

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 08-007

17 Dec 2008

Attention: Disbursing Officer/Supply Officer

Subject: REMINDER TO INDICATE END OF DAY

During the Holiday Season it is important to remember to continue to perform your End of Days (EODs). If the Disbursing Officer is on leave, it is still important for someone to initiate an EOD at least every couple of days. When a ship does not perform an EOD in 48 hours (not counting weekends), the Customer Service Center is required to contact the Program Office. It is in the best interest of the ship to ensure the EOD is performed to update the Navy Cash System, to limit negative balances as well as be notified of lost, damaged, or stolen cards. If DISBO is on leave during a payday and no EOD is indicated, your ship's pay will not post. The EOD initiates the round trip which posts the pay to the member's cards.

DISBOs - Please ensure you assign someone to perform the EODs in your absence. If the Disbursing Office is unavailable, in most instances an EOD can be initiated through the Navy Cash Server. If you need assistance to do this task, please call the Customer Service Center 1-866-662-8922 and a technician will be assigned to walk you through the process.

Thank you and Happy Holidays from the Navy Cash Program Office.

POC: Robin Stone, robin.stone@navy.mil

MARLENE HIGGINS
Director, Navy Disbursing

Please route immediately to the Supply Officer and Disbursing Officer

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