing office to prepare a DD200 for replacement.

**Caution when flashing a K22**

If a K22 requires trouble shooting, the first step is to determine if it contains transactions. If the K22 does contain transactions, **do not "flash"**. Flashing a K22 with transactions will erase any transactions held on the device, again requiring a written log to recreate.

**Replace batteries within two years**

All K22s contain a lithium battery, CR-1220. These batteries are available through the supply system under stock number 9G 6135-01-263-3611 and are

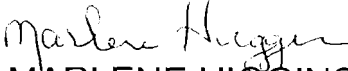
***Please route immediately to the Supply Officer and Disbursing Officer***

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the responsibility of the ship for replacement. The batteries have an estimated life span of two years. All ships are instructed during functional training and reminded during grooms that these batteries must be replaced within two years. If the lithium battery is not changed and the battery dies at a time the K22 is holding transactions, those transactions will be lost and unable to be verified without a written log. A new Maintenance Requirement Card (MRC) has been established, 78 NG10 Y, which will be in the system by the beginning of October.

By following these simple procedures, you can help us to ensure there is never an instance of lost funds or transactions. If you have any further questions, please do not hesitate to contact the Customer Support Center at [navycashcenter@ezpaymt.com](mailto:navycashcenter@ezpaymt.com) or 1-866-6NavyCash (662-8922).

POC [edie.johnston@navy.mil](mailto:edie.johnston@navy.mil) or (717) 605-2771

  
MARLENE HIGGINS  
Director, Navy Disbursing

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