

NAVSUP Publication 727

Navy Cash[™] Financial System Standard Operating Procedure

Ready. Resourceful. Responsive!



Version 1.10

31 October 2005

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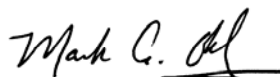
DSN 430-5270

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NAVSUP Publication 727
Navy Cash™ Financial System
Standard Operating Procedure

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This Standard Operating Procedure (SOP) is for the information and guidance of ships equipped with the Navy Cash Financial System. The SOP lays out the actions required to carry out Navy Cash operations within the various "retail" functional areas on board ship. The SOP augments existing procedures. It does not affect non-monetary procedures, which will continue to have their full force and effect. Neither does it completely eliminate the need to maintain existing cash-handling procedures, which will remain in effect to process transactions that cannot be handled by Navy Cash.



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RECORD OF CHANGES

VERSION NUMBER	EFFECTIVE DATE	CHANGE DESCRIPTION	CHANGE LOCATION
1.08	31 Oct 2003	Initial Publication in Naval Logistics Library	
1.09	15 Jan 2004	<p>Minor editorial and usability changes</p> <p>Other specific changes include:</p> <p><u>Chapter 2</u></p> <ul style="list-style-type: none"> • Display screens updated • Merchant ID, event code, and amount entry and function key changes • Clear/remove a merchant ID • Event maintenance <p><u>Chapter 5</u></p> <ul style="list-style-type: none"> • Reference to bulk refund and event maintenance <p><u>Chapter 8</u></p> <ul style="list-style-type: none"> • Disbursing application screen prints updated • All funds transfer options under single link • Funds transfer to another card's chip using SSN • Individual refunds — miscellaneous and chip-purchase • Bulk refunds • Event maintenance • NOC selection information updated • Provisional split pay • Suggested courses of action for returned transactions that result in negative balance • End-of-month process to begin five days before end of month for S-2, S-3, and S-4 • Sample letter of authority to hold cash <p><u>Appendixes</u></p> <ul style="list-style-type: none"> • CAD will not allow more than one EOM message to be sent in 15 second period • Merchant ID, event code, and amount function key changes • Toll-free number changed on affidavit form • Suggested courses of action for returned transactions that result in negative balance 	<p>Throughout</p> <ul style="list-style-type: none"> • Throughout • 2.2.2, 2.2.3, 2.2.9, 2.2.11.e, and throughout • 2.2.9.a • 2.2.9.b • 5.3 and 5.5.2 • Throughout • 8.4.7 • 8.4.8 • 8.4.10 • 8.4.12 • 8.4.27 • 8.4.30 • 8.4.32 • 8.8 and Appendix L • 8.9.1 • 8.2.1 and 8.15.3 • Appendix A • Appendix B • Appendix I • Appendix L

VERSION NUMBER	EFFECTIVE DATE	CHANGE DESCRIPTION	CHANGE LOCATION
1.10	31 Oct 2005	<p>Minor editorial and usability changes</p> <p>Emphasis added that all dates and times in Navy Cash are recorded and reported in Greenwich Mean Time (GMT) / Coordinated Universal Time (UTC) / ZULU time</p> <p>Other specific changes include:</p> <p><u>Chapter 1 — Navy Cash Overview</u></p> <ul style="list-style-type: none"> • Reference to Navy Cash Preventive Maintenance System (PMS) included • Name of Navy Integrated Call Center (NICC) changed to Global Distance Support Center (GDSC) • List of Acronyms updated • Reference to Provisional Split Pay included <p><u>Chapter 2 — K22/K80 Operating Procedures</u></p> <ul style="list-style-type: none"> • Reference to Navy Cash Preventive Maintenance System (PMS) included • Proxy mode Intercept Merchant/Merchant Override and Set New Merchant ID deleted <p><u>Chapter 3 — General Mess</u></p> <ul style="list-style-type: none"> • Reference to Navy Cash Preventive Maintenance System (PMS) included • Maximum limit on chip on merchant cards increased from \$1,000 to \$9,999.99 • Meal price and surcharge separate amounts • Eliminated option to send e-mail to CSC to transfer funds from one merchant account to another to pay food invoice <p><u>Chapter 4 — Private Messes</u></p> <ul style="list-style-type: none"> • Reference to Navy Cash Preventive Maintenance System (PMS) included • Merchant Settlement Reports added and weekly settlement/deposit dates changed • Maximum limit on chip on merchant cards increased from \$1,000 to \$9,999.99 • Options added to settle daily or weekly and to checking or Navy Cash merchant account • Eliminated option to send e-mail to CSC to transfer funds from one merchant account to another to pay food invoice 	<p>Throughout</p> <p>Throughout</p> <ul style="list-style-type: none"> • 1.4 • 1.5.4.i and 1.5.9 • 1.5.9 • 1.9 • 2.2 • 2.3.2, 2.3.3, and 2.3.9 • 3.2 • 3.1, 3.4.4, and 3.5.2 • 3.3 and 3.4 • 3.5.2 • 4.2 • 4.3, 4.14, and 4.17.3 • 4.1.5 and 4.10 • 4.3 and 4.14 • 4.10.3

<p>1.10 (continued)</p>	<p>31 Oct 2005</p>	<p><u>Chapter 5 — MWR</u></p> <ul style="list-style-type: none"> • Reference to Navy Cash Preventive Maintenance System (PMS) included • Merchant Settlement Reports added and weekly settlement/deposit dates changed • Options added to settle daily or weekly and to checking or Navy Cash merchant account <p><u>Chapter 6 — Post Office</u></p> <ul style="list-style-type: none"> • Reference to Navy Cash Preventive Maintenance System (PMS) included • Sale of USPS stamp booklets to ship's store • Two scenarios added to describe possible account shortages and corrective actions • Eliminated email from Treasury Financial Agent confirming funds deposited to USPS • Procedures included for uploading unit 1412 data using the RCU disk • Attach Merchant Sales Summary Report vice Daily Transaction Detail Report to PS Form 1412 • PS Form 1412/Merchant Sales Summary Report kept on file for four vice three years • Use of visitor card to pay for official mail postage and postal services <p><u>Chapter 7 — Ship's Store</u></p> <ul style="list-style-type: none"> • Chapter reorganized • Reference to Navy Cash Preventive Maintenance System (PMS) included • Operator IDs for store operators must be established first in Navy Cash application and then entered into ROM II back office • If connectivity is a problem, don't log off K22, so business can be conducted next day • Navy Cash can be used to support non-EPOS store sales • Description of ROM II–Navy Cash Comparison Report and ROM II Reporting function in Navy Cash application added • Vending (CAD) maintenance updated • Reference added to End-of-Month (EOM) spreadsheet as a part of EOM process <p><u>Chapter 8 — Disbursing</u></p> <ul style="list-style-type: none"> • Navy Cash application screen prints updated 	<ul style="list-style-type: none"> • 5.2 • 5.3.c, 5.9.k, and 5.12.3 • 5.3 and 5.9 • 6.2 • 6.5 • 6.7 • 6.7 • 6.7 • 6.7 • 6.7 • 6.10 • Throughout • 7.2 • 7.3 • 7.3 • 7.3.4 • 7.3.9 • 7.4.5 • 7.6.3 • Throughout
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<p>1.10 (continued)</p>	<p>31 Oct 2005</p>	<ul style="list-style-type: none"> • Use visitor cards for new enrollments whenever possible • Maximum limit on chip on merchant cards increased from \$1,000 to \$9,999.99 • Reference to Navy Cash Preventive Maintenance System (PMS) included • Navy Cash cards to be inventoried once each month vice every 60 days • Damaged cards no longer need to be sent to the FISC or JPMC • Updated custodial responsibility for custody of spare K22s and CADs • Transfer of responsibility upon relief and Navy Cash Pre-Audit/Turnover Checklist • Transfer custody of SecurID token upon relief • Procedures for unclaimed value on visitor cards added • Review of Unmatched Chip-to-Chip Transaction Report changed from monthly to weekly • Procedures for unclaimed value for unmatched chip-to-chip transactions added • Change card status procedures updated • “New Enrollee Card Pick Up” function deleted • Canceled cards must be destroyed, e.g., cut up, in the presence of the cardholder • Disbursing Officer review Negative Balance Report on a daily basis • Updated addresses for Treasury Financial Agent, JPMorgan Chase Bank, N.A. (JPMC), for sending in enrollment forms and Government checks • To open account, individual must fill out and sign enrollment form; Disbursing Officer must forward signed form to JPMC • Disbursing Officer must ensure that individuals are enrolled in Navy Cash before they sign up for SPO. • Individuals not part of ship’s company should include company name or command name on line 2 of the address block on the enrollment forms when they enroll. • Merchant Settlement Reports added and weekly settlement/deposit dates changed 	<ul style="list-style-type: none"> • 8.2.2 and 8.4.21 • 8.2.3 • 8.2.5 • 8.3.1 • 8.3.2 • 8.3.3 • 8.3.4 • 8.3.4 • 8.4.9.b • 8.4.11 • 8.4.11 • 8.4.15 • 8.4.18 • 8.4.15 and 8.4.20 • 8.4.20 and 8.8.1 • 8.4.20 and 8.8.1 • 8.4.21 • 8.4.21 and 8.4.32 • 8.4.21 • 8.4.23.g and 8.15.6
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<p>1.10 (continued)</p>	<p>31 Oct 2005</p>	<ul style="list-style-type: none"> • ROM II/Navy Cash Comparison Report added • To be assigned operator ID, individual must be Navy/Marine Cash cardholder; and, to be added to Navy Cash application user list, “Add as Disbursing User” block must be checked • Installing new equipment and pulling cable to nearest Navy Cash router is ship’s responsibility • Vending and Ship’s Store — vending maintenance and end of month procedures updated • For Marine Corps split pay, change in point of contact at FRB Boston • Procedures for money exchange by vendors in a foreign port updated • Disbursing Officer action in case of negative account balance updated • Out-of-service debt—collecting on negative account balance after member leaves service • Updated end-of-month reporting procedures • Name of Navy Integrated Call Center (NICC) changed to Global Distance Support Center (GDSC) • Navy Cash Trouble Call Worksheet • Log in to disbursing website at least monthly to keep account active • Revised letters of authority for accountable officer and agent • Bulk Card Log • Navy Cash Pre-Audit/Turnover Checklist • Navy Cash SPO enrollment/disenrollment form • Currency Exchange Log • Quarterly Cash Verification Team Navy Cash Checklist <p><u>Appendixes</u></p> <ul style="list-style-type: none"> • Vending maintenance and end of month procedures updated • Proxy mode Intercept Merchant/Merchant Override and Set New Merchant ID deleted • Updated flow diagram for configuring K22 • Enrollment form updated 	<ul style="list-style-type: none"> • 8.4.24 and 8.15.4 • 8.4.26 • 8.4.26 and 8.5.3 • 8.4.27 and Appendix A • 8.4.31.b • 8.5.1 • 8.8.1 • 8.8.1 • 8.9.1 • 8.14 • 8.14.1 and 8.15.20 • 8.14.3 • 8.15.1 and 8.15.2 • 8.15.10 • 8.15.12 • 8.15.14 • 8.15.17 • 8.15.18 • Appendix A • Appendix B • Appendix B • Appendix F
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<p>1.10 (continued)</p>	<p>31 Oct 2005</p>	<ul style="list-style-type: none"> • Disbursing Officer Checklist for Recurring Tasks updated • Sample Internal Procedures and Controls instruction updated • Suggested guidelines for negative account balances updated • Procedures for purchasing stamps in the ship's post office for sale in the ship's store • Procedures for processing official mail using a visitor card • Procedures for coordinating move of Navy Cash to barge during shipyard availabilities 	<ul style="list-style-type: none"> • Appendix J • Appendix K • Appendix L • Appendix M • Appendix N • Appendix O
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Chapter 1

