



Navy Cash Bulletin

NAVAL SUPPLY SYSTEMS COMMAND HEADQUARTERS



Volume: 2 Issue: 2 November 2004

Issuing Cards

Don't issue temporary cards to just anyone! Here is a breakdown of which cards should be issued when.

Temporary Cards

Temporary cards are meant as a replacement for lost, stolen, or damaged cards after the initial Navy Cash mass enrollment. Temporary cards can be issued when ships are deployed for extended periods to allow individuals immediate access to all Navy/Marine Cash capabilities, however, visitor cards should be issued when Ships are in homeports or operating for shorter periods in local opareas.

Permanent Cards

New enrollees complete and sign enrollment forms, DISBO's should then forward original signed forms to the Fleet Support Group (FSG) FISC Norfolk or FISC San Diego as appropriate. FSG will then forward enrollment data electronically to the Treasury Financial Management Service (FMS) agent, JP Morgan Chase. FSG will also forward original signed forms to JP Morgan Chase for recordkeeping purposes. As always, DISBO shall retain a copy of completed forms on board for reference. Permanent Navy/Marine cash cards should arrive at the ship, when in homeport, in about 10 business days after JP Morgan Chase receives data electronically from the FSG. DISBO should use the Navy Cash application to enter enrollment data only while at sea and not in home port. New enrollees can be issued visitor cards until permanent cards arrive. Remember to recover visitor cards once permanent card is issued.

Visitor Cards

Visitor cards do not inconvenience individual cardholders and can be reused. If necessary, split pay can be transferred to the chip using the Navy Cash application (funds transfer to chip, SSN function) IAW REF A PARA 8.4.8 of the Navy Cash SOP which is NAVSUP PUB 727.

Visitor cards are reusable and can be issued and then cashed out and returned to disbursing to be reissued at a later time.

Installations

As of 31 October 2004, 33 Ships have been installed with the Navy/Marine Cash™ Financial System.

October Installations:

USS NASHVILLE (LPD13) (Norfolk)
USS JAMES E WILLIAMS (DDG 95)
(Pascagoula)

November Installations:

USS BOXER (LHD 4) (San Diego)
USS TORTUGA (LSD 46)
(Little Creek)
USS LEYTE GULF (CG 55)
(Norfolk)
USS REUBEN JAMES (FFG 57)
(Pearl Harbor)

December Installations:

USS RUSSELL (DDG 59) (Pearl Harbor)
USS KLAKRING (FFG 42) (Mayport)
USS STETHEM (DDG 63) (San Diego)

Reminder

DISBO's must log in to the Navy Cash web site at least once each month to keep their account active. After 90 days of inactivity, the account will be suspended. If this has already occurred, contact the Navy Cash Customer Service Center (number located in Reference Section on next page). After six months of inactivity, accounts will be purged, and a new account will have to be created.



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Cardholder Turnover

When members are being discharged from the Navy or Marine Corps and transferring to an activity that does not have Navy/Marine Cash, or no longer desires to have a Navy/Marine Cash account, cardholders should be counseled to move all funds on their card from the chip and strip back to his or her home bank or credit union account. Alternatively, he or she may move all the funds on the strip to the chip and “cash out” the chip at the disbursing office.

Disbursing office should work closely with the personnel office to keep track of members who will be leaving the ship within 30 days.

Review Negative Balance Report

DISBO is responsible for collecting on any debt that appears on the reports prior to the cardholders departure.

Prevent Unrecoverable Debt

To prevent unrecoverable debt from being posted to Navy/Marine Cash, DISBO should evaluate the need to suspend cardholders account or cancel and close the Navy/Marine Cash account 30 days prior to actual departure date. If necessary, DISBO can issue “chip only” visitors card for use on ship until the member departs.

Discharge from Service

After verifying that the chip and strip are empty, DISBO should cut up and discard permanent and temporary cards. Disbursing office will then cancel the card and notify CSC via phone or e-mail to close account.

If member is within final 30 days of being discharged from Navy or Marine Corps and has a negative Navy Cash balance, DISBO’s only option is to post “DS01” indebtedness, Company Code D411179, to members military pay account prior to customer’s separation date.

PCS Transfer

Navy / Marine Cash Debit MasterCard® does not expire until three years from date of issue, so it will remain valid after cardholder leaves the ship. If customer’s next ship is Navy/Marine Cash equipped and card is still valid, he or she can quickly get access to all Navy Cash capabilities without the need to reapply for a new card.

As part of checkout process, DISBO will contact the CSC via phone or e-mail and request that customer’s Navy/Marine Cash account be **suspended**, which will block access to home bank or credit union account.

Split Pay Option (SPO)

DISBO or Marine Admin Section is responsible for stopping SPO 30 days before member leaves the ship.

Disposition of Navy Cash Cards

Cardholders with **suspended** accounts due to PCS should keep their cards for future use. DISBO should recover permanent and temporary cards from individuals who are **closing** accounts in order to cancel and destroy unused cards. Visitor cards should also be recovered and reused.

References

<http://nko.navy.mil>

<https://www.navycash.com>

NICC: (877) 418-6824 / DSN 510 418-6824, Option 6

NAVSUP Disbursing Director: (717) 605-7441

Navy Cash Program Manager (717) 605-5270

Navy Cash Training (717) 605-7033

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