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# Disbursing News

## **Fleet Engagement – Reminders for the Navy Cash Community**

### **IPA280 POS Management**

Due to the recent shortage of IPA280's, Navy Cash Program Office has mandated the harvesting of spares on ships that are in a yard period, on barge support, and are not deployed. Deployed ships will continue to be outfitted with adequate spares.

To remediate the issue, the Disbursing Officer or Merchant can program the IPA280 to handle operations for multiple merchants. In addition, actively managing an IPA280 schedule to share across merchants is beneficial and outlined in the Navy Cash SOP.

Applying this type of IPA280 strategy will allow the Disbo to continue to provide ongoing service to the crew and effectively manage the minimum number of spares available on hand. Bottom line, the Disbursing Officer must protect the current inventory of IPA280's.

If you have questions, please work with your respective FLC representatives on specific management/sharing strategies, and training.

### **Missing Enrollment Forms**

The number of missing enrollment forms (FS 2887 and FS 2888) is raising concerns with Treasury, without a signed enrollment form on file, there is no recourse to collect negative balances, nor can any remaining funds be returned to the cardholder.

Cardholders Missing Enrollment Report for 2887s ("NC\_DD2887\_Ship\_Missing\_M") should be reviewed frequently for cardholders and new applications should be completed and submitted as identified.

Accountable Officials/Merchant Card holders enrollment forms (FS 2888) should be located in the Disbo's office and reviewed periodically as merchants/personnel change. Updated/New FS 2888 enrollment forms should be scanned or copied and held in a file for reference until received by FRB. Once scanned, the completed enrollment forms should be mailed to FRB in accordance with SOP instructions.

**PLEASE READ:  
IMPORTANT  
MESSAGE**

## End of Life Cycle for Visitor Cards

As mandated by recent policy from OUSD and to better equip our NavyCash Disbursing Officers with best tools to reduce workload the NavyCash program has a goal to reduce and eliminate Navy Cash Visitor Cards by September 2019.

**Per the Department of the Navy Memorandum for Distribution 7000 SER FMP-1/017 Dated 14 Nov 2018, Visitor cards will no longer be approved. Anyone on a Navy Ship/Ashore Duty that has a U.S. Bank account should be issued an Instant Issue card.**

The current Navy Cash Visitor Cards are closed-loop-only cards. Visitor Cards do not have an open-loop account associated with them and are not linked to a bank or credit union account ashore and this generates unnecessary manual “Cash and Check” workload in the Disbursing Office.

Navy Cash Instant Issue cards provide access to all Navy Cash capabilities (i.e. the usage of the chip-based electronic purse and the magnetic strip). Providing Instant Issue cards to, government, contractor, technical representatives, and other personnel who make repeated trips to ships will not require significant changes to the current enrollment procedures.

You may say, what about negative balances! There are many ways to mitigate, negative balances such as Split Pay Option and ACH restrictions. Visitor Cards are not intended to be a remediation for controlling negative balances when there are electronic means to collect through the disbursing application or through existing MILPAY processes.

Here’s how you can affect the change using current processes, at a reasonable pace with minimal disruption to your operations.

As Visitor Cards expire, or are presented to Disbursing for cash/check loads or cashing out, personnel will be required to enroll in the Navy Cash program to receive Instant Issue cards.

Soon, you will receive a formal Navy Cash SOP Change Notice with instructions and details. Any questions about this effort can be discussed with your NavyCash FLC representatives.

Thanks for everything you do to support the warfighter and the NavyCash team!

## **Field Examination Group (FEG) News/Updates**

ANTONIO G. PARRIS, DIRECTOR FEG EAST

Did you know that negative Navy Cash account balances after separation can be assessed interest and penalties, and forwarded for debt collection which could result in seizure of your tax return?

Did you know that in accordance with the law, monies left on NavyCash cardholder accounts, after separation from the service, are required to be transferred to an unclaimed monies account held by the US Treasury?