Navy Cash Overview

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1.1 Reference Documents

- a. DOD FMR Volume 5
- b. NAVSUP P486
- c. NAVSUP P487

1.2 Description of Navy Cash

Navy Cash represents an evolution of the Automated Teller Machines (ATMs)-at-Sea program (ATMS), which began installing ATMs on board ships in 1988. The Navy Cash card combines chip technology and a magnetic strip to virtually eliminate the need for Sailors and Marines to carry cash. The chip-based electronic purse provides for a cashless environment within the lifelines of the ship. The magnetic strip on the back of the card provides for pre-paid debit access to the funds in Navy Cash accounts at 32 million locations globally and over 900,000 ATMs in over 120 countries worldwide. To support these transactions, Navy Cash also provides for electronic access to checking and savings accounts ashore.

Sailors and Marines continue to have their pay deposited in their bank and credit union Demand Deposit Accounts (DDAs) through the Navy's Direct Deposit System (DDS). On board ship, they can use cashless ATMs to access these accounts electronically to transfer money, as needed, into their Navy Cash accounts. Navy Cash provides these electronic banking capabilities, without additional charge to Sailors and Marines, 24 hours a day, seven days a week through store-and-forward, off-line access to virtually all bank and credit union accounts ashore. Sailors and Marines who elect the Split Pay Option (SPO) can also have a portion of their pay sent directly to their Navy Cash accounts each payday.

On the ship, Sailors and Marines use the chip-based electronic purse on their Navy Cash cards at Point-Of-Sale (POS) terminals for all their purchases in the ship's store, post office, MWR, general mess, wardroom, and other "retail" locations throughout the ship, including vending and game machines. This cashless environment not only improves service to customers but also reduces workload aboard ship by automating payment transactions and eliminating (as nearly as possible) the circulation of cash.

Off the ship, Sailors and Marines can use the magnetic strip on the back of their Navy Cash cards to purchase gifts and souvenirs and pay for meals in restaurants using the Navy Cash card directly. They can also obtain the cash they need during port visits from the ATMs that are available in the local area. Overseas, these local ATM transactions generally provide the best exchange rate for foreign currency.

In support of Navy Cash, a U.S. Department of the Treasury Financial Agent provides access to virtually all banks and credit unions and reconciliation and settlement services, thus further reducing workload and eliminating a large portion of the accountability of the retail operators and the Disbursing Officer.

The business case analysis of Navy Cash operations on the two initial prototype ships was positive in every area of the analysis. The decision on whether or not to deploy Navy Cash Fleet wide is pending. Under the ATMs-at-Sea program, the NAVSUP Program Office is budgeted to replace the oldest ATMs-at-Sea systems at a rate of about 30 to 35 systems per year beginning in FY03 and complete the installation of Navy Cash on all ships equipped with ATMs-at-Sea systems by the end of FY08. This replacement of all ATM system components represents a planned replacement cycle as system equipment reaches the end of its expected service life.

1.3 Navy Cash Financial System Equipment Description

The main hardware components of the Navy Cash Financial System are a server, from one to four cashless ATMs (K80), POS card readers (K22) at retail locations throughout the ship, and Card Access Devices (*also know as Card Accepting Devices*) (CADs) in all vending machines. The number of ATMs and POS and CAD devices depends on ship class. A sample Navy Cash Equipment Checklist is included at Appendix G. This checklist is tailored for each ship as a part of the Navy Cash installation. The checklist provides an aid to assist in troubleshooting any equipment or software problems and should also be used to review the status of all the ship's Navy Cash devices on a periodic basis.

1. The cluster server itself consists of:
 - a. Two COMPAQ DL380 servers.

- b. One RAID controller.
 - c. Five SCSI II hard drives.
- 2. Each COMPAQ DL380 server consists of:
 - a. Single processor.
 - b. Two Network Interface Cards (NIC) 100/10 MB NIC
(Will be upgraded to a Gigabyte-Ethernet card).
 - c. Two hard drives.
 - d. One CD ROM drive.
 - e. One Floppy drive.
- 3. The following software is installed on each server node:
 - a. Windows NT or Windows 2000.
 - b. Microsoft Cluster Server.
 - c. Oracle 8.
 - d. Microsoft Cluster Server Toolkit.
 - e. Navy Cash Listener / Parser.
 - f. Navy Cash Proxy.
 - g. Disbursing Application.
 - h. Legato (Windows NT) or Veritas (Windows 2000) Backup utility.

1.4 Planned Maintenance System

Preventive maintenance for the Navy Cash Financial System is covered through the Planned Maintenance System (PMS). PMS information for Navy Cash is available from the ship's Maintenance and Material Management (3-M) Coordinator. Maintenance Index Page (MIP) number 6541/080-14 applies to Navy Cash. In particular, proper cleaning of the card readers can significantly reduce the incidents of card readers failing to read the Navy Cash card.

1.5 Standard Operating Procedure

1. SOP OBJECTIVES

The Navy Cash Financial System is designed to provide a cashless alternative for all money-based transactions performed on board ship. This Standard Operating Procedure (SOP) stipulates the procedures necessary to perform Navy Cash transactions within the various shipboard functional areas. This SOP augments existing procedures. It should be understood that Navy Cash does not affect non-monetary procedures, which continue to have their full force and effect. Neither does Navy Cash eliminate the need for maintaining existing money-handling procedures for contingency operations in the unlikely event that Navy Cash experiences a catastrophic failure and ceases to function.

2. NAME OF PREPARING ORGANIZATION

Naval Supply Systems Command, Navy Family Support, Navy Cash Program Office (NAVSUP NFS 56).

3. EXPECTED LIFE OF THE STANDARD OPERATING PROCEDURE

This SOP is effective throughout the life of the Navy Cash Financial System or as long as the system remains installed on board ship. Ultimately, these procedures will be incorporated into existing Navy publications and instructions that govern the various functional processes affected by Navy Cash, e.g., DOD FMR Vol. 5, NAVSUP Publications P485, P486, and P487. The Navy Cash Financial System SOP has been assigned NAVSUP Publication Number 727.

