

Attention Disbursing Officers and Supply Officers

NAVY CASH[®] FLASH!
Naval Supply Systems Command

Navy Family Support Mechanicsburg
Code 56
5450 Carlisle Pike
P.O. Box 2050
Mechanicsburg, PA 17055-0791

Navy Cash[®] Flash 08-3


4 August 2008

Subject: REMINDER ON REFUNDS IN THE SHIP'S POST OFFICE

Refunds in the ship's Post Office are to be processed through the U.S. Postal Service and not through Navy Cash. Refer to paragraph 6.6 in Chapter 6, Post Office, of the Navy Cash SOP. When a customer is eligible for a refund, PS Form 3533 is filled out in accordance with Domestic Mail Manual section 604.9.0 and sent to Postmaster New York or Postmaster San Francisco, as appropriate. The Postmaster actually issues the refund to the member. PS Form 3533 is available at http://www.usps.com/forms/_pdf/ps3533.pdf.

If you have any further questions, please do not hesitate to contact the Customer Support Center at navycashcenter@ezpaymt.com or 1-866-6NavyCash (662-8922).

POC is Dan Olson, daniel.c.olson@navy.mil or 717-605-7579.


MARLENE HIGGINS
Director, Navy Disbursing

Please route immediately to the Supply Officer and Disbursing Officer