To avoid both these scenarios, Navy Cash cardholders should perform the necessary check-out procedures through the Disbursing office to zero out Navy Cash card balances prior to discharge/separation from the Navy.

Local disbursing officers will establish proper internal controls and written procedures in accordance with NAVSUP P-727, approved by the CO, to handle paperwork on discharges, separations and members transferring to other commands. The procedures will establish proper lead times to ensure timely receipt and processing of documents required (pro-loss report, SH events, DD 214s, orders, etc.).

The procedures will specifically request timely notification of those members being separated early, including members transferring to another activity for separation. This will allow the necessary lead-time to recoup any negative balance in the Navy Cash system, destroy Navy Cash card for members being discharged or separated and clear any remaining balances on the Navy Cash card. Disbo's must be proactive in collecting negative balances within the required 10 calendar day period to ensure members are not transferring or separating from their commands with negative balances.

This process will eliminate and mitigate discharged members with a negative balance and members leaving cash on their Navy Cash card. Local procedures should include obtaining a viable address and current financial institution information if it is necessary to contact the member after separation or transfer from the command.

### **Navy Cash reviews as part of FEG audits:**

- LETTERS OF APPOINTMENT/AUTHORITY
- ACCESS CARDS
- SECURITY
- DOCUMENTS/REPORTS/INPUT TRANSACTIONS

## REMINDERS FOR NAVY DEPOSITORS USING U.S. BANK'S MAIL-IN TGA PROGRAM (MITGA)

NOTE: Before you begin non-emergency, regular use of the U.S. Bank Mail-In TGA program, you must attain authorization from the TGA Treasury Support Line at 866-771-1842 and "sign up" for the MITGA program. FRB St. Louis manages the TGA process, keeps track of what agencies are using which banks for TGA deposits, and must authorize U.S. Bank to accept an agency's deposits. Emergency use of the MITGA is governed by FMS guidelines posted at <http://fms.treas.gov/otcnet/index.html>.

Any questions about the use of the U.S. Bank Mail-In program can be directed to U.S. Bank Federal Government customer service at: 314-425-1818.

The U.S. Bank Mail-In TGA program is processed by the U.S. Bank's Las Vegas' location. When you are ready to make a deposit, it should be mailed via USPS to:

**U.S. Bank  
Las Vegas Cash Vault Mail-In TGA  
P.O. Box 98999  
Las Vegas, NV 89193-8999**

**THIS ADDRESS IS FOR  
U.S. POSTAL SERVICE MAIL (USPS)**

If mailing via USPS, use First-class, Priority or Express mail. Photocopy each check item, and securely store a copy of the items that are going to be mailed. Destroy (shred) the copies once the deposit is received, processed and confirmed. Consider using the Postal Service's *Delivery Confirmation* service so that you are able to track your deposit through the mailing process.

If you are depositing cash, cash deposits (or a mixture of cash and checks) should be sent via USPS *Registered Mail*. Postal regulations require that the full value of the cash being shipped be declared and insured. The associated costs, terms and conditions of the Registered Mail service can be found at <http://www.usps.com>.

Each MITGA deposit should be accompanied by an OTCNet deposit ticket.

*NOTE: In the very rare event that you suspect that your Registered Mail package is lost or stolen in transit, an investigation through USPS should be opened immediately. Within a few days, and once the postal agents have determined that your package has been lost or stolen, you may make an insurance claim. Typically, USPS will make payment within two weeks. U.S. Bank will work with you and the Postal Service to ensure that the matter is handled expeditiously and to a complete resolution.*

**ONLY** deposits which include cash should be enclosed in a tamper-proof bag and placed inside of another mailing envelope or box.