4. ROLES, RESPONSIBILITIES, AND AUTHORITY

- | | |
|----------------------------------|--|
| a. Program Director (SUP 56) | Barb Straw
Tel: (717) 605-7441
E-mail: barbara.straw@navy.mil |
| b. Operations Manager (SUP 56B) | Diane Fitzpatrick
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| | DKC Gerardo Guillermo
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| e. Fleet Support Group San Diego | Arsenio "RC" Vergara
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| | DKCS Delsol Cabrera
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| f. NEXCOM Ship's Store Program | Mr. Charles H. Vaughan
Tel: (757) 443-2085
E-mail: charles_vaughan@nexnet.navy.mil |
| | Mr. Gene Hoffman
Tel: (757) 443-2079
E-mail: gene_hoffman@nexnet.navy.mil |

g. Fleet Assistance Teams

Refer to NAVSUP P487, paragraph 1004, for telephone numbers and e-mail addresses for ship's store teams in each geographical area.

h. System Support

U.S. Treasury Financial Agent,
JPMorgan Chase Bank, N.A.
Hotline Number/Customer Service Center:

For Card Holders:

1 (866) 3NAVYCASH

1 (866) 362-8922

Web site: www.navycash.com

e-mail: navycash@ezpaymt.com

For Disbursing Offices:

1 (866) 6NAVYCASH

1 (866) 662-8922

Web site: www.navycashcenter.com

e-mail: navycashcenter@ezpaymt.com

navycashfin@ezpaymt.com (EOM only)

Fax:

1 (866) CHASE01

1 (866) 242-7301

i. Global Distance Support Center (GDSC)

The Navy Cash Customer Service Center can also be reached through the GDSC, which is also known as "One Touch". The telephone numbers for the GDSC are:

Commercial: 1 (877) 4-1-TOUCH

1 (877) 418-6824

Cardholders:

Press 6, then 2

DSN: 510 4-2-TOUCH

510 428-6824

Disbursing / Merchants:

Press 6, then 3

The 1-877 number should be used for worldwide toll-free access from the United States, Japan, Germany, England, Italy, and Spain from activities ashore or ships in port and can be used when aboard ships at sea that have the capability and connectivity.

The DSN number should be used for toll-free access from all other countries from activities ashore or ships in port and can be used when aboard ships at sea that have the capability and connectivity.

5. SOP COORDINATION

This SOP has been coordinated with FISC Norfolk, FISC San Diego, DFAS Cleveland, Navy Exchange Services Command (NEXCOM) Ship's Store Program, NAVPERS 65 (MWR), NAVSUP NFS 51, NAVSUP NFS 56, Field Examination Groups (FEGs), and ship, TYCOM, and Fleet staffs.

6. SOP VALIDATION/TESTING

This SOP was tested and evaluated on USS RENTZ (FFG 46) and USS BONHOMME RICHARD (LHD 6), the initial two test platforms for the Navy Cash prototype. Lessons learned are incorporated into revised versions of the SOP on a continuing basis.

7. SOP APPROVAL

This SOP was prepared and approved by the NAVSUP NFS Navy Cash Program Office.

8. SOP REVIEW AND REVISION

This SOP will be reviewed at least semi-annually by the ATMs-at-Sea Program Office and revised on a regular basis.

9. LIST OF ACRONYMS AND DEFINITIONS

ACB	Automated Contract Bulletin
ACH	Automated Clearing House
ADNS	Automated Digital Network System
AMPS	Automated Military Postal System
APDS	All Purpose Date Stamp
ASL	Automated SSAC Listing
ATM	Automated Teller Machine
ATMS	Automated Teller Machines-at-Sea program
BIN	Bank Identification Number
BUPERS	Bureau of Naval Personnel
CAD	Card Access Device (<i>also known as Card Accepting Device</i>)
Chip	Miniaturized circuit card embedded in the Navy Cash card that processes e-purse transactions (often synonymous with e-purse)
CO	Commanding Officer
COOP	Continuity Of Operations Plan
COPE	Custodian of Postal Effects
CPO	Chief Petty Officer
DDA	Demand Deposit Account
DDE	Dynamic Data Exchange
DDS	Direct Deposit System
DFAS	Defense Finance and Accounting Service
DISBO	Disbursing Officer
DMM	Domestic Mail Manual

DOD FMR	Department of Defense Financial Management Regulations
DSI	Direct Settlement Interface
DSN	Defense Switched Network
DSSN	Disbursing Station Symbol Number
DV	Distinguished Visitor
EFT	Electronic Funds Transfer
EOD	End Of Day
EOM	End Of Month
EPOS	Electronic Point-Of-Sale
E-purse	Miniaturized circuit card embedded in the Navy Cash card that holds the programming to process financial transactions (synonymous with chip)
FDNF	Forward Deployed Navy Forces
FEG	Field Examination Group
FISC	Fleet and Industrial Supply Center
FRB	Federal Reserve Bank
FSMIS	Food Service Management Information System
FSO	Food Service Officer
GDSC	Global Distance Support Center, also known as “One Touch”
GMT	Greenwich Mean Time (Navy Cash “clock” is set to GMT/UTC)
Hot list	List of Navy Cash cards (accounts) that have been reported lost or stolen to the Navy Cash system. A card on the hot list is rendered inoperable.
IEOD	Indicate End Of Day (EOD)
ISNS	Integrated Shipboard Network System
ISO	International Standards Organization
K22	Handheld Navy Cash card reader device used to record sales transactions. Operated in the online or offline modes.
K80	Cashless ATM device permanently mounted on board ship and used by Navy Cash cardholders to perform various financial transactions.
LAN	Local Area Network
LCD	Lighted Crystal Display
LOA	Line Of Accounting
LSC	Logistics Support Center
LSR	Logistics Support Representative
MICR	Magnetic Ink Character Recognition

MMPA	Master Military Pay Account
MPSA	Military Postal Service Agency
MSO	Merchant Sales by Operator (a type of Navy Cash application report)
MWR	Morale, Welfare, and Recreation
NAVPERS	Navy Personnel Command
NAVCOMPT	Navy Comptroller
NAVSUP	Naval Supply Systems Command
NEXCOM	Navy Exchange Services Command
NFS	Navy Family Support
NIC	Network Interface Card
NOC	Network Operations Center
NSF	Non Sufficient Funds
NWCF	Navy Working Capital Fund
OMM	Official Mail Manager
ORF	Official Representation Funds
OSI	Operating Space Item
PAR	Postal Accounting Report
PIN	Personal Identification Number
PMS	Planned Maintenance System
POS	Point Of Sale
PRNOC	Pacific Region Network Operations Center
PVI	Postage Validation Imprinter
RIC	Routing Identification Code
ROM	Resale Operations Management
SAM	Secure Access Module
SASR	Safe Audit Summary Report
SATCOM	Satellite Communications
SIK	Subsistence In Kind
SIMA	Shore Intermediate Maintenance Activity
SODA	Statement Of Deposit Activity
SOP	Standard Operating Procedure
SPO	Split Pay Option
SSAC	Ship's Store Afloat Catalog

SSEC	Ship's Store Electronic Catalog
SSN	Social Security Number
SSPN	Ship's Store Profits Navy
TFA	Treasury Financial Agent
TYCOM	Type Commander (ship type)
UARNOC	Unified Atlantic Region Network Operations Center
UMIDS	Uniform Microcomputer Disbursing System
USPS	United States Postal Service
UTC	Coordinated Universal Time (Navy Cash "clock" is set to UTC/GMT)

1.6 Navy Cash Enrollment

1. BACKGROUND

Navy Cash cards replace bills and coins for personal financial transactions at all retail locations on board ship. Sailors and Marines must have Navy Cash cards to pay for purchases at the ship's store, vending and game machines, and the post office, for example. Cash is only accepted at these retail locations on an exception basis, e.g., from guests on board the ship for only a short time. Sailors and Marines on board ship are still able to obtain U.S. currency at the disbursing office.

Each member of the crew is enrolled in the Navy Cash program and issued a Navy Cash card, either as part of the initial bulk enrollment prior to installation of Navy Cash on board the ship, or at the disbursing office if an individual reports to the ship after the bulk enrollment is completed. Navy Cash orientation training is provided as a part of the enrollment process.

