

Attention Disbursing Officers and Supply Officers

**NAVY CASH[®]
SOP CHANGE NOTICE
NAVSUP PUB 727**

**Navy Cash Fleet Support Groups
NAVSUP Fleet Logistics Centers
Norfolk
San Diego
Yokosuka**

Navy Cash SOP Change Notice 2013-003

21 February 2013

Subject: USE OF OFFICIAL MAIL MANAGER MERCHANT CARD NOW MANDATORY

Attention: Disbursing Officers/Supply Officers

1. Background. In the past, the ship's Official Mail Manager (OMM) used a Navy Cash visitor card to pay for postage and postal services when processing official mail. More recently, OFFICIAL MAIL MANAGER was set up as a Navy Cash private merchant. Use of the OMM Navy Cash merchant card is now mandatory in paying for postage and postal services when the ship is away from homeport and is processing official mail through the ship's post office.

Procedures for the use of the OMM Navy Cash merchant card in processing official mail are included at Appendix N of the Navy Cash Standard Operating Procedure (SOP) (*see below*). Using a Navy Cash merchant and merchant card provides the OMM, Administrative Officer, and Disbursing Officer with better tools to manage and control the funds allocated for official mail. For example, the Navy Cash Cardholder Web Site provides access to a detailed transaction history of all chip and strip transactions on the OMM Navy Cash merchant card for the current month and the last six months.

2. Disbursing Officer Action. Upon receipt of this Navy Cash SOP Change Notice, the Disbursing Officer (DO) must take the necessary steps to ensure the OMM Navy Cash card is used to pay for postage and postal services when processing official mail.

3. Official Change to Navy Cash SOP. This Navy Cash SOP Change Notice represents an official change to the Navy Cash SOP (NAVSUP PUB 727). Each DO shall retain a copy of this Navy Cash SOP Change Notice on file for inspection with the current version of the SOP.

4. List of Effective Navy Cash SOP Change Notices.

2012-001	Automatic EOD Now Mandatory
2012-002	Required Navy Cash Documentation in Financial Returns
2012-003	Residual Funds on Visitor Cards
2012-004	Transfer Member Profile and Unsuspend Account Using Disbursing Web Site
2012-005	Automated Transfer of Dormant Profiles
2012-006	Navy Cash Depot Shipping Address Change
2012-007	Navy Cash, Marine Cash, and Navy Cash Visitor Card Cardholder Agreement
2012-008	Staff, Air Wing, Squadron, and Generic Private Merchants Settle Only to Merchant Strip Account

Attention Disbursing Officers and Supply Officers

2012-009	Bank/Credit Union Account Information on Cardholder Web Site
2012-010	Automated EOM Spreadsheet Alternative
2012-011	Court Orders and Levies and Subpoenas on Navy Cash Accounts
2013-001	Enrollment Forms Missing in Document Storage System Ashore
2013-002	Updating Generic Private, Staff, Air Wing, and Squadron Merchant Linked Accounts at Turnover
2013-003	Use of Official Mail Manager Merchant Card Now Mandatory
2013-004	Update to Navy Cash Cardholder Web Site

5. Points of Contact. If you have any questions, please contact:

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6.10 Official Mail Service

(in version 1.13, associated with release v1.4.6, and version 1.14, with release v1.4.7)

a. On Navy Cash ships, the ship's Official Mail Manager (OMM) is authorized to use only the OMM Navy Cash merchant card to pay for postage and postal services when processing official mail when the ship is away from homeport and is processing official mail through the ship's post office, i.e., use of the OMM Navy Cash merchant card is mandatory.

b. A card report (see paragraph 8.4.14) can be generated using the Disbursing Application to document postage and postal services purchased in lieu of "receipts", which are no longer available in the ship's Post Office. The Navy Cash Cardholder Web Site provides access to a detailed transaction history of all chip and strip transactions on the OMM Navy Cash merchant card for the current month and the last six months. Procedures for the use of a Navy Cash card in processing official mail are included in Appendix N.

