

**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 2015-001

14 January 2015

Subject: NAVY CASH MERCHANT ESTABLISHED FOR SECOND CLASS ASSOCIATION

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

1. Background. Navy Cash uses a set of standard merchants to support “retail” operations on board ship (*see attachment at the end of this change notice*). In response to a requirement identified by the Fleet, a new Navy Cash merchant has been established for the Second Class Association. Although not all merchants are set up for each ship, 2ND CLASS ASSN has been added to the current list of merchants on every Navy Cash ship, and a 2ND CLASS ASSN Navy Cash merchant card has been sent to each ship.

Navy Cash merchants are accountable officials who are authorized to use Navy Cash in an official capacity. Each merchant cardholder is responsible and accountable for all funds loaded onto her/his accountable official merchant card and may be held pecuniarily liable for the loss or misuse of such funds. All transactions involving funds on Navy Cash merchant cards must be reported in appropriate accountability statements in accordance with applicable regulations, policies, and procedures.

2. Disbursing Officer Action. Disbursing Officers (DOs) must take the necessary steps to ensure the 2ND CLASS ASSN merchant and merchant card, if and when they are needed, are activated and issued following the procedures outlined in the Navy Cash Standard Operating Procedure (SOP) (*see Navy Cash SOP Change Notice 14-002, Navy Cash Merchant Accountable Official Cards, Enrollment Forms, and Card Limits, dated 3 February 2014, and paragraphs 8.5.4 and 8.5.5 and Appendix P in the Navy Cash SOP*).

- **Activate a Private Merchant.** To activate a merchant who settles to a bank or credit union checking account ashore or to a strip account on the ship, the DO must send a request to the Navy Cash Central Support Unit (CSU). By default, all private merchants settle on a daily basis.
 - Include the information needed to enroll the merchant, to include the bank or credit union name, routing number, and account number for the checking account.
 - If the merchant elects to establish a Navy Cash merchant account without a corresponding checking account, the request should so indicate.
- **Confirm Linked Account.** The DO must ensure merchants use the Account Information screen on the Navy Cash Cardholder Web Site (*www.navycash.com*) to confirm that the Linked Bank Account information associated with their Navy Cash merchant card has been updated to reflect the correct bank or credit union account prior to requesting any transfers at the Navy Cash Kiosk to or from the chip or strip account and bank or credit union account.
- **Complete and Sign FMS Form 2888.** Every accountable official issued a Navy Cash merchant card must complete and sign an FMS Form 2888 (09-13), Accountable Official Application Form for U.S. Department of the Treasury Stored Value Card (SVC), prior to being issued the merchant card (*see attachment at the end of this change notice and Navy Cash website (www.fms.treas.gov/navycash)*).

Please route immediately to the Supply Officer and Disbursing Officer

- Retain Copy of Signed 2888s. DOs must retain a copy of each signed FMS 2888 enrollment form in a binder on file for inspection. Since the 2888 contains Personally Identifiable Information (PII), the binder must be kept in the safe.
- Forward Signed 2888s to JPMC. The original hardcopy FMS Form 2888, signed by the Navy Cash merchant accountable official must be sent to the Treasury Financial Agent, JPMorgan Chase (JPMC), to be scanned and stored on file electronically.
- Maintain Roster of Navy Cash Accountable Officials. DOs are also required to track the individuals who have been assigned as accountable officials for each of the Navy Cash merchants activated on the ship and the accountable officials who have signed an FMS 2888 and been issued an accountable official Navy Cash merchant card.
 - DOs can determine the actual merchants activated on the ship by using the Navy Cash Disbursing Web Site (*www.navycashcenter.com*). Under the “Ships” tab, after selecting the appropriate ship’s name, the “Merchants” tab displays the activated (“Enrolled Merchants”) on that particular ship (*see Appendix E in the Navy Cash SOP*).
 - Sample rosters have been developed to assist DOs in tracking accountable officials and determining which accountable officials must sign the 2888 (*see paragraph 8.5.5 in the Navy Cash SOP*).
 - An up-to-date copy of the roster, indicating the Navy Cash merchants activated on the ship, the assigned accountable officials, the accountable officials who have signed a 2888, and the accountable officials who have been issued an accountable official Navy Cash merchant card, must be retained in the binder of signed 2888 enrollments forms on file for inspection.
- Transfer of Responsibility Upon Relief. At turnover, the relieving accountable official must complete and sign a new FMS Form 2888. The relieved and relieving accountable officials must confirm that the account balance (both chip and strip) on the Navy Cash merchant card is zero or be able to account fully for any funds remaining on the chip and strip. The Personal Identification Number (PIN) for the merchant card must be changed by the relieving accountable official at turnover.