The Navy Cash card combines chip technology and a magnetic strip to virtually eliminate the need for Sailors and Marines to carry cash. On board ship, Navy Cash cards can be used at cashless ATMs 24 hours a day, seven days a week to access bank or credit union accounts electronically and transfer money as needed into Navy Cash accounts. The chip-based electronic purse is used for all purchases on board ship. On liberty ashore, the magnetic strip can be used for pre-paid debit access to Navy Cash accounts to obtain local currency at 32 million locations globally and over 900,000 ATMs in over 120 countries worldwide. There are three types of Navy Cash cards .

a. **PERMANENT NAVY CASH CARDS** provide access to all Navy Cash capabilities. They are embossed at the card manufacturing facility with the individual account-holder's name and account number and mailed to the individual.

b. **TEMPORARY NAVY CASH CARDS** also provide access to all Navy Cash capabilities. However, they are embossed with 'NAVY CARDHOLDER' and an account number. These Navy Cardholder cards are pre-embossed at the card manufacturing facility and are held by the Disbursing Officer. They are issued to newly reporting personnel or to replace a lost, stolen, or damaged card until a permanent Navy Cash card can be embossed at the card manufacturing facility and mailed to the individual.

c. VISITOR NAVY CASH CARDS are chip-only cards. They are issued by the disbursing office and are intended only to make purchases on the ship. They do not have a Navy Cash account associated with them. They do not have a magnetic strip. They cannot be used for purchases ashore or to access commercial ATMs off the ship. They are issued primarily to visitors as required and should be cashed out and turned in when the visitor departs and reissued to another visitor. Visitor Navy Cash cards can also be issued as temporary replacements for lost, stolen, or damaged Permanent Navy Cash cards.

2. BULK ENROLLMENT

Prior to installing Navy Cash on board a ship, the entire crew is enrolled in the Navy Cash program and issued Permanent Navy Cash cards. It is highly recommended that everyone enroll in the Navy Cash program. Crewmembers must provide personal information on special Navy Cash enrollment forms provided by the disbursing office and must acknowledge, by their signature, the Non-Sufficient Funds (NSF) procedures and electronic funds transfer policies. The bank or credit union account information on the enrollment form allows Navy Cash accounts to be linked to each crewmember's checking or savings account and enables the transfer of funds to and from the Navy Cash account. Crewmembers authorize, by their signature, debits and credits to their bank or credit union accounts at their request using Automated Clearing House (ACH) transactions, e.g., when requesting a transfer of funds at the K80 Cashless ATM. The information entered on the enrollment forms is entered into the Navy Cash system database ashore to establish each crewmember's Navy Cash account and to initiate issue of Permanent Navy Cash cards. A hardcopy of the signed Navy Cash enrollment form is held on file until the crewmember transfers or leaves the Navy. A more detailed discussion of basic bulk enrollment procedures is contained in Appendix H.

Providing bank or credit union information is optional when enrolling in Navy Cash. An individual can elect not to provide this information but can still be issued a Navy Cash Debit MasterCard® with a magnetic strip and an associated Navy Cash account. Individuals who choose this option can still fund their Navy Cash accounts by electing the Split Pay Option (SPO). Each payday, the amount of their split pay payroll is forwarded either by DFAS Cleveland for the Navy or by the Marine Disbursing Officer for the Marine Corps to the Treasury Financial Agent to plus up their Navy Cash accounts.

Individuals whose check cashing privileges aboard ship have been suspended can be enrolled with access to their home bank or credit union accounts blocked until the ship decides to restore their privileges. Procedures for unblocking access are found in Chapter 8, Disbursing, paragraph 8.8.2. The Supply Officer or Disbursing Officer provides a list of any individuals in this category to the Treasury Financial Agent, JPMorgan Chase, during the bulk enrollment process.

3. NORMAL ENROLLMENT

After the initial bulk enrollment is completed, a person who reports to the ship can be enrolled in the Navy Cash program at the disbursing office. The Navy Cash disbursing application includes an on-screen enrollment form that enables disbursing office personnel to enter the information needed to enroll new crew members (see paragraph 8.4.20 of this SOP). The enrollment information is then forwarded to the Navy Cash system database ashore, where the new member is enrolled in the program and action is initiated to produce a Permanent Navy

Cash card. The personalized card is shipped to the appropriate Logistics Support Representative (LSR) for forwarding to the ship, normally within 7 to 10 days.

At the same time as they are entering the enrollment information on-screen, disbursing personnel issue the new crew member a Temporary Navy Cash card. The new crewmember can load the chip on this card immediately at the disbursing office by writing a personal check or converting cash, and the card can then be used for purchases on the ship. As soon as the newly issued temporary card is properly registered within the Navy Cash system database ashore, normally within 24 to 48 hours, the card can also be used to transfer funds at Navy Cash cashless ATMs on board ship and to obtain currency at ashore ATMs and make purchases at merchants ashore. This temporary “NAVY CARDHOLDER” card can be used until the Permanent Navy Cash card arrives in the mail, at which time the temporary card should be returned to the disbursing office.

1.7 Visitors, Guests, and Dependents

Navy ships frequently host guests or other visitors for a variety of reasons. For example, Distinguished Visitors (DVs) and Navy and civilian personnel come to the ship to conduct inspections or accomplish other business. Shipyard and other maintenance personnel are on the ship to repair and update systems. DVs, scout groups, school groups, and others are given tours of the ship. Large-deck ships, particularly the CVs/CVNs and LHAs/LHDs, have guests on board nearly every day, and often in large numbers.

Under Navy Cash, visitors, guests, and dependents who are on the ship for only a few hours or for the day can buy things in the ship’s store, such as snacks, drinks, souvenirs, and emblematic items, or pay for meals in the General Mess or Wardroom, for example, using cash or checks, as they have in the past. But, cash sales should be the exception to accommodate visitors that are only going to be on the ship for a short time.

Members of ship’s company should not be allowed to use cash on board ship. If a member of the crew has \$5 in his/her pocket, he/she can go to the disbursing office to convert that \$5 into electronic cash on the Navy Cash card and then spend it wherever he/she wants on the ship.

Guests who are going to be on the ship for longer periods can be issued a chip-only Visitor Navy Cash card when they check on board. Just as they must stop by a berthing office to be assigned a place to sleep, these guests should go to the disbursing office to write a personal check or provide cash to convert into electronic cash on the chip on their Visitor Navy Cash cards. At the end of their stay on board, these guests should return to the disbursing office to receive cash for the value remaining on their Visitor Navy Cash cards and to turn in their cards. The Visitor cards can then be reused for other guests. Industry technical representatives and other personnel who make repeated trips to ships can retain their Visitor Navy Cash cards or enroll in the Navy Cash program and receive Permanent Navy Cash cards.

Procedures for the sale of meals with and without Navy Cash cards are covered in Chapter 3, General Mess, and Chapter 4, Private Messes, of this SOP. Procedures for issuing Visitor Navy Cash cards and for cashing out and returning these cards are covered in Chapter 8, Disbursing.

The following table provides examples of how visitors, guests, and dependents can be accommodated on board ships equipped with Navy Cash. These instances are examples only, and each ship must develop its own policy and procedures. There is additional workload for

ship's store and disbursing personnel, for example, in handling cash in what would otherwise be a cashless environment, and the ship must make its own judgment that the level of service provided or the additional revenue and profit are worth the additional effort. In making their decision, the ship should also consider that some functions, such as ship's store and disbursing, are well equipped to handle both cash and Navy Cash with existing equipment, policy, and procedures, while others, such as post office, might be better served maintaining a completely cashless operation.

Visitor cards are relatively expensive, but they are reusable, and every effort should be made to recover these cards from visitors before they leave the ship. The Navy Cash Card Issue Log shall be used to document each card issued and turned in (see paragraph 8.3.1). When a card is turned in, all value remaining on the card must be cashed out (see paragraph 8.4.9). *If not cashed out any value remaining on a card after it has been turned in will be handed over to Treasury and cannot be recovered.*

Guest	Room / Meals	Retail <i>Ship's Store, etc.</i>	Vending	Payment Type
Distinguished Visitor (DV) <i>Short-term</i>	One or two meals	Guest Package <i>ball cap, spirit pin, etc.</i> or Occasional purchases	None	Navy Cash card not required. Pay with check at Wardroom Office (still a "cashless" transaction). Alternatively, DV could be presented with permanent Navy Cash card prior to visit. Load value on card using K80 Cashless ATM or at Disbursing.
DV Groups Tour Groups <i>Short-term</i>	One or two meals	Occasional purchases or Guest Package <i>ball cap, spirit pin, etc.</i>	Occasional purchases	Navy Cash card not required. Exception to cashless rule. Collect cash using existing procedures. Alternatively, pre-loaded Navy Cash visitor cards given to escort(s) to pay for purchases at retail locations and vending. Group settles at end of visit by paying equivalent amount with check at Disbursing.
Any Guest Meals Only <i>Short-term</i>	One or two meals	None	None	Navy Cash card not required. Pay with check at Wardroom Office, Chiefs Mess, or Food Service Office as appropriate. Alternatively, sponsor pays for meals using Navy Cash card at Wardroom Office, Chiefs Mess, or Food Service Office as appropriate.
Any Guest <i>Short-term</i>	One or two meals	Occasional purchases	Occasional purchases	Issue Navy Cash visitor card at Disbursing. Load card at Disbursing. Return to Disbursing to cash out card. Disbursing retains card for later reuse.

