



Navy Cash[®] Bulletin



NAVAL SUPPLY SYSTEMS COMMAND HEADQUARTERS

Volume: 06 Issue: 02

Jan-Feb-Mar 2009

JANUARY'S NAVY CASH SAILOR OF THE MONTH



PS1 (SW/AW) James T. Moore, stationed aboard USS HARRY S. TRUMAN (CVN 75), has been named Navy Cash Sailor of the Month for January 2009. Assigned as the Deputy Disbursing Officer, he provides the direct oversight, management, and attention required to make his operation among the best in the fleet. During a six month period his focus on the Negative Balance report resulted in a noteworthy decrease in the total balance due. He has streamlined the ship's Navy Cash enrollment process to ensure all Sailors assigned to the TRUMAN as well as visitors are immediately enrolled and provided a Navy Cash card upon their arrival. His team's daily oversight during the month ensured a variance free operation while processing over \$158,000 of Navy Cash transactions for the ship.

The Navy Cash Program Office sends congratulations to PS1 (SW/AW) Moore and thanks him for his hard work and dedication to get the job done.

Submitted by Keilyn Thompson, DISBO (USS HARRY S TRUMAN CVN 75).

Anyone wishing to send nominates for Navy Cash Sailor of the month, please send their name, a short write up and picture to bridget.carroll@navy.mil



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FEBRUARY'S NAVY CASH SAILOR OF THE MONTH



PSSN Michael Skubna stationed aboard USS NIMITZ, has been selected as the Navy Cash Sailor of the Month for February 2009. PSSN Skubna provided impeccable service to the crew onboard USS NIMITZ. He was highly instrumental in the processing and enrollment of over 2,500 embarked Air wing personnel into the Navy Cash system. PSSN Skubna efficiently completed more than \$100K in Navy Cash transactions with zero discrepancies and facilitated training for 187 Distinguished Visitors. He ensured all guest were thoroughly indoctrinated on the Navy Cash system with problem-free access to ship's retail facilities and vending machines. PSSN Skubna led extensive efforts in grooming, calibrating, and reflashing 32 K-22s, 5 K80s, and 8 CADs ensuring all systems were operational prior to ship's work up cycle and approaching deployment. PSSN Skubna continuously goes beyond the call of duty. His forward thinking and positive attitude are key ingredients to S-4 division's smooth operation while providing the highest standards of customer service.

Submitted by PSC Tadiaman, Disbursing Officer/S-4 LCPO (USS NIMITZ CVN 68)

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MARCH'S NAVY CASH SAILOR OF THE MONTH



ENS Carl Odom of Savannah GA, USS HUE CITY (CG-66), has been selected as the Navy Cash Sailor of the Month for March 2009. He assumed duties in October 2008 and has quickly mastered the Navy Cash system which supports a crew of 350. During his recent Navy Cash groom, ENS Odom was lauded for having extremely organized records, clean and well maintained equipment and having the most up to date Navy Cash changes ultimately delivering a sound and well operated system. In addition to his flawless management, his knowledge level and attention to the finest details were pointed out by Navy Cash personnel. He continues to think ahead and plan for the system which has led to 100% operability and availability for the crew and guests alike. The Navy Cash program office would like to thank you for your superb management of your system and providing the crew with the highest standards for service in excellence!

Submitted by LT Chris J Pressler, SUPPO (USS HUGH CITY CG 66)

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Installations

As of 31 March 09 the Navy Cash system has been implemented on 141 ships.

PCU MAKIN ISLAND (04/28)

PCU NEW YORK (07/14)

USS ELROD (05/05)

USS DEWEY (07/28)

USS TAYLOR (07/07)

PCU WAYNE E MEYER (07/28)

Future 2009 Navy Cash Training

These classes are for you! The attendees should include: IT/ETs, DISBOs, PSs, SHs, PCs MWR, Wardroom treasurer, 1st class mess, CPO mess and Food service.