***If there is no currency with your deposit, there is no need to utilize the tamper proof bags.***

## REMINDERS FOR NAVY DEPOSITORS USING U.S. BANK'S MAIL-IN TGA PROGRAM (MITGA)

Packages mailed via FedEx or UPS should be mailed to:

**U.S. Bank**  
**Las Vegas Cash Vault Mail-In TGA**  
**LM-NV-LVCS**  
**823 Pilot Road Suite F**  
**Las Vegas, NV 89119**

**THIS ADDRESS IS FOR FEDEX AND UPS ONLY!**

**CASH CANNOT BE SENT VIA FEDEX OR UPS**

Once the deposit is received at the cash vault and processed, the deposit will be confirmed in OTCnet. This will trigger an ACH debit to your account at U.S. Bank that will credit your agency in the amount of the deposit.

U.S. Bank Government Customer Service Unit handles questions related to OTCnet confirmation or return items issues at 314-425-1818.

Routing and account number for deposits are as follows:

Routing: 041202582

Account: XXXXX7362

You will need to provide this information to your OTnet coordinator if your agency uses OTCnet. (U.S. Bank Federal Government customer service can provide the full account number via telephone at 314-425-1818. U.S. Bank does not transmit account numbers via unsecured e-mail).

***NOTE: Tamper-proof bags and other supplies are available from U. S.Bank Cash Vault Customer Support: 888-499-1595. Agency name, location, your name, and phone number are required. The supplies are paid for by the U.S. Treasury.***

# NAVY CASH SAILOR OF THE MONTH

## APRIL 2019



The Disbursing team of the USS AMERICA (LHA 6) has been selected as the Navy Cash Sailor of the month for April 2019. LTJG Melissa Rizzo, PS1 Mauricio Herrera, and PS3 Dominique Burrell were exceptional in the performance of their duties through their tenure in the office since they all reported prior to the ship's first major deployment in 2017, and through CNO's Planned Maintenance Availability in 2018. Their continued excellence is evident during the demanding basic phase in preparation for AMERICA's upcoming homeport shift to Sasebo, Japan. AMERICA's disbursing team responded to an unannounced Field Examination Group audit with an average score of 99.5% in disbursing operations, and were the driving force behind the commands overall OUTSTANDING grade of 97.92%. LTJG Rizzo quickly and efficiently coordinated with off-ship Navy Cash customer service units to ensure all damaged or malfunctioning equipment was repaired. Her diligence allowed for an increase in active merchant POS's and CAD's that enabled AMERICA's Ship Store and MWR to raise an excess of \$255k funds shattering previous records and establishing a new standard of improving crew morale. PS1 and PS3 are swift in their collection of negative balances, and continue to maintain a 99% collection rate of all Navy Cash Enrollment forms with a crew of over 1,000 Sailors and embarked personnel. Their mastery of the Navy Cash system resulted in issuing of over 250 Navy Cash cards without error, and ensured the Navy Cash system and all four ATMs on board are all in working condition. AMERICA's disbursing team has adopted an attitude of excellence and has been the shining example of Navy Cash pride and professionalism. Their service is top notch and they are well deserving of recognition as Navy Cash Sailor of the Month!

Submitted by Andy Yager, Navy Cash Fleet Support. NAVSUP Fleet Logistics Center San Diego.

# NAVY CASH SAILOR OF THE MONTH

## MAY/JUNE 2019



LTJG Tyrell Yorke of the USS MITSCHER (DDG-57) has been selected as the Navy Cash Sailor of the Month for May/June. He diligently and effectively ran the ship's Disbursing Operation during a seven and a half months arduous and successful deployment to the 6<sup>th</sup> and 5<sup>th</sup> fleets AOR. He implemented the Uniformed Services Savings Deposit Program and processed over \$33,000.00 in contributions in support of Sailors onboard and maintained 100% accountability of over \$45,000.00 in cash. He expertly managed the Navy Cash Cards inventory and spent numerous hours maintaining and troubleshooting the Navy Cash System onboard, which decreased system downtime to less than an hour at any given time. Additionally, he aggressively monitored all Navy Cash Negative Balances and ensured that they were cleared within prescribed timelines. Shortly after return from deployment, he went through his first Field Examination Group inspection. He received an OUTSTANDING in every category, an overall OUTSTANDING score, and an unprecedented grade of 98.74%. He credits the success of the Disbursing Operation as a team effort and could not have done it all without the great relationship he has with the Personnel team onboard and most notably PS2 Pastures and PS2 Timmons. LTJG Yorke's professionalism, attention to detail, and customer friendly attitude are second to none. He and the Personnel team's diligent efforts and commitment to excellence every day ensured that Navy Cash and disbursing operations continually supported the ship. This allowed each MITSCHERMEN to focus on the mission and SEIZE THE DAY!