Guest	Room / Meals	Retail <i>Ship's Store, etc.</i>	Vending	Payment Type
Regular Guest or Contractor <i>Short-term</i>	Occasional meal	Occasional purchases	Regular purchases	Issue Navy Cash visitor card at Disbursing. Retain card for subsequent visits. Load card at Disbursing. <u>Or</u> , sign up for permanent Navy Cash card, which can be loaded using K80 Cashless ATM or at Disbursing.
Aircrew or Other Personnel on Board for Training <i>Medium-term</i>	Room and meals for one, two, or more days	Occasional purchases	Regular purchases	Issue Navy Cash visitor card at Disbursing. Load card at Disbursing. Regular visitors can retain card for next visit <u>or</u> sign up for permanent Navy Cash card, which can be loaded using K80 Cashless ATM or at Disbursing. Other visitors return card to Disbursing to cash out card. Disbursing retains card for later reuse.
Large Groups <i>Medium-term</i>	Room and meals for multiple days	Regular purchases	Regular purchases	Navy Cash card not required. Exception to cashless rule. Pay with check at Wardroom Office, Chiefs Mess, or Food Service Office as appropriate. Collect cash using existing procedures at ship's store and selected "cash only" vending machines or vending machines that take both cash and Navy Cash. Vending machines can be reset for Navy Cash only operations when large group departs.
TAD Personnel, Guests, and Contractors <i>Long-term</i>	Room and meals for multiple days	Regular purchases	Regular purchases	Issue Navy Cash visitor card at Disbursing. Load card at Disbursing. Regular visitors can retain card for next visit <u>or</u> sign up for permanent Navy Cash card, which can be loaded using K80 Cashless ATM or at Disbursing. Other visitors return card to Disbursing to cash out card. Disbursing retains card for later reuse.
Pier / Hanger Sales	None	Ship's Store purchases	None	Large number of short-term visitors Navy Cash card not required. Exception to cashless rule. Collect cash using existing procedures.
Shipyard, SIMA, or Other Short-Term Guests When in Port	None	None	Regular purchases	Navy Cash card not required. Exception to cashless rule. Collect cash at selected "cash only" vending machines using existing procedures. Vending machines can be reset for Navy Cash card operations when at sea.

1.8 Hot List for Lost, Stolen, or Damaged Navy Cash Cards

The Navy Cash card is electronic money and must be treated like cash. If it is lost or stolen, the maximum that can be lost from the chip is \$25—as long as the Personal Identification Number (PIN) is protected. If other people know the PIN, all the funds on the card could be lost, as could funds in the card owner's bank or credit union account. To limit their loss in the event of a lost or stolen card, cardholders must report lost, stolen, or damaged cards to the disbursing office immediately. When a cardholder is unable to contact the disbursing office immediately, e.g., on leave away from the ship, he or she should immediately notify the Navy Cash Customer Service Center of the lost, stolen, or damaged card. A telephone call is the preferred way to notify the Customer Service Center, but e-mail notification is also acceptable. The telephone number for the Customer Service Center is printed on the back of the permanent and temporary Navy Cash cards. The telephone numbers and e-mail addresses of the Customer Service Center are contained in paragraphs 1.4.4.h and i of this SOP.

Navy Cash safeguards a cardholder's electronic funds in three ways. First, a PIN, known only to the individual cardholder, is associated with each Navy Cash card. The PIN prevents an unauthorized user from withdrawing money or making a purchase. Should someone obtain a cardholder's card and attempt to determine the PIN by trial and error, the card is "blocked" after three consecutive, unsuccessful attempts to enter the correct PIN. Once a card is blocked, it must be taken to the disbursing office to be unblocked. Additionally, ten consecutive incorrect PIN entries results in the card being permanently blocked, at which time it must be taken to the disbursing office to be replaced. Second, after an individual reports his or her card lost or stolen to the disbursing office or the Navy Cash Customer Service Center, the card is "hot listed". All online devices receive the hot list and start looking for the card. When the lost or stolen card is inserted, the device permanently blocks the card. This prevents anyone from using the card even if they have the PIN. Third, for vending machine purchases on board ship, a PIN is not required, so Navy Cash limits vending machine purchases to a total of \$25 on the electronic purse before the PIN is required to reset the counter and allow continued spending. However, once a card is reported lost or stolen and the CADs in the vending machines have received the hot list, the CADs permanently block the card if it is inserted.

The balance that was on the chip of a lost or stolen permanent or temporary card at the close of the business day it was reported lost, stolen, or damaged is transferred automatically to the cardholder's Navy Cash account. For the return of funds on a lost, stolen, or damaged visitor card, see paragraph 8.4.15,

To replace a lost, stolen, or damaged card, the disbursing office issues the crewmember a temporary "NAVY CARDHOLDER" card or Visitor Navy Cash card and initiates the issue of a new Permanent Navy Cash card by the Navy Cash system ashore. The crewmember can load this Visitor card immediately at the disbursing office by writing a personal check or converting cash, and the card can then be used for purchases on the ship until the Permanent replacement Navy Cash card arrives in the mail and is activated.

1.9 Navy Cash: Store-and-Forward Affects Timing of Navy Cash Processing

Navy Cash depends on ship-to-shore satellite communications. To keep communications demands to a minimum, Navy Cash was designed to work on a store-and-forward basis—a day's worth of transactions are generally transmitted ashore once each day at the end of the business day. This store-and-forward design affects the time that Navy Cash transactions are processed, both on the ship and on the shore.

Home Account to Navy Cash Transfers. If cardholders transfer money from their home bank or credit union account to their Navy Cash (strip) account at the K80 Cashless ATM, the funds are available for use on the ship immediately, as soon as they transfer value from their Navy Cash account to the chip. The funds will generally be available ashore the next day, if the ship completes its end-of-day processing between ship and shore. For this reason, it's important to stage funds to their Navy Cash account in advance, so the funds will be available when they want to use their Navy Cash Debit MasterCard® ashore. However, Automated Clearing House (ACH) transactions, which Navy Cash uses, are only processed Sunday through Friday at 10:00 PM (8:00 PM on Sunday) Eastern Time by the Federal Reserve system. When they transfer money from their bank or credit union account Sunday through Friday, the transaction will generally be posted to their home account within 48 hours. If they transfer money on a Saturday, the transaction will generally not be posted to their home account until Tuesday.

Navy Cash to Home Account Transfers. The same is true if they transfer money from their Navy Cash account back to their home bank or credit union account. When they transfer money Sunday through Friday, the funds will generally be available in their home account within 48 hours, if the ship completes its end-of-day processing. If they transfer money on a Saturday, the funds will generally not be available in their home account until Tuesday.

Chip to Navy Cash Transfers. If they transfer money from their chip to their Navy Cash (strip) account, the new balance in their Navy Cash account is reflected on the ship immediately, but the funds won't be available ashore until the next end-of-day processing is completed between ship and shore. Again, it's important to stage funds to their Navy Cash account in advance, so the funds will be available ashore when they need them.

Use of Navy Cash Funds Ashore. If they use their Navy Cash Debit MasterCard® feature ashore, either to get cash at an ATM or to purchase something at a restaurant or store, the new balance in their Navy Cash account is reflected ashore immediately, but it won't be reflected on the ship until the next end-of-day processing is completed between ship and shore.

PIN Changes. If they change their PIN on the ship, the new PIN is effective on the ship immediately and will generally be effective ashore the next business day, but only if the end-of-day processing has been completed between ship and shore. In the interim, the old PIN is still valid ashore.

Split Pay. Split Pay is normally processed ashore and posted to their Navy Cash account the day before pay day so the funds are available on the ship on pay day. Split pay funds are available for use ashore as soon as they are posted to their Navy Cash account. However, if shipboard communications are down on pay day, the split pay payroll information from shore can't be received on the ship. The Disbursing Officer has the option to run a provisional Split Pay Option (SPO) payroll on the ship. Cardholders who are enrolled in SPO can be given a

“provisional credit” in the amount of their SPO payroll amounts. The Navy / Marine Cash system on the ship keeps the previous SPO payroll amounts as a part of each cardholder’s profile information and provides the Disbursing Officer the ability to update the SPO payroll amounts. Even when the Navy / Marine Cash system cannot communicate with the shore side, DFAS Cleveland still sends the actual Navy split pay file to the Navy / Marine Cash back end ashore for processing. When communications are restored, the Navy / Marine Cash system synchronizes Navy / Marine Cash accounts between ship and shore and reconciles Navy / Marine Cash accounts on the ship so they reflect the correct balances.

The following table summarizes the information detailed above.