2009	2010
Yokosuka Apr 27-30, 2009	Norfolk Feb 22-26, 2010
Norfolk Jul 20-24, 2009	Pearl Harbor May 17-20, 2010
San Diego Nov 16-20, 2009	Mayport Aug 23-27, 2010

POC is Chuck Sexton, Navy Cash Training. charles.sexton@navy.mil, 717-605-7033.

Norfolk Fiscal Training

FISC Building 143
Room 310A
Date: July 22, 2009
Time: 1300-1600

POC: Hugh Chin
hugh.chin@navy.mil
(757) 443-1189

San Diego Fiscal Training

TSC Building - Room 307-1300
3975 Norman Scott Road
Date: June 10-11, 2009
Time: 1300-1600

POC: Andrew Yager
andrew.yager@navy.mil
(619) 556-6493



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Installation - Functional Training Classes

*ALL DATES ARE SUBJECT TO CHANGE

Ship	Location	Start
MAKIN ISLAND (LHD 9)	Pascagoula	Apr 20-24, 2009
ELROD (FFG 55)	Norfolk	Apr 27-1 May, 2009
NEW YORK (LPD 21)	Norfolk	Jun 15-19, 2009
TAYLOR (FFG 50)	Mayport	Jun 29-03 Jul, 2009
DEWEY (DDG 105)	Pascagoula	Jul 20-25, 2009
WAYNE E MEYER (DDG 108)	Bath	Jul 20-25, 2009
GEORGE H W BUSH (CVN 77)	Newport News	Aug 31-04 Sep, 2009
EMORY S LAND (AS 39)	Bremerton	Sep 28-02 Oct, 2009
MOUNT WHITNEY (LCC 20)	Gaeta	Nov 23-27, 2009
MONTEREY (CG 61)	Norfolk	Jan 04-08, 2010

Ships on the waterfront are encouraged to participate!



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Navy Cash[®] Flash 09-001

7 January 2009

Attention: Disbursing Officer/Supply Officer

Subject: ANNUAL NAVY CASH CARDHOLDER PRIVACY POLICY NOTIFICATION

Discussion: On an annual basis, JP Morgan Chase, the issuer of the Navy/Marine Cash card, is responsible for ensuring that cardholders are advised of the Navy/Marine Cash Program's Privacy Policy. This Policy explains the Bank must maintain physical, electronic and procedural safeguards that comply with industry standards for storing and safeguarding of that data. The Privacy Statement is posted on the Cardholder and Disbursing Navy Cash websites: WWW.NAVYCASH.COM and WWW.NAVYCASHCENTER.COM. Navy Cash ships must post an advice to all crewmembers on an annual basis. You are asked to post the following text in a Plan-of-the-Day Note prior to the end of January:

The privacy of the personal information that you provided to enroll in the Navy/Marine Cash Program is subject to a Privacy Policy from the US Treasury and JP Morgan Chase. This Policy states the Bank must maintain physical, electronic and procedural safeguards that comply with industry standards to store and secure information about you from unauthorized access, alteration and destruction. This statement is posted on WWW.NAVYCASH.COM. Please review the policy statement posted at your earliest convenience.

Thank you for your support and cooperation in ensuring that cardholders are informed about the privacy of their personal data in the Navy/Marine Cash Program.

POC: Charles Sexton, charles.sexton@navy.mil, 717-605-7033, DSN 430.

MARLENE HIGGINS
Director, Navy Disbursing



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Navy Cash[®] Flash 09-002(revised)

26 Mar 2009

Attention: Disbursing Officer/Supply Officer

Subject: NAVY CASH ENROLLMENT ADDRESS CHANGE

This Navy Cash Flash 09-002, dated 26 Mar 09, supersedes Flash 09-002 of 9 March 09.

