

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 09-006

27 April 2009

Subject: ENROLLMENT FORM SCANNING AND PACKAGING

Attention: Disbursing Officer/Supply Officer

Effective immediately, please follow the two steps below for processing enrollment form packages:

1. Double-pack all forms with the JMPC address on each package, to protect against possible damage during shipping and handling process.

J P Morgan Chase
Document Processing Services
Attention: Phyllis Smith
300 N King Street, Mail Stop DE 1404
Wilmington, DE 19801
302-282-2176 (*Phone number for FedEx, UPS, etc. package*)

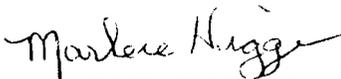
2. Send an email notification to the JPMC Scanning Operations representatives listed below for each package of enrollment forms you send:

Phyllis.D.Smith@Chase.com
Yusef.Allen@Chase.com
Robin.Herbus@Chase.com

Please include the following information in your email: Date package was sent, number of enrollment forms in package, carrier name, ship name and POC.

3. If you have any questions, please contact the Customer Support Center at navycashcenter@ezpaymt.com or 1-866-6NavyCash (662-8922).

4. POC - robin.stone@navy.mil or (717) 605-1272


MARLENE HIGGINS
Director, Navy Disbursing

Please route immediately to the Supply Officer and Disbursing Officer