Transaction Type	Aboard Ship	Ashore
Funds transfer from bank or credit union ashore <i>Sunday through Friday</i>	Funds available immediately. ¹	Funds available next day. ² Transaction posted to home account within 48 hours.
Funds transfer from bank or credit union ashore <i>Saturday</i>	Funds available immediately. ¹	Funds available next day. ² Transaction posted to home account by Tuesday.
Funds transfer to bank or credit union ashore <i>Sunday through Friday</i>	New Navy Cash account balance reflected immediately.	Funds available within 48 hours. ²
Funds transfer to bank or credit union ashore <i>Saturday</i>	New Navy Cash account balance reflected immediately.	Funds available by Tuesday. ²
Funds transfer from Navy Cash account to chip	Funds available on chip immediately. New Navy Cash account and chip balances reflected immediately.	New Navy Cash account balance reflected next day. ³
Funds transfer from chip to Navy Cash account	New Navy Cash account and chip balances reflected immediately.	Funds available next day. ³
Navy Cash Debit MasterCard® at ATM or merchant ashore	New Navy Cash account balance reflected next day. ³	New Navy Cash account balance reflected immediately.
PIN change	New PIN effective immediately.	New PIN effective next day. ³ <i>Use old PIN in interim.</i>
Split pay <i>Shipboard comms "up"</i>	Funds available as soon as ship completes end-of-day between ship and shore. ⁴	Funds available as soon as split pay payroll posted. ⁵
Split pay <i>Shipboard comms "down"</i>	Ship can't receive payroll update. Disbursing Officer has option to run provisional payroll on ship. Cardholders enrolled in SPO given "provisional credit" in amount of payroll. When comms restored, system synchronizes accounts between ship and shore and reconciles accounts on ship so they reflect correct balances.	Funds available as soon as split pay payroll posted. ⁵

Notes:

¹ Transfer value to chip to use on ship.

² If ship completes end-of-day between ship and shore. ACH transactions are processed Sunday through Friday at 10:00 PM (8:00 PM on Sunday) Eastern Time and are generally posted to bank and credit union accounts within 48 hours. To meet processing deadline, ship must complete end-of-day by about 9:00 to 9:30 PM (7:00 to 7:30 PM on Sunday) Eastern Time. Transactions that miss deadline are processed next business day.

³ If ship completes end-of-day between ship and shore.

⁴ Normally at end-of-day completed the day before pay day, so funds are available on pay day.

⁵ Normally processed the day before pay day, so funds are available on pay day.

1.10 Web and Telephone Purchases Using the Navy Cash Card

The Navy Cash Debit MasterCard® can be used to pay for things ordered over the phone or at a web site. The things that are ordered can be shipped to almost any address, but, when the merchant asks for a billing address, the correct address is the ship's mailing address because that's the billing address that's been entered in the MasterCard® data base for the Navy Cash cards. To protect against fraudulent use of lost and stolen debit and credit cards, many merchants and their financial networks compare the billing address given by the customer against the billing address registered in the data base. These addresses may need to be the same before they will approve the transaction.

Chapter 2

K22 and K80 Operating Procedures

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2.1 Background

This chapter of the SOP describes the operation of the K22 Point-Of-Sale (POS) device and the K80 Cashless Automated Teller Machine (ATM).

NOTES:

1. Operator is defined as a properly authorized agent clerk/cashier or functional manager (payee) that performs Navy Cash transactions. For example, the ship's store cashier, a disbursing clerk, the wardroom cashier or officer, and the MWR custodian are operators.
2. Cardholder is defined as any person holding a Navy Cash card or making a purchase (payer) or receiving a refund with their Navy Cash card at any merchant on the ship.
3. Merchant is defined as the shipboard activity that supplies items or services to be purchased or makes a refund. The ship's store, MWR, private messes, and post office are all merchants.

2.2 Planned Maintenance System

Preventive maintenance for the Navy Cash Financial System is covered through the Planned Maintenance System (PMS). PMS information for Navy Cash is available from the ship's Maintenance and Material Management (3-M) Coordinator. Maintenance Index Page (MIP) number 6541/080-14 applies to Navy Cash. In particular, proper cleaning of the card readers can significantly reduce the incidents of card readers failing to read the Navy Cash card.

2.3 K22 Point of Sale Device

The K22 is a handheld Point-Of-Sale (POS) device that is used to record sales transactions in the Navy Cash system. It can be operated online or offline and has a battery backup in the event of power failure to continue to operate and to protect data. The disbursing office has portable K22s that may be checked out when required. Since a limited number of these portable devices are available, they must be returned to the disbursing office as soon as possible after use.

2.3.1 Basic Day-to-Day Retail Operations (Normal Mode)

The operation of the K22 in recording sales transactions is relatively straightforward and is explained in basic terms in the following few paragraphs. Subsequent paragraphs contain more detailed explanations and describe modifying the K22 device setup to, for example, change the mode or add, delete, or modify merchants, events, or amounts.

a. Operator Log On. The operator must first log on the Navy Cash system in order to operate the K22 (see paragraph 2.3.11.a for a more detailed description). The operator will remain logged on the system until he or she specifically logs off.

(1) Online Mode. In the online mode, the K22 is connected directly to the Local Area Network (LAN) and the operator selects the "OK" key to turn the K22 on.

(a) The K22 automatically boots up and displays the Operator Log-On screen, prompting the operator for Operator ID.

(b) The operator enters his or her Operator ID using the keypad and presses the OK key. Operator IDs are four-digit numbers.

(c) The K22 sends a message to the server, and the server returns a message to the K22 either accepting or denying the operator log-on.

(d) If the log-on is accepted, the K22 enters the current configuration normal operation and is ready for use when the Operator Name is displayed on the screen.

(e) If log-on is denied, the operator must report to the disbursing office to resolve the problem.

(2) Offline Mode. If the K22 is going to be used in the offline mode, operator log-on must first take place online at any K22 network connection point. K22 connection points are located in the disbursing office, general mess, private mess, MWR, post office, or other locations set up during the Navy Cash installation.

(a) The operator disconnects the K22 device currently in operation (if any) and connects the K22 that he or she wants to log onto to the LAN with a data cable.

(b) Once connected, the offline log-on procedure is the same as the online procedure. After log-on is complete, the operator can disconnect the data cable and proceed to operate the K22 in the offline mode. The operator should make sure that the K22 has fresh batteries before disconnecting the device from the network, i.e., going offline.

b. Sales Transactions.

To begin a generic purchase transaction, the K22, whether online or offline, is already properly logged-in and ready to operate (a screen showing the current operator name is shown) (see paragraphs 2.3.11.c through 2.3.11.i for a more detailed description). The K22 has three function keys that can have a merchant, an event, and an amount assigned to them. The operator or the cardholder can select the “CLR” key to completely cancel the transaction and return the K22 to the main screen at anytime during the process.

(1) The operator selects the appropriate merchant ID function key. This step identifies the type of sale transaction, i.e., some merchants perform more than one sale transaction type. For example, the post office has three sale transaction types (stamps, postal meter sales and money orders).

(a) The merchant function keys are programmed when the disbursing office originally configures the K22.

(b) If only one merchant has been assigned to the function keys, this step is not needed because a merchant is automatically assigned to the sales transaction.

(c) If the cardholder’s Navy Cash card is inserted in the K22 before the sale begins, only one merchant/event/amount purchase can be done because multiple entries of merchants/ events/amounts are not allowed.

(2) The operator selects the appropriate event code function key, which is optional, or presses OK to proceed to the amount entry screen.

(3) The operator enters the sale amount using the keypad or selects an amount function key. If the sale amount was entered with the keypad, the “OK” key is pressed to confirm the sale.

(4) The K22 displays the current sales total for each type of sales transaction. The operator repeats the three steps above to add items until the sale is completed. The displayed sales amount is revised after each item is added.

(5) After all items are entered into the K22, the final sales amount is displayed and the operator prompts the cardholder to insert their Navy Cash Card.

(6) The cardholder inserts their Navy Cash card into the card reader receptacle on the K22.

(7) The K22 prompts the cardholder to enter their PIN.

(8) The cardholder enters their PIN using the keypad.

(9) The K22 confirms the PIN and prompts the cardholder to confirm the final sale amount with a yes or no question.

(10) The cardholder accepts the sale amount by pressing the “OK” key.

(11) Alternatively, the cardholder can select the “CLR” key to completely cancel the transaction and return the K22 to the main screen at anytime during the process.

(12) When the cardholder presses the OK key to submit the transaction, the message “Approved” or “Denied” is displayed on the screen for each type sales transaction amount.

(a) If “Approved” is displayed, the K22 debits the amount from the cardholder’s Navy Cash Card. In the case where more than one transaction type amount is involved in the sale, it is possible that one transaction type amount will be approved while another will be denied. This depends on the amount of the sale and the amount of money on the cardholder’s Navy Cash card. For example, if a cardholder wants to purchase a money order and stamps (two different sales transaction types) and only has enough money on the card (e-purse/chip) for the stamp purchase, the K22/system will approve the stamp purchase and deny the money order purchase. The K22 will display which parts of the sale were accepted, and the operator can press the up or down arrows to scroll through a list to see the individual sales results.