Discussion: Effective 01 April 2009, enrollment forms for Navy Cash should be sent to the following address:

J P Morgan Chase
Document Processing Services
Attention: Phyllis Smith
300 N King Street, Mail Stop DE 1404
Wilmington, DE 19801

Phone number for Fed Ex Package: 302-282-2176

DISBOs, please ensure you forward enrollment forms for Navy Cash to the above address. This does not replace the procedure for enrollment in the Disbursing Application. It only changes the address from where the forms were previously sent. Sending to the wrong address will add significant time and possible loss to the enrollment. If you have any questions, please call the Customer Service Center 1-866-662-8922, and a technician will assist you.

Thank you for your support and cooperation in ensuring that members receive their cards in a timely manner.

POC: Robin Stone, robin.stone@navy.mil, 717-605-1272, DSN 430.

Marlene Higgins
Director, Navy Disbursing



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Navy Cash[®] Flash 09-003

18 Mar 2009

Subject: NAVY CASH VISITOR CARDS MUST BE CASHED OUT

When a cardholder no longer needs a visitor card, the card should be turned into the disbursing office, and any value remaining on the chip must be cashed out and returned to the cardholder immediately in accordance with the Navy Cash SOP, paragraph 8.4.9, Funds Transferred from Chip. This includes all visitor cards turned in, even those after hours or “under the door” after the visitor has left the ship.

The Disbursing Officer must make every effort to return any remaining value to the cardholder. Refer to the Navy cash Card Issue Log (see paragraph 8.3.1) to identify whom the card was issued.

If the Cardholder Can Be Identified.

1. Cash out any value remaining on the card and either cut an ex-cash check for the amount and mail it to the cardholder or do a collection for the amount using a Cash Collection Voucher (DD 1131) to the MPN appropriation (C203/C903) so the cardholder's pay can be credited.
2. Record the chip-to-cash transaction on the Daily Cash Transaction Ledger in accordance with paragraphs 8.4.9 and 8.4.14.
3. After the normal chip-to-cash transaction is processed, the amount of the ex-cash check of DD Form 1131 will be reflected as follows:
 - * *The ex-cash check will be posted on the DD 2657 as an increase to line 2.1B (checks issued) and line 6.9 (other). Update the check issue log and any other applicable documents.*
 - * *The cash collection voucher (DD 1131) will be posted on the DD 2657 as an increase to line 6.9 (other) and line 4.1B (collections). Forward a copy of the DD 1131 to the PSD Afloat for proper credit to member's pay account.*
4. Return the card to the stock of Navy Cash visitor cards for re-issue.



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18 Mar 2009

If the Cardholder Cannot Be Identified.

1. As a last resort and after every effort to identify the individual cardholder and return the residual funds has been exhausted, cash out any value remaining on the card and do a collection for the amount using a DD1131 in accordance with DODFMR, Volume 5, Chapter 6, Paragraph 0606, and Chapter 26, Paragraph 260503.
2. These funds will be credited to Payment of Unclaimed Moneys, 20X6133, when the amount is \$5 or more and to Forfeitures of Unclaimed Money and Property, --1060, when the amount is less than \$5.
3. Record the chip-to-cash transaction on the Daily cash Transaction Ledger in accordance with paragraphs 8.4.9 and 8.4.14.
4. After the normal chip-to-cash transaction is processed, the cash collection will be reflected as follows:
 - * *The cash collection voucher will be posted to the DD 2657 as an increase to line 6.9 (other) and line 4.1B (collections).*
5. Return the card to the stock of Navy Cash visitor cards for re-issue.

