

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 10-002

19 JAN 10

Subject: ENROLLMENT FORM SCANNING AND PACKAGING

Attention: Disbursing Officer/Supply Officer

1. All enrollment forms are not being packaged and sent to the required address. These signed forms are required to be on file for every Navy Cash card holder. Failure to obtain a form can result in the revoking of that particular member's Navy Cash card. Please ensure you comply with the procedures outlined below for every new Navy Cash cardholder.

2. Double-pack all forms with the JPMC address listed on each package, to protect against possible damage during shipping and handling process. Enrollment forms contain sensitive personal information and must be sent via FedEx or UPS or other traceable means. Enrollment forms must not be mailed via the U.S. Postal Service (USPS) or sent via fax, digital sender, or e-mail.

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)

3. Send an email notification to the JPMC Scanning Operations representatives listed below for each package. In the email include: date package was sent, number of enrollment forms in package, carrier name (e.g., FedEx, UPS, etc.), tracking information, and the ship's name and point of contact on the ship.

Enrollment_forms@chase.com

4. If you have any questions, please contact the Customer Support Center at navycashcenter@ezpaymt.com or 1-866-6NavyCash (662-8922). Thank You for your support.
POC: robin.stone@navy.mil or 717-605-1272


MARLENE HIGGINS
Director, Navy Disbursing

Please route immediately to the Supply Officer and Disbursing Officer