

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 2014-003

3 February 2014

Subject: **RULES OF BEHAVIOR FOR USERS OF NAVY CASH SYSTEM**

Attention: Disbursing Officers/Supply Officers

1. Background. Navy Cash is a U.S. Government information system that is provided for authorized use only. Navy Cash operators must only conduct official business on the Navy Cash system, and they must not introduce or use any unauthorized software or hardware. The Rules of Behavior for Users of Navy Cash System lay out the responsibilities and the expected use and behavior of all individuals with user access to the Navy Cash system. By their signature, individuals indicate they have read, understand, and agree to abide by these rules of behavior.

2. Disbursing Officer Action. Upon receipt of this Navy Cash SOP Change Notice, Disbursing Officers (DOs) must take the necessary steps to ensure: (1) that every Navy Cash operator assigned an Operator ID has signed the Navy Cash rules of behavior and (2) that all original, signed, hardcopy, rules of behavior forms are sent to the Treasury Financial Agent, JPMorgan Chase (JPMC) at least once every 30 days to be scanned and stored on file electronically. The requirement is to have a signed rules of behavior form on file in the document storage system ashore for every Navy Cash system user.

A copy of the latest version of the Rules of Behavior for Users of Navy Cash System is included at the end of this change notice. This new version of the rules of behavior form requires the last four digits of the user's SSN, which will be used to assist with the indexing and retrieval of the scanned forms should the need arise to provide a copy of the signed form. Previous versions of the Rules of Behavior for Users of Navy Cash System are obsolete and should no longer be used. The one exception is on ships equipped with software release 1.4.7 build 1 and electronic rules of behavior. For new Navy Cash operators signing rules of behavior forms electronically, the previous version of the rules of behavior form will continue to be used until the new rules of behavior form can be uploaded to the v1.4.7.1 Navy Cash system on the ship.

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 *CANCELED*
- 2012-002 — Required Navy Cash Documentation in Financial Returns *CANCELED*
- 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

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- 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
- 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 CANCELED~~
- 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
- 2013-005 Enrollment Forms Missing in Document Storage System Ashore—Revised
- 2013-006 Distribution of Ship's Store Profits to MWR and Other Miscellaneous Payments — Revised Procedures
- 2013-007 DASR and Revision to the Navy Cash Documentation Required in Financial Returns
- 2013-008 Maintaining Laptop Security Patches and Updates
- 2013-009 Before Cardholders Leave the Ship for a Pending Transfer or Discharge
- 2013-010 Navy Cash System Administration Password Changes
- 2014-001 Navy Cash Cardholder Enrollment Form—New Edition
- 2014-002 Navy Cash Accountable Official Cards, Enrollment Forms, and Card Limits
- 2014-003 Rules of Behavior for Users of Navy Cash System

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

Hugh Chin at NAVSUP FLC Norfolk
hugh.chin@navy.mil
(757) 443-1189 DSN: 646-1189

Andy Yager at NAVSUP FLC San Diego
andrew.yager@navy.mil
(619) 556-6493 DSN: 526-6493

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8.4.24 Operator ID Maintenance

(in version 1.14 of the Navy Cash SOP, associated with v1.4.7.0, replace paragraphs a through f and renumber subsequent paragraphs)

8.4.28 Operator ID Maintenance

(in version 1.13 of the Navy Cash SOP, associated with v1.4.6.3, replace paragraphs a through e and renumber subsequent paragraphs)

- a. Within Navy Cash, each operator, e.g., in the ship's store, post office, CPO mess, MWR, wardroom, or disbursing office, must be identified by a unique operator ID number and must be registered at the disbursing office. To be assigned an operator ID, an individual must be a Navy/Marine Cash

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cardholder and must sign the Navy Cash Rules of Behavior. Once ship's store operator IDs are established in Navy Cash, they must be entered into the ROM back office.

b. Rules of Behavior for Users of Navy Cash System. Navy Cash is a U.S. Government information system that is provided for authorized use only. Navy Cash operators must only conduct official business on the Navy Cash system. They must not introduce or use any unauthorized software or hardware. The Disbursing Officer must ensure every Navy Cash operator assigned an Operator ID has signed the Navy Cash Rules of Behavior. By their signature, individuals indicate they have read, understand, and agree to abide by these rules of behavior. A copy of the Rules of Behavior for Users of Navy Cash System is included at paragraph 8.15.28.