(b) If “Denied” is displayed, the cardholder has insufficient funds and the transaction (or partial transaction under certain circumstances discussed above) is canceled automatically. The operator directs the cardholder to transfer a sufficient amount of funds to their card at the cashless ATM (K80) before the sale can be accomplished.

(13) If a cardholder’s card is hot listed for any reason, the K22 will immediately display the message “Invalid Card” when the cardholder’s card is inserted into the K22. The K22 will lock the card from further use (the chip is permanently rendered unusable) and display the message “Remove Card”.

c. Download of Sales Transactions from K22 to Navy Cash Server

(1) Online Mode. When operated in the online mode, sales transactions are downloaded to the Navy Cash server automatically and do not require operator intervention.

(2) Offline Mode. When operated in the offline mode, the upper right-hand corner of the K22 screen displays an asterisk (“*”) for offline mode and an exclamation point (“!”) when transactions have been recorded (stored) and require downloading to the Navy Cash server.

(a) The K22 can be downloaded at any Navy Cash network connection point (disbursing, MWR, private mess, general mess, ship’s store, post office). The network connection points are the same as for the log-on function.

(b) Disconnect the K22 device currently in use (if any) and use the data cable to connect the offline K22 to the network connection point. Ensure the K22 is powered on by pressing the green “OK” key.

(c) The download starts automatically when the LAN connection is made and begins when the asterisk on the K22 screen disappears, usually within a minute.

(d) The “!” will remain displayed until all transactions have been downloaded to the server. When the “!” symbol disappears, the K22 can be disconnected from the network connection point. If a K22 was disconnected to permit the download, it should be reconnected at this time.

(3) K22 Terminal Lost or Destroyed. The K22 POS terminal is used to store the value of sales transactions and should be protected much like a cash box, particularly when operated in the offline mode. When being transported off the ship and over water, the K22 should be carried in a waterproof container equipped with a flotation device. In the unlikely event that a K22 is lost or destroyed before the sales transactions data recorded in it are downloaded to the server, the sales transactions can be reconstructed from copies of sales receipts.

(a) The Navy Cash chip balance is essentially maintained in two places, physically on the chip and electronically in the database ashore. If sales transactions are not captured on the Navy Cash server on the ship, e.g., the K22 is lost overboard before the transactions are downloaded to the server, then no transactions can be posted to the shore database, and the Navy Cash database ashore has no way of knowing the value to transfer to that particular merchant’s account or the correct chip balances on cardholders’ cards. The chip balance on the card (the correct value) will be different from the chip balance that is maintained in the shore database.

(b) The information required to reconstruct the sales transactions would need to be provided by whoever collected the transactions. It could come from the ROM II reports if it was the ship’s store K22 that was lost or destroyed or from copies of receipts given to cardholders, e.g., in the wardroom, Chiefs mess, or MWR. The amounts that were deducted from cardholders’ cards and the cardholders’ names or card numbers would be provided to the Navy Cash Customer Service Center (CSC) at the toll free number listed in Chapter 1 of this SOP. CSC personnel would then adjust each cardholder’s chip balance in the shore database. This should synchronize the chip balance in the shore database with the chip balance on the

cardholders' Navy Cash cards, and enable payment to the merchant account. The accuracy will, of course, only be as good as the information provided to the CSC.

d. Operator Log Off

(1) Online Mode. In the online mode, the operator selects the "Off/Cancel" key (see paragraph 2.3.11.b for a more detailed description). The operator will remain logged on the system until the operator specifically logs off. The operator is not automatically logged off if the K22 is turned off.

(a) The K22 prompts operator with a yes or no question to confirm that log-off is desired.

(b) The operator selects the "OK" key.

(c) The K22 sends a message to the server, and the server returns a message to the K22 either accepting or denying the operator log-off.

(d) If the log-off is denied, the K22 returns to normal operation.

(e) If the log-off is accepted, the K22 enters the Log-On screen and log-off is completed.

(f) To turn the K22 off, the operator holds the "OFF" key down for 10 to 20 seconds.

(2) Offline Mode. If the K22 has been used in the offline mode, operator log-off must take place online at any K22 network connection point. The network connection points are the same as for the log-on function. The operator connects the K22 data cable to the network connection point and performs the same steps as for the online log-off.

2.3.2 K22 Modes

a. Administrative Screens: The K22 Administrative Screens allow the device to be configured to work in the Normal Mode or in the Proxy Mode. The Administrative Screens are entered by use of an Administrative Password and allow the Disbursing Officer, or designated representative, to change the following variables. Once the variables have been altered, the changes can be saved.

(1) **Merchant ID** — Assign to one of the three function keys in Normal Mode. The K22 must be online for Merchant IDs to be set. The Terminal ID must be set before Merchant IDs can be set.

(2) **Event ID** — Assign to one of the three function keys in Normal Mode. The K22 must be online for Event IDs to be set. The Terminal ID and Merchant ID must be set before Event IDs can be set.

(3) **Amount** — Assign to one of the three function keys in Normal Mode

(4) **Mode** — Select Normal Mode or Proxy Mode.

(5) **Admin Password** — Change the Admin Password.

(6) **Terminal ID** — A 16-digit number assigned to the K22. The Terminal ID is the first eight digits of the device serial number followed by eight zeros.

(7) **Force Operator Logon** — Forces operator logon in Proxy Mode.

b. **Normal Mode:** In Normal Mode, the K22 is used as a POS device and allows the Operator to log on and log off the system (see paragraphs 2.3.1.a and 2.3.1.d) and process sales transactions (see paragraph 2.3.1.b). An operator must be logged on before the K22 can process transactions. The K22 must be connected to the Navy Cash network for an operator to log on or off, but constant network connection is not required to process sales transactions. When a K22 is in normal mode, the proper order for a sales transaction is:

- (1) Press a function key to select a Merchant.
- (2) Press a function key to select an Event (*optional*).
- (3) Press a function key to select a pre-set amount or enter the amount using the keypad.
- (4) Insert Navy Cash card and enter PIN.
- (5) Verify Amount.
- (6) Complete Sale.
- (7) Display result of Sale.

At least one merchant must be assigned to a function key to enter the Normal Mode. Merchants are assigned to function keys using the Admin Screens (see paragraph 2.3.9). If only one merchant is assigned to a function key (i.e., the rest are left blank), the K22 will automatically use that one merchant for any sale (in this case, step 1 above does not need to be performed). If one or two merchants are assigned to function keys, and the other key(s) left blank, the blank key(s) will not work.

Events are assigned to function keys based on the merchant selection. After a user selects a merchant function key, then the function keys represent the events assigned to that merchant. Events are assigned to function keys using the Admin Screens (see paragraph 2.3.9). If no events are assigned to function keys, the K22 will proceed immediately to the amounts screen. If no event is assigned, a function key will not work. If the user does not want to use an event, “OK” can be pressed and no event will be assigned.

Amounts can also be assigned to function keys. Amounts are assigned to function keys using the Admin Screens (see paragraph 2.3.9). If no amount is assigned, a function key will not work.

c. **Proxy Mode:** In proxy mode, the K22 interacts with the disbursing application (see Chapter 8 of this SOP) and the ROM II cash register (when K22 and cash register are connected) (see Chapter 7 of this SOP). In each case, the K22 is connected to the PC by a serial cable. The proxy mode relies on a Navy Cash Proxy application that resides on the PC. If there is a problem with the K22 in the proxy mode, e.g., the K22 screen displays the “Offline” message for an extended period, it may be necessary to restart the Navy Cash Proxy application.

- (1) Locate the Navy Cash Proxy icon in the Windows status bar next to the clock. The icon has green and blue colors and is meant to look like a serial cable connector.
- (2) Either right-click or double-click the icon. A window will open titled “Navy Cash Proxy”.
- (3) Click the “Quit” button.
- (4) Go to the Start Menus > Programs > Navy Cash Disbursement Interface > and click on Shortcut to Navy Cash Proxy.exe to restart the application. The icon should reappear in the status bar.

2.3.3 K22 Device Setup

The K22 uses a Secure Access Module (SAM) for interaction with the Navy Cash card. The SAM is loaded directly into the K22 device. If the SAM is not in the K22, the K22 will not work and a message saying “Out of Order — Call Maintenance” will replace the main screen.

a. Device Setup Entry To Main Menu. When the K22 is first set up after it has been flashed with the hex file, the Device Setup mode will immediately skip to Admin Password Entry. If the K22 has been set up before, pressing 5 when the K22 first boots up will enter the Device Setup (see paragraph 2.3.7.c for a more detailed description).

- (1) K22 prompts user to enter Admin Password.
- (2) User Enters Admin Password.
- (3) K22 Verifies and displays Main Menu.
- (4) User selects option to change. This step allows entry to all other Use Cases/Modes.

b. Admin Password Entry (see paragraph 2.3.7.d for a more detailed description).

