

**Attention Supply Officers, Disbursing Officers,
Navy Cash Accountable Officers, Navy Cash Deputies**

**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 2016-004

13 June 2016

Subject: **RECOMMENDATIONS FOR SPARE NAVY CASH CARD STOCKS—REVISED**

Attention: Supply Officers/Disbursing Officers/Navy Cash Accountable Officers/Navy Cash Deputies

- 1. Background.** Disbursing Officers (DOs) are responsible for maintaining a stock of Navy Cash instant issue and visitor cards and placing orders for replenishment card stock when the inventory of cards drops down to specified reorder point numbers. The standard recommendations by ship type for Navy Cash card stocks are intended to reflect the differences in the various phases of a ship's operational readiness status. With these standard recommendations, a stock of spare cards should last a ship about six to eight months.
- 2. Disbursing Officer Action.** Upon receipt of this Navy Cash SOP Change Notice, DOs must take the necessary steps to ensure procedures are in place to send an e-mail request to the CSU to order additional card stock in accordance with the standard recommendations detailed in the SOP. Cards must be ordered when the inventory of spare cards drops down to the reorder-point numbers specified in the SOP, or when the ship is about to change status, e.g., from homeport/local operations to pre-deployment/pre-surge operations. If additional personnel, e.g., detachments, squadrons, or MEUs, will be embarking prior to or during deployment, coordinate with their Admin Department or Disbursing Officer to determine the number of personnel who will be embarking and whether or not they will need replacement Navy Cash cards and to see if a bulk enrollment of new enrollees has been or can be accomplished prior to reporting aboard. As a reminder, the DoD FMR Volume 5, Chapter 10, and the Navy Cash SOP require a monthly inventory of all Navy Cash visitor and instant issue card stocks.
- 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.

This Change Notice modifies the reorder point for replenishing Navy Cash card stock in Navy Cash SOP Change Notice 2015-006, which is hereby canceled.

4. List of Effective Navy Cash SOP Change Notices.

Ver	Ver
1.13	1.15

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 CANCELED	
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	✓

Please route immediately to the Supply Officer and Disbursing Officer

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 CANCELED		
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	✓	
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 CANCELED		
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	✓	
2014-004	Cashing Personal Checks and Cashing Out the Chip on Navy Cash Cards	✓	
2014-005	Appointment of Navy Cash Deputy Is Mandatory	✓	✓
2014-006	Transfer Member Profile and Unsuspend Account Using Disbursing Web Site	✓	✓
2014-007	Updated Recommendations for Spare Navy Cash Card Stocks CANCELED		
2014-008	Navy Cash System Administration Password Changes—Revised CANCELED		
2015-001	Navy Cash Merchant Established for Second Class Association	✓	✓
2015-002	Shipping Equipment with Batteries Contained in Equipment	✓	✓
2015-003	New EOM Summary Report and Elimination of EOM Spreadsheet	✓	✓
2015-004	Treasury Navy Cash/Marine Cash Website Update/Address Change CANCELED		
2015-005	Navy Cash Equipment Ownership and Maintenance Responsibilities	✓	✓
2015-006	Recommendations for Spare Navy Cash Card Stocks—Revised CANCELED		
2015-007	Navy Cash System Documentation Now Available on SAILOR 2.1	✓	✓
2016-001	Residual Funds on Navy Cash Cards	✓	✓
2016-002	Treasury Navy Cash/Marine Cash Website Address Change	✓	✓
2016-003	Navy Cash System Administration Password Rotation—Revised	✓	✓
2016-004	Recommendations for Spare Navy Cash Card Stocks—Revised	✓	✓

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

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8.3.2 Replenishing Navy Cash Card Stocks

(insert new paragraph 8.3.2 in Navy Cash SOP version 1.13 associated with Navy Cash release v1.4.6.3, and version 1.15 associated with release v1.4.7.1)

a. Spare Navy Cash Card Stocks. The standard recommendations for spare Navy Cash instant issue and visitor cards are detailed by ship types in the two tables below. These standard recommendations are intended to reflect the differences in the various phases of a ship's operational readiness status. With these standard recommendations, a stock of spare cards should last a ship about six to eight months.

b. Reorder Point. The Disbursing Officer must place an order for replenishment card stock when the inventory of spare cards drops down to the reorder-point numbers indicated in italics in the two tables below, or when a ship is about to change status, e.g., from homeport/local operations to pre-deployment/pre-surge operations. Cards will normally be shipped within one to two weeks after the order has been approved.

INSTANT ISSUE CARDS <i>NAVY CARDHOLDER cards</i>	DDG/CG	LPD/LSD/ AS/LCC	LHA/LHD	CVN
Pre-Deployment/Pre-Surge	150	200	1,000	2,000
Deployed/Surge	100 (<i>50</i>)	100 (<i>50</i>)	500 (<i>200</i>)	1,000 (<i>500</i>)
Homeport/Local Ops	75 (<i>25</i>)	100 (<i>50</i>)	500 (<i>200</i>)	1,000 (<i>200</i>)

VISITOR CARDS <i>Reusable, chip-only cards</i>	DDG/CG	LPD/LSD/ AS/LCC	LHA/LHD	CVN
Pre-Deployment/Pre-Surge	50	100	200	500
Deployed/Surge	50 (<i>25</i>)	100 (<i>50</i>)	200 (<i>100</i>)	500 (<i>200</i>)
Homeport/Local Ops	50 (<i>25</i>)	100 (<i>50</i>)	200 (<i>100</i>)	500 (<i>100</i>)

c. To Order Replenishment Stock. To order replacement cards, the Disbursing Officer should send an e-mail request to the CSU at navycashcenter@ezpaymt.com to obtain a case number. The e-mail request should include the following information:

- How many cards are needed?
- How many cards are currently in stock?
- What is the ship's operational readiness status, e.g., Homeport, Pre-Deployment, Deployed?
- Will additional personnel, e.g., detachments, squadrons, or MEUs, be embarking prior to or during deployment? If so, how many? Coordinate with their Admin Department or Disbursing Officer to determine how many will need replacement Navy Cash cards and to see if a bulk enrollment of new enrollees has been or can be accomplished prior to reporting aboard? If ordering more than the standard recommendation, use this information to provide justification for the larger order.

d. Card Expiration Dates and Inventory Control. Periodically, the Disbursing Officer must check the expiration date on the back of all visitor cards and on the front of all instant issue cards in inventory to ensure they are not expired or soon to expire (see paragraph 8.2.5 above). Rotate the stock of cards, so that the older cards are always used first. Destroy any expired cards, and order replacements if necessary.

e. When a ship expects a high volume of visitors or transient personnel, contact the CSU. Specific requirements will be handled on a case-by-case basis so that the ship's inventory of Navy Cash cards is not depleted. Visitors should turn their visitor cards back in to disbursing before they leave the ship.