(1) Forward Signed Rules of Behavior Forms to JPMC. The Disbursing Officer must send the original hardcopy rules of behavior forms, signed by the individual cardholders, to the Treasury Financial Agent, JPMorgan Chase (JPMC), where they will be digitally scanned and stored electronically in the document storage system ashore (*the last four digits of the user's SSN required on the form will be used to help with the indexing and retrieval of the scanned forms*). All rules of behavior forms will be retained ashore for seven years past the termination of the U.S. Treasury Financial Agency Agreement with JPMC, the Financial Agent for Navy Cash. The electronic image shall be considered the legal equivalent of the original.

(a) Rules of behavior forms shall be forwarded to JPMC at least once every 30 days. Rules of behavior forms, enrollment forms for individual cardholders (2887s), and enrollment forms for accountable officials (2888s) must be sent in separate packages. Rules of behavior forms must be sent via traceable means, e.g., FedEx, UPS, registered mail. Do not send rules of behavior forms via fax, digital sender, or e-mail.

(b) Double-pack all rules of behavior forms, with the JPMC address below on each envelope/package, to protect against possible damage during the shipping and handling process.

JPMorgan Chase
Document Processing Services
Attention: Phyllis Smith
300 N King Street, Mail Stop DE 1404
Wilmington, DE 19801
(302) 282-2176 (*Please use this number only for FedEx, UPS, etc. packages*)

(c) Send E-Mail Notification to JPMC. Send an e-mail notification to the JPMC Scanning Operations Center at enrollment_forms@chase.com for each package of rules of behavior forms sent. This e-mail notification enables JPMC to verify that every package sent and all the rules of behavior forms have been received. Include the following information in the e-mail: date package was sent, number of rules of behavior forms in package, carrier name (e.g., FedEx, UPS, registered mail, etc.), tracking information, and the ship's name and Point Of Contact (POC) on the ship (phone number and e-mail address). A sample memorandum is included at paragraph 8.15.27. To report all of the required information, fill out the memorandum, and send it as an attachment to the e-mail notification. Include a copy of the memorandum in the package with the rules of behavior forms. Finally, retain a copy of each e-mail and memorandum sent on file for inspection.

(2) Retain Copies of Signed Rules of Behavior Forms On Board. Copies of signed hardcopy rules of behavior forms shall be maintained on board ship for reference. Rules of behavior forms can be purged three years from the date of signature, unless the Navy Cash system user is still on the ship. The rules of behavior forms must be kept in the safe.

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c. List All Navy Cash Operators. To display all operators within the ship's Navy Cash system, the Disbursing Officer selects "Operator ID Maintenance" in the "Operations" pull-down menu and clicks the "List Configured Operators" button.

d. Add New Navy Cash Operator. The Disbursing Officer enters the first and last name of the new operator and assigns a four-digit number.

(1) The four-digit Operator ID must be unique within the Disbursing Application on each ship. Once a number has been assigned to an operator on a ship, it cannot be reused on that ship even if that operator is deleted. However, the number can be duplicated on different ships.

(2) The four-digit Operator ID must not begin with zero (0).

(3) Disbursing Application User. If a person is to be added to the Disbursing Application user list, the "Add as Disbursing User" block must be checked (see paragraph 8.4.32.j.(8)).

(4) Upon clicking "Submit", the Disbursing Officer will be prompted to verify information for the operator being added. Click the "Yes" or "No" button as appropriate.

e. Delete an Operator. The Disbursing Officer selects the correct name in the list of configured operators and clicks in the "Delete This Operator" box. There will be a prompt to verify this is the operator to delete, which is done by clicking the "Yes" or "No" button. Navy Cash operators must be deleted upon relief, transfer, separation, or discharge.

f. Review List of Configured Operators Monthly. The list of configured operators must be reviewed at least once a month. Navy Cash operators who are no longer involved in Navy Cash operations, e.g., individuals who have been relieved, transferred, separated, or discharged, must be deleted.

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8.15.27 Sample Memoranda for Forwarding Enrollment and Rules of Behavior Forms

c. Rules of Behavior Forms

MEMORANDUM

From: _____
Ship's Name

To: JPMorgan 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. packages*)
enrollment_forms@chase.com

Subject: Forwarding Rules of Behavior Forms for Scanning and Archiving

1. This memorandum and e-mail confirm the forwarding of Navy Cash rules of behavior forms for Navy Cash operators assigned Operator IDs to the JPMorgan Chase Scanning Operations Center.

a. Date Package Was Sent: _____

b. Number of Rules of Behavior Forms in Package: _____

c. Carrier Name: _____
e.g., FedEx, UPS, USPS registered mail

d. Tracking Information: _____

2. If you have any questions, please contact me at:

a. Ship's Name: _____

b. Point of Contact on the Ship: _____

Phone Number: _____

E-Mail: _____

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Please route immediately to the Supply Officer and Disbursing Officer

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8.15.28 Rules of Behavior for Users of Navy Cash System

NOTICE AND CONSENT

When you use the Navy Cash system, you are accessing a U.S. Government (USG) Information System (IS) that is provided for USG-authorized use only.