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.

Ver Ver Ver
1.13 1.14 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	✓	✓	
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	✓	✓	
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	✓	✓	✓
2015-001	Navy Cash Merchant Established for Second Class Association	✓	✓	✓

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

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Navy Cash Merchant Listing

LOA Merchants

NAVY DISBURSING
MARINE DISBURSING
GENERAL MESS – FOOD
GENERAL MESS – SURCHARGES
SHIP STORE
SHIP STORE #1
SHIP STORE #2
BEVERAGE BAR
HANGAR BAY SALES
VENDING STORE ITEMS
VENDING SODA

Private Merchants

NAVY MWR
MARINE MWR
POST OFFICE – STAMPS
POST OFFICE – MONEY ORDERS
POST OFFICE – METERED MAIL
VENDING STAMPS
WARDROOM MESS – FOOD
WARDROOM MESS – DUES
CPO MESS – FOOD
CPO MESS – DUES
FLAG MESS – FOOD
FLAG MESS – DUES
1ST CLASS ASSN
2ND CLASS ASSN
OFFICIAL MAIL MANAGER
TAXI MERCHANT *(to be used only for taxi services set up to support the ship's crew)*
DUTY FUND
PROT RELIGIOUS SERVICES
ORTH RELIGIOUS SERVICES
CATH RELIGIOUS SERVICES

Transient Merchants

FOREIGN CONCESSIONAIRE
HUSBANDING AGENT
COLLEGE COURSES
COLLEGE BOOKS
MISC EVENTS

Generic Private Merchants

PRIVATE SIX through FIFTEEN generally assigned to large-deck ships only.

PRIVATE ONE	PRIVATE NINE
PRIVATE TWO	PRIVATE TEN
PRIVATE THREE	PRIVATE ELEVEN
PRIVATE FOUR	PRIVATE TWELVE
PRIVATE FIVE	PRIVATE THIRTEEN
PRIVATE SIX	PRIVATE FOURTEEN
PRIVATE SEVEN	PRIVATE FIFTEEN
PRIVATE EIGHT	

Flag, Air Wing, and Squadron Merchants

Sample listing.

CVW CPO MESS DUES
CVW WARDROOM DUES
CVW 1ST CLASS DUES
CVW MWR FUND
SQDN1 CPO MESS DUES
SQDN1 WARDROOM DUES
SQDN1 1STCLASS DUES
SQDN1 MWR FUND