POC: Carrie Kunze, carrie.kunze@navy.mil, (717) 605-3506, DSN 430

MARLENE HIGGINS
Director, Navy Disbursing



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REMINDERS

1. Navy Cash must be closed out prior to 2100Z on the 27th of each month (if the 27th falls on a weekend or holiday, close out the business day prior).
2. The Disbursing Officer (DISBO) is responsible for coordinating EOM for all Navy Cash operations, including collections that must be registered to a Line of Accounting (LOA) thru the SF 1219 Statement of Accountability, e.g., the sale of meals in the General Mess, the sale of merchandise in the Ship's Store and vending machines, and Marine disbursing operations (if a Marine Disbursing Officer is embarked).
3. Each month, the DISBO, Sales Officer, Food Service Officer (FSO), and Marine DISBO should coordinate to establish a closeout date and time for the month.
4. The DISBO's 1219 must be prepared and submitted on time at the end of each month, i.e., NLT 1000 EDST on the first calendar day of the following month or, if it falls on a weekend or holiday, on the last business day of the month.
5. An early start in S-2, S-3, and S-4 ensures that the DISBO's monthly returns (1219) are submitted on time.
6. The EOM process generally begins in the Sales Division as much as five days before 27th of the month to accommodate the inventory of all vending machines.
7. In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).

POC is Carrie Kunze, Financial/Shipboard Auditor. carrie.kunze@navy.mil, 717-605-3506.

US Treasury NAVY CASH Website

NAVY CASH information can be found on <http://fms.treas.gov/navycash>. This new link provides easy access to enrollment, cardholder basic information, functional training materials, maintenance procedures, SOPs, news articles, bulletins, contacts and flash information 24/7.

POC is Chuck Sexton, charles.sexton@navy.mil, (717) 605-7033



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IMPORTANT REMINDER

No software is authorized to be installed on any of the Navy Cash systems unless done so by a Navy Cash Technician or by direction of either the Program Office or a Navy Cash Tech.

Unauthorized software includes, but is not limited to: Microsoft Office, UMIDS, MPCC/PCC-OTC, games, or any application that does not meet Navy IT-21 guidelines.

If MPCC/PCC-OTC is installed on a Navy Cash system, it must be removed by a Navy Cash Technician and re-installed on another ISNS asset (COMPOSE) by ship's force.



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Congratulations on a job well done!



Chitra Singh



Pamela Chambers

JPMC Settlements Group -- Pamela Chambers and Chitra Singh of JP Morgan Chase Settlements.

In recognition of the outstanding customer service support provided to our Disbursing Officers and Deputy Disbursing Officers, NAVSUP would like to recognize Ms. Pamela Chambers and Ms. Chitra Singh for their commitment to the highest quality of customer service to over 140 ships. Through their exceptional accounting and technical expertise in reconciling over \$13M in monthly disbursing and merchant transactions while maintaining less than 1% in variances. On a daily basis they communicate with Disbursing Officers and various Fleet Representatives to troubleshoot accountability concerns. In addition to direct customer service, they provide daily, weekly and monthly settlements; reconcile daily, weekly and monthly transactions; and resolve cases that are forwarded to Settlements from the Customer Service Unit.

Other independent responsibilities include: Ms. Chambers reconciles all the negative balance transactions and split pay transactions while Ms. Singh uploads all EOM transactions for reconciliation, and prepares the FMS spreadsheet showing all transactions posted to the chip and strip bank accounts.

Although neither of these technicians have directly served as a Disbursing Officer, their knowledge of Navy Cash and disbursing accounting procedures are evident in their ability to relate and resolve complex issues. NAVSUP would like to recognize them for their steadfast commitment to customer service and a job well done.

Submitted by Hugh Chin, Navy Cash FISC Norfolk



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Navy Cash Customer Service

JPMorgan Chase Customer Service Center (CSC)

Cardholders: (866) 6NAVYCASH or (866) 362-8922

Website: www.navycash.com

E-mail: navycash@ezpaymt.com

Disbursing offices/Merchants: (866) 3NAVYCASH or (866) 362-8922

Website: www.navycashcenter.com

Email: navycashcenter@ezpaymt.com

FAX: (866) CHASE01 or (866) 242-7301

Enrollment Forms: 888-344-3796

Settlement items: 813-432-4793

CSU: 866-242-7301

GLOBAL DISTANCE SUPPORT CENTER (GDSC)

Commercial: (877) 4-1-TOUCH

(877) 418 – 6824

DSN: (510) 4-2- TOUCH

(510) 428-6824

Navy Cash Program Office

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Chuck Sexton, Training

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