By using this IS, which includes any attached device, you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, and personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures, e.g., authentication and access controls, to protect USG interests—not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential.

RULES OF BEHAVIOR FOR USERS OF NAVY CASH SYSTEM

1. These rules of behavior for users of the Navy Cash system delineate the responsibilities and the expected use and behavior of all individuals with user access to the Navy Cash system, defined as all computer hardware (including attached devices), software, and electronic files. By your signature below, you indicate that you have read, understand, and agree to abide by these rules of behavior.

2. You must conduct only official, authorized business on the Navy Cash system. You must access only that data, control information, software, hardware, and firmware for which you are authorized access, and assume only those roles and privileges for which you are authorized. Do not introduce or use any unauthorized software, firmware, electronic files, or hardware.

3. As a Navy Cash operator, e.g., in the post office, CPO mess, ship's store, or disbursing office, you must be authorized as a user and be assigned a unique operator ID number at the disbursing office. In the ship's store, once operator IDs are established in Navy Cash, they must be entered into the Retail Operations Management (ROM) system. ROM and Navy Cash operator IDs must match for sales receipts to be reported properly.

4. Access to Navy Cash Disbursing Application workstations or laptops or to the Navy Cash server must be authorized at the disbursing office and is controlled by user name and password. Passwords created by the Disbursing Application for new users, or any other default passwords, must be changed at the disbursing office as soon as creation of the new user account is completed.

5. Passwords must be a minimum of 14 characters (15 characters for Sys Admin) and less than 16 characters in length and must begin with an alphabetic character and should use three of four character sets, i.e., upper-case letters, lower-case letters, numbers, and special characters.

6. Protect your password. Your password must be changed at the disbursing office every six months or when you suspect it may have been compromised or it appears in an audit document. Before you change your password, the Disbursing Officer will first verify your identity.

7. As an operator, you must log off your device or workstation when you are through working on the system. The next operator can then log on the system by entering his or her own password. Each operator must use his or her

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own operator ID or user ID and password when operating the Navy Cash system. Protect devices or workstations from unauthorized access. Never leave a device or workstation unattended while logged into the system.

8. As a matter of policy, any PS who wants to perform any personal Navy Cash transactions in the disbursing office, for example, to add or cash out value or change a PIN, must contact the Disbursing Officer or Deputy.

9. Each calendar quarter, the ship's Cash Verification Team will generate card reports for all Navy Cash Disbursing Application users to verify that no unauthorized deposits were made to their accounts since the last quarterly cash verification.

10. You must follow the procedures established for the proper handling and safeguarding of the Personally Identifiable Information (PII) associated with both Disbursing and Navy Cash operations to ensure the security and confidentiality of that information.

11. All cardholders in the Navy Cash Stored Value Card program are granted privacy protections under the Privacy Act of 1974 as amended. Release of information may be granted to DoD law enforcement agencies if the head of the agency has made a written request to the U.S. Department of the Treasury Bureau of the Fiscal Service. All materials requested shall be sent from the Bureau of the Fiscal Service. Privacy protected information may not be released without written consent from the Bureau of the Fiscal Service. This restriction applies to a court order of a competent jurisdiction including subpoena.

12. Ensure that all documents, equipment, system media, or other output containing PII are properly cleared, sanitized, marked, controlled, stored, transported, and destroyed based on sensitivity and need-to-know.

13. You must protect Navy Cash information and system resources from unauthorized access or occurrences of misuse, sabotage, tampering, denial of service, fraud, misappropriation, or release to unauthorized persons. Immediately report all such occurrences to the Disbursing Officer or Information Assurance Manager (IAM).

ACCEPTANCE

I have read the above Rules of Behavior for the Navy Cash System. By my signature below, I acknowledge and agree that my access to the Navy Cash system is covered by, and subject to, such Rules. Further, I acknowledge and accept that any violation by me of these Rules may subject me to administrative or civil and/or criminal actions and may result in the termination or suspension of my access to the Navy Cash system at any time without notice.

User's Name: _____ (printed)

User's Signature: _____ (signature)

Last Four Digits of User's SSN: _____

Date: _____