ACCOUNTABLE OFFICIAL APPLICATION FORM FOR U.S. DEPARTMENT OF THE TREASURY STORED VALUE CARD (SVC)				OMB No. 1510-0078 EXP. DATE 09/30/2016	
DIRECTIONS: Submit completed form to Disbursing. Provide bank or credit union information if you are authorized to transfer funds from a U.S. government bank or credit union account to your Accountable Official Treasury SVC account at a Treasury SVC kiosk.					
ACCOUNTABLE OFFICIAL PERSONAL INFORMATION					
1. RATE, RANK, TITLE		2. FIRST NAME		3. MIDDLE INITIAL	4. LAST NAME
5. SSN	6. PAY GRADE	7. MILITARY BRANCH OR COMPANY NAME <i>(Contractors)</i>		8. DATE OF BIRTH <i>(MMDD)</i>	9. MOTHER'S MAIDEN NAME OR KEYWORD <i>(Required for security purposes)</i>
10. MILITARY DUTY ADDRESS <i>(For Navy/Marine Cash include assigned Division, Unit, etc.)</i> OR WORK ADDRESS <i>(Contractors)</i>					USMC ONLY
					10a. MEU
					10b. MLG
10c. CITY			10d. STATE	10e. ZIP CODE	10f. COUNTRY
11. RESIDENCE/PERMANENT ADDRESS					
11a. CITY			11b. STATE	11c. ZIP CODE	11d. COUNTRY
12. WORK TELEPHONE NUMBER		13. CELL PHONE NUMBER		14. E-MAIL ADDRESS	
ACCOUNTABLE OFFICIAL BANK OR CREDIT UNION INFORMATION					
15. BANK OR CREDIT UNION NAME			16. CITY	17. STATE	18. ZIP CODE
19. ABA ROUTING NUMBER <i>(9-digit number)</i>			20. ACCOUNT NUMBER		
21. ACCOUNT NAME <i>(Your name as it appears on your account)</i>					22. ACCOUNT TYPE <i>(X one)</i>
					<input type="checkbox"/> CHECKING
					<input type="checkbox"/> SAVINGS
<p>ACCOUNTABLE OFFICIAL LIABILITY: I acknowledge that I am the Accountable Official for all funds placed on this card and may be held pecuniarily liable for the loss or misuse of such funds. I may be relieved of such liability only under the procedures detailed in DoD FMR Volume 5, Chapter 1.</p> <p>EXPIRED, LOST, STOLEN, OR DAMAGED CARD: When the Accountable Official Treasury SVC card expires, any value remaining will be forwarded to the bank or credit union account specified above. If the account has been closed or if any value remaining on the Treasury SVC cannot be forwarded to the account for any other reason, I understand that the funds will be transferred to an account in the U.S. Treasury in accordance with 31 U.S.C. 1322. The agency listed in Item 21 retains the right to claim such funds. If my Accountable Official Treasury SVC is lost, stolen, or damaged, I may be charged a fee for a replacement card.</p> <p>ADDITIONAL TERMS AND CONDITIONS: By using the Accountable Official Treasury SVC, I agree to accept the terms and conditions for use of the Accountable Official Treasury SVC established by the issuer of the card. This form may be imaged and kept on file electronically by the U.S. Department of the Treasury and/or its Financial or Fiscal Agent, and an electronic image shall be considered the legal equivalent of the original. I represent and warrant that the agency listed in Item 21 has authorized me to obtain this Accountable Official Treasury SVC, to link it to the bank or credit union account listed above, and to hold, collect, and disburse funds that are in the account and on this Accountable Official Treasury SVC.</p>					
<p>PRIVACY ACT STATEMENT</p> <p>AUTHORITY: Executive Order 9397, 31 CFR 210, and 31 U.S.C. 7701.</p> <p>PRINCIPAL PURPOSES: To enroll individuals in the Treasury Stored Value Card (SVC) program; to obtain authorization to initiate debit and credit entries to individual's and/or U.S. government accounts; and to facilitate collection of any delinquent amounts.</p> <p>ROUTINE USES: The information on this form may be disclosed as generally permitted under 5 U.S.C. Section 552a(b) of the Privacy Act of 1974, as amended. It may be disclosed outside of the U.S. Department of the Treasury, Fiscal and Financial Agents involved in providing SVC services, and their contractors or to the Department of Defense (DoD) for the purpose of administering the Treasury SVC programs. In addition, other Federal, State, or local government agencies that have identified a need to know may obtain this information for the purpose(s) identified by the Fiscal Service's Routine Uses as published in the Federal Register. Aggregate data about transactions captured both on and off the installation or ship, whether through the card's electronic purse or magnetic strip, may be used to generate summary level reports.</p> <p>DISCLOSURE: Disclosure is voluntary; however, failure to furnish requested information may prevent you from participating in the Treasury SVC programs. Your SSN is being requested to verify your identity and to facilitate the collection of any amounts that may become due to the government as a result of your use of the Treasury SVC. If you do not provide your SSN, we cannot process your application for an SVC.</p>					
<p>BURDEN ESTIMATE STATEMENT</p> <p>According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The time required to complete this information collection is estimated to average 10 minutes, including the time to review instructions, search existing data sources, gather and maintain the data needed, and complete and review the collection of information. Comments concerning the accuracy of the time estimate and suggestions for reducing this burden should be directed to the U.S. Department of the Treasury, Bureau of the Fiscal Service, Washington DC 20005.</p>					
<p>AUTHORIZATION TO MAKE TREASURY SVC TRANSFERS ELECTRONICALLY TO AND FROM BANK OR CREDIT UNION ACCOUNT</p> <p>I authorize the U.S. Treasury's Fiscal or Financial Agent to initiate debit and credit entries to my bank or credit union account at the financial institution specified above in order to fulfill any requests I may make to transfer funds between the bank or credit union account and this Treasury SVC account.</p>					
23. POSITION TO WHICH APPOINTED					
24. SIGNATURE				25. DATE SIGNED (YYYYMMDD)	
26. SIGNATURE OF COMMANDING OFFICER <i>(may attach copy of Accountable Official's appointment letter signed by CO in lieu of CO's signature)</i>				27. DATE SIGNED (YYYYMMDD)	
FOR OFFICE USE ONLY					
28. ISSUED BY <i>(Disbursing Office Name/Location)</i>				29. CARD NUMBER <i>(Last six digits)</i>	

Reset Form