Processing Official Mail

1. On Navy Cash ships, the ship's Official Mail Manager (OMM) is set up as a Navy Cash merchant. When the ship is away from homeport and is processing official mail through the ship's post office, use of the OMM Navy Cash merchant card is mandatory in paying for postage and postal services when processing official mail. The responsibilities of the OMM are identified in DoD Instruction 4525.08, DoD Official Mail Management. Additional procedural guidance and responsibilities for the OMM are detailed in DoD 4525.8M, DoD Official Mail Manual, and OPNAV instruction 5218.7C, Navy Official Mail Management Instruction.

c. In Navy Cash, OFFICIAL MAIL MANAGER is a private merchant. The OMM Navy Cash merchant card is forwarded to the ship automatically. Unlike other private merchants, the OMM merchant does not handle sales receipts and is not settling to a bank or credit union account or to the Navy Cash (strip) account. The OMM merchant card will only be used to deposit the funds provided for official mail and to pay for official mail postage and postal services. Either the chip or the strip account can be used to deposit the entire amount of the funds provided for the anticipated cost of the postage and postal services (see paragraph 3 below).

d. If the amount of the funds provided is equal to or less than the \$10,000 load and debit limit of the chip on the OMM merchant card, the entire amount should be loaded to the chip account. If the amount is greater than the \$10,000 limit on the chip, the entire amount should be loaded to the strip account; funds can then be transferred to the chip as needed at the Navy Cash Kiosk to pay for official mail postage and postal services.

2. Navy Cash Responsibilities of the Official Mail Manager

a. The OMM is responsible for the security of the Navy Cash merchant card issued for processing official mail. When first issued the card, the OMM shall change the PIN for the card. When not in use, the OMM merchant card shall be secured in a locked container or in a locked room, accessible only to the person having custody of the card. At no time will the Postal Petty Officer (PPO) or anyone else assigned Post Office duties be accountable for or in receipt of the OMM merchant card.

b. The OMM will maintain a signature receipt record (logbook) for the OMM merchant card if it is transferred for any use on a sub-custody basis. Normally, only the OMM, Administrative Officer, or Disbursing Officer should have custody of the card. The OMM will require all persons having sub-custody of or using the OMM card to maintain a daily record reflecting:

- (1) Cash value of the OMM card upon receipt or at the beginning of the day.
- (2) Number of official mail pieces mailed.
- (3) Total postage and postal services purchased.
- (4) Cash value of the OMM card at the end of the day.
- (5) Receipts for all postage and postal services purchased at the post office. A card report (see paragraph 8.4.14) can be generated using the Disbursing Application to document postage and postal services purchased in lieu of "receipts", which are no longer available in the ship's Post Office. The Navy Cash Cardholder Web Site provides access to a detailed transaction

history of all chip and strip transactions on the OMM Navy Cash merchant card for the current month and the last six months.

3. Funds Control and Accounting Procedures

a. Pre Deployment. Prior to deployment, or when appropriate, the OMM will coordinate with the Regional Navy Mail Center (RNMC), or other appropriate Navy mail facility, to prepare a Standard Form (SF) 1034, Public Voucher for Purchases and Services Other Than Personal. The SF 1034 will include the accounting data and funds for the anticipated cost of the postage and postal services required for official mail during the deployment.

b. The Disbursing Officer will process the SF 1034 and load the value on the OMM Navy Cash merchant card. There is no need to cut a Treasury check if the OMM is only going to give the cash back to the Disbursing Officer to load the funds on the Navy Cash card.

c. If the OMM requested a Treasury check, the Disbursing Officer shall prepare the check for the entire amount of the SF 1034 made payable to the OMM. The OMM will cash the Treasury check with the Disbursing Officer and load the funds on the strip of the Navy Cash OMM merchant card in accordance with paragraph 8.4.8, Deposit Cash to Strip. The entire amount of the Treasury check must be loaded on the strip; partial payments are not authorized.

d. If the OMM did not request issuance of a Treasury check, the Disbursing Officer shall cash out the entire amount of the SF 1034, ensure the OMM signs for the cash on the SF 1034, and load the funds on the strip of the OMM merchant card. Again, the entire amount of the SF 1034 must be loaded on the card; partial payments are not authorized.

e. The Disbursing Officer will record the transfer of the payment to the OMM merchant card as a cash transaction on the Daily Cash Transaction Ledger in accordance with paragraph 8.4.10. Although the transfer is essentially a cash-to-strip transaction, the OMM shall sign the Daily Cash Transaction Ledger for the amount of value received, and the Disbursing Officer shall record the SF 1034 voucher number on the Daily Cash Transaction Ledger.

(1) The Disbursing Officer will post the amount of the SF 1034 as an increase to line 4.1A and a decrease to line 6.2A.