Submitted by Hugh Chin. Navy Cash Fleet Support. NAVSUP Fleet Logistics Center Norfolk.

## Additional Resources



Navy Cash & OTCnet tech docs are available on SAILOR 2.1  
<https://sailor.navy.mil/sailor/home.cfm>

## Navy Cash Treasury Website

[Navycash.gov](http://Navycash.gov)

Or

<https://www.fiscal.treasury.gov>

## NAVSUP News and Media

<https://www.navsup.navy.mil/navsup/news>

## Future Fleet Engagements

Location	Date
San Diego (FEM)	July 23-25 2019
Bremerton (FEM)	Sept 24-26 2019
Norfolk (FEM)	Dec 3-5 2019

## Upcoming Refresher Training

Location	Date
San Diego	1-4 October 2019
Norfolk	19-21 November 2019
Yokosuka	TBD AD Hoc training w/concurrent service call or ER install.

Questions on Fleet Engagements or Training?

Please contact your NavyCash FLC representatives.

# Points of Contact

## Federal Reserve Bank Customer Service Center (CSC)

### Customer Service Center (CSC)

Cardholders: (866) 3NAVYCASH or (866) 362-8922

Website: [www.navycash.com](http://www.navycash.com)

E-mail: [navycashcenter@frb.org](mailto:navycashcenter@frb.org)

Disbursing Offices: (866) 6NAVYCASH or (866) 662-8922

Website: [www.navycashcenter.com](http://www.navycashcenter.com)

Email: [navycashcenter@frb.org](mailto:navycashcenter@frb.org)

### Others:

FAX: 1-(813)-533-5711 or 1-(866)280-5807

Enrollment Forms Shipping Address: FRB-KC  
Attention: Forms  
2201 Farnam St  
Omaha, NE 68102  
(866) 662-8922

## NAVSUPHQ Navy Cash Program Office

Eric Burks, Navy Cash Supervisor

Beth Pollock, Program Manager

Michael Harants, Deputy Program Manager

David Robertson, Installation Manager

Melanie Truempy, Financial/Shipboard Auditor

Derek Takara, LCS EagleCash and Training Mgr

Steve Thorne, ILS Manager

Nicholas Brown, Program Analyst

Ralph Pieper, Information Systems Security Manager (SPAWAR)

[eric.burks@navy.mil](mailto:eric.burks@navy.mil)

[beth.pollock@navy.mil](mailto:beth.pollock@navy.mil)

[michael.harants@navy.mil](mailto:michael.harants@navy.mil)

[david.s.robertson2@navy.mil](mailto:david.s.robertson2@navy.mil)

[melanie.truempy@navy.mil](mailto:melanie.truempy@navy.mil)

[derek.takara@navy.mil](mailto:derek.takara@navy.mil)

[steven.c.thorne@navy.mil](mailto:steven.c.thorne@navy.mil)

[nicholas.g.brown1@navy.mil](mailto:nicholas.g.brown1@navy.mil)

[ralph.i.pieper@navy.mil](mailto:ralph.i.pieper@navy.mil)

## NAVSUP FLC Navy Cash Fleet Support

Hugh Chin, Waterfront Support (LANTFLT)

Andrew Yager, Waterfront Support (PACFLT)

Vic Cruz, Waterfront Support (Yokosuka)

[hugh.chin@navy.mil](mailto:hugh.chin@navy.mil)

[andrew.yager@navy.mil](mailto:andrew.yager@navy.mil)

[vicente.cruz@fe.navy.mil](mailto:vicente.cruz@fe.navy.mil)