

**Attention Disbursing Officers and Supply Officers**

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

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

---

**Navy Cash<sup>®</sup> Flash 08-008**

**23 December 2008**

---

**Attention: Disbursing Officer/Supply Officer**

**Subject: NEGATIVE BALANCES**

With the new feature of auto-representation, Disbursing Officers are no longer required to collect on negative balances resulting from transfer requests returned for NSF until they have been represented without success for the second time. At this time the coding on the negative balance report is in the process of being corrected to show the proper number in lieu of the present symbol (\*) by the end of January. Note that if an account is not negative due to NSF, the report will display “\*\*”.

While the Disbursing Officer is not required to collect on these specific negative balances, a member may wish to settle their debt in advance rather than wait for the automatic process to complete. This is at the discretion of the Disbursing Officer. To ensure the representation is stopped if a payment is accepted, the Disbursing Officer must receive the funds by the 10<sup>th</sup> and the 25<sup>th</sup> of the month, and ensure a successful round trip occurs prior to the payday. If these conditions are not met to update the shore files, the auto-representation will still occur. Also note that the entire negative balance must be cleared in order for the auto-representation to be canceled. If a partial payment is applied against the negative balance, the entire original ACH transaction will still be auto-represented. In order to avoid confusion and possible NSF charges, Disbursing Officers need to inform cardholders to verify funds on both the Navy Cash card and their home bank accounts before and after each payday.

Please keep in mind any negative balances which occurred prior to receiving the auto-representation feature, those occurring due to invalid banking information, or transfer requests under \$5 returned for NSF or non-ACH reasons are still the Disbursing Officer's responsibility to collect.

POC: Edie Johnston, [edie.johnston@navy.mil](mailto:edie.johnston@navy.mil), 717- 605-2771 - DSN 430.

MARLENE HIGGINS  
Director, Navy Disbursing

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

***Attention Disbursing Officers and Supply Officers***

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