(2) The Disbursing Officer will then post the amount of the payment transferred to the OMM Navy Cash merchant card as an increase to line 6.2A and a decrease to line 6.9.

f. The Disbursing Officer shall provide a copy of the processed SF 1034 to the OMM. The OMM shall retain a copy of the processed SF1034 on file and shall forward a copy of the processed SF 1034 to the ship's RNMC representative.

g. The OMM can transfer funds from the strip to the chip as needed at the Navy Cash Kiosk and then take the OMM merchant card to the post office to pay for purchases of postage and postal services for official mail.

h. If a question arises about the record of transactions for the OMM merchant card, the OMM can go to the Navy Cash Cardholder Web Site (www.NavyCash.com) and log on to the web site using the OMM merchant card 16-digit card number and PIN (see Appendix D). Once logged on, the OMM can view the OMM account information under Transaction History, which lists both chip and strip transactions, including all loads and purchases, and can print a statement for the current month and the last six months.

i. Post Deployment. After the deployment, or when appropriate, any value remaining on the OMM merchant card should be cashed out, so the funds can be credited back to the appropriate Line Of Accounting (LOA).

(1) The OMM shall first move any funds remaining in the strip account to the chip account using the Navy Cash Kiosk and then report to the disbursing office to cash out the chip. The OMM shall bring the OMM merchant card, a copy of the original SF 1034, the signature receipt record (logbook) for the OMM merchant card, and copies of each of the monthly log sheets required by the RNMC.

(2) The Disbursing Officer shall verify that the strip account balance is zero, cash out any value remaining on the chip, and do a collection for the amount using a Cash Collection Voucher (DD 1131) to the appropriate LOA (use the original SF 1034 to verify the LOA). A sample DD 1131 is attached below.

(3) Record the chip-to-cash transaction on the Daily Cash Transaction Ledger in accordance with paragraphs 8.4.5 and 8.4.10. The OMM shall sign the Daily Cash Transaction Ledger for the amount of the chip-to-cash transaction, and the Disbursing Officer shall record the DD 1131 voucher number on the Daily Cash Transaction Ledger.

(4) After the normal chip-to-cash transaction is processed, the amount of the DD 1131 shall be posted on the DD 2657 as a increase to line 6.9 (other) and line 4.1B (collections). The Disbursing Officer shall forward a copy of the DD 1131 and the SF 1034 to the ship's RNMC representative (and to the ship's OPTAR custodian if appropriate).

(5) The OMM Navy Cash merchant card must then be returned to the Disbursing Officer for retention until the next deployment as appropriate.

CASH COLLECTION VOUCHER		1. DISBURSING OFFICE COLLECTION VOUCHER NUMBER ASSIGN LOCAL CV NUMBER		
		2. RECEIVING OFFICE COLLECTION VOUCHER NUMBER		
3. RECEIVING OFFICE				
a. ACTIVITY (Name and Location) (Include ZIP Code)				
b. RECEIVED AND FORWARDED BY (Printed Name, Title and Signature)			d. DATE (YYYYMMDD)	
c. TELEPHONE NUMBER (Include Area Code): COMMERCIAL: _____ DSN: _____				
4. DISBURSING OFFICE				
a. ACTIVITY (Name and Location) (Include ZIP Code)				
USS DUARTE (DD 901) FPO AP 96653-5000				
b. DISBURSING OFFICER (Printed Name, Title and Signature) W B ELLIS, ENS, SC, USN			d. DISBURSING STATION SYMBOL NUMBER	
c. TELEPHONE NUMBER (Include Area Code): COMMERCIAL: _____ DSN: _____			e. DATE (YYYYMMDD)	
5. PERIOD: a. FROM: _____ b. TO: _____				
6. DATE RECEIVED	7. NAME OF REMITTER DESCRIPTION OF REMITTANCE	8. DETAILED DESCRIPTION OF PURPOSE FOR WHICH COLLECTIONS WERE RECEIVED	9. AMOUNT	10. ACCOUNTING CLASSIFICATION
	Official Mail Manager	Collection to refund unused funds on Official Mail Manager card. Ref: Navy Cash SOP, Appendix N	\$1000.00	USE APPROPRIATE LINE OF ACCOUNTING APPLICABLE TO THE FUNCTIONAL AREA
11. TOTAL			1,000.00	

DD FORM 1131, DEC 2003

PREVIOUS EDITION IS OBSOLETE.

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