- (1) K22 prompts user to enter new Admin Password.
- (2) User enters new Admin Password.
- (3) K22 asks user to reenter new Admin Password.
- (4) User reenters new Admin Password.
- (5) K22 returns to Main Menu.

c. Merchant Entry. Merchants can be assigned to any or all of three function keys (see paragraph 2.3.9.a for a more detailed description).

- (1) K22 prompts user to select function key to assign to a merchant.
- (2) User selects a function key.
- (3) If Cancel (CLR) is selected, K22 returns to Main Menu.
- (4) K22 queries server for a list of merchant ID numbers.

- (5) K22 asks user to select which merchant ID to use.
- (6) User scrolls through list of Merchant IDs and selects one.
- (7) K22 asks user to confirm merchant ID.
- (8) User confirms merchant ID.
- (9) K22 returns to Step 1.

d. Event Entry. Events can be assigned to any or all of three function keys for each merchant ID assigned (see paragraph 2.3.9.b for a more detailed description).

- (1) K22 prompts user to select the function key for the merchant to which the event will be assigned.
- (2) User selects a function key that has a current merchant ID assigned.
- (3) The K22 prompts user to select function key to assign to an event.
- (4) User selects a function key.
- (5) If Cancel (CLR) is selected, K22 returns to Main Menu.
- (6) K22 queries server for a list of current event codes.
- (7) K22 asks user to select which event code to use.
- (8) User scrolls through list of event codes and selects one.
- (9) K22 asks user to confirm event code.
- (10) User confirms event code.
- (11) K22 returns to Step 1.

e. Amount Entry. Amounts can be assigned to any or all of three function keys (see paragraph 2.3.9.c for a more detailed description).

- (1) The K22 prompts user to select function key to assign to a preset Amount.
- (2) User selects a function key.
- (3) If Cancel (CLR) is selected, the K22 returns to the Main Menu.
- (4) K22 asks user for the Amount.
- (5) User enters the Amount.
- (6) The K22 will prompt user to confirm the Amount assignment.
- (7) User confirms the Amount.
- (8) The K22 returns to Step 1.

f. State Selection (see paragraph 2.3.7.f for a more detailed description).

- (1) K22 prompts user to select state for K22 (Normal or Proxy).

- (2) User selects a state.
- (3) K22 asks user to confirm the new state.
- (4) User confirms new state.
- (5) K22 returns to State Selection Menu.

g. Proxy Mode Force Operator Logon Selection (see paragraph 2.3.8.a for a more detailed description).

- (1) K22 displays to the user the current force operator logon setting.
- (2) User changes setting.
- (3) K22 asks user to confirm the new setting.
- (4) User confirms new setting.
- (5) K22 returns to proxy mode menu.

h. Terminal ID Entry (see paragraph 2.3.7.e for a more detailed description).

- (1) K22 prompts user to enter a new Terminal ID.
- (2) User enters a new Terminal ID.
- (3) K22 will ask user to confirm new Terminal ID.
- (4) User confirms new Terminal ID.
- (5) K22 returns to Main Menu.

i. Save Device Setup. Terminal ID must be entered before the Device Setup can be saved (see paragraph 2.3.10 for a more detailed description).

- (1) K22 prompts user to indicate if they wish to save changes (Yes/No).
- (2) User selects “Yes” to save changes and “No” to not save changes.
- (3) If user answers Yes, K22 saves all changes made.
- (4) K22 reboots itself.

2.3.4 Quick Guide to Configuring a K22

a. A Quick Guide to Configuring a K22 is included at Appendix B. The guide contains an example of the K22 Configuration Settings Worksheet. A copy of the worksheet will be filled out for each K22 included as a part of the Navy Cash installation. The worksheet provides an aid to assist in troubleshooting any equipment or software problems and should also be referred to and updated whenever a K22 is being configured or reconfigured.

b. When configuring a K22 to connect to the ROM II electronic cash register, additional steps are required. Appendix C, How to Set Up Navy Cash and ROM II, provides these guidelines.

2.3.5 K22 Screens

The K22 screen can display four lines of text of 20 characters each. In the descriptions below of the various screen displays, the line numbers “0” through “3” on the left of each “screen” are used for textual references only and are not displayed on the K22 screen itself.

2.3.6 Boot-Up and Error Screens

When the K22 is first booted, there are a series of boot-up screens. These screens show the current state of the K22 as it powers up. During this boot up phase, the following screens and error states are possible.

```
0 Loading Drivers
1
2
3
```

Device specific drivers are being loaded.

```
0 DEVICE ERROR
1 CALL MAINTENANCE
2
3
```

This screen is shown when the main card reader cannot be activated.

```
0 DEVICE ERROR -S1
1 CALL MAINTENANCE
2
3
```

The two error screens on the left occur when the Secure Access Module (SAM) cannot be activated.

```
0 DEVICE ERROR -S2
1 CALL MAINTENANCE
2
3
```

```
0 Init Connections
1
2
3
```

The device is initializing communication connections.

```

0 CONNECTIVITY ERROR
1 CALL MAINTENANCE
2
3

```

This error indicates Serial Port communication cannot be activated.

```

0 Loading Configurations
1
2
3

```

The device is loading saved configurations.

2.3.7 Device Setup Screens

a. Initial Device Configuration Screens: After the K22 is flashed, it needs to be configured, and an initial password is required to protect the configuration information. The password must be four digits long. The password is not saved until the Device Setup is saved.

Under normal circumstances, all K22s received on the ship have already been set up and a password has already been assigned, either by the installation team or the depot. To begin configuring a K22 for merchant use, skip to step “c” below, press the “5” key to enter the admin mode, enter the current four-digit admin password, press the “3” key to bring up the state selection screen, and then skip to step “f” below to select either normal mode or proxy mode as appropriate.

```

0 Enter New
1 Admin Password
2
3 CLR=Clear    OK=Done

```

As the password is entered, a series of asterisks is shown on line 2. If CLR is pressed, the digits are cleared, and the user can re-enter. If OK is pressed before any digits are entered, line 3 changes to say “A value is required”. If OK is pressed before all four digits are entered, line 3 changes to say “4 digits required”.

```

0 Re-Enter New
1 Admin Password
2
3 CLR=Clear    OK=Done

```

If OK is pressed after four digits have been entered, the next screen will ask for the new password to be reentered. If the reentered four digits are not the same as the original four digits, the K22 will ask for a new password to be entered again. The K22 will not continue until both passwords are the same.

b. Set Terminal ID. The next requirement is to set a Terminal ID. Terminal IDs are 16 digits long. The new Terminal ID will not be saved until the Device Setup is saved.

```
0 Enter Terminal ID
1
2
3 CLR=Clear   OK=Done
```

The first Terminal ID Entry screen will ask the user to enter a Terminal ID. The digits will be shown on line 1 as they are entered. If CLR is selected, the digits are cleared, and the user can re-enter. If OK is selected before any digit is entered, a message on line 2 will read “A value is required”. If OK is pressed before 16 digits are entered, line 2 will read “16 digits required”.

```
0 New Terminal ID
1 xxxxxxxxxxxxxxxxxx
2 Confirm          OK=Yes
3                  CLR=No
```

If OK is pressed after 16 digits have been entered, the Confirm screen will be shown. The new Terminal ID will be shown on line 1. If CLR is selected, the first terminal entry screen will be shown for re-entry. If the user presses OK, the new Terminal ID will be assigned, and the K22 will return to the main menu.

c. Device Setup Entry to Main Menu. When the K22 is booted up (after the first boot), the initial screen will be displayed showing the current Version and Build number of the K22 software, where x.xx is the Version number and y is the Build. If the “5” Key is pressed, the K22 will ask for the current Admin Password for entry into the Device Setup Screens. The Admin Password is four digits long.

```
0 Press 5 to enter
1 admin mode
2
3 V x.xx By
```

```
0 Admin Mode
1 Enter Password
2
3 CLR=Cancel   OK=Done
```

As the Password is entered, it appears on line 2 as asterisks and “Cancel” will change to “Clear”. Once the Password has been entered, the user will select OK to continue. If CLR is pressed while characters are on line 2, the data will be cleared. If there is nothing on line 2, the K22 will reboot.

```
0 Admin Mode
1 Wrong Pin - Do you
2 wish to try again?
3 CLR=No        OK=Yes
```

If the Admin Password is entered incorrectly, the K22 will ask if the user wishes to try again. Pressing OK will return to the Enter Password Screen. Pressing CLR will reboot the K22.

```

0 1 Password
1 2 Terminal ID
2 3 State
3 CLR=Cancel OK=Save

```

Once the Admin Password has been entered correctly, the Main Menu will be shown. If OK is pressed, the Save Screen will be shown for confirmation. If CLR is pressed, nothing is saved, and the K22 reboots. If “1” is pressed, the Password Change Screens will be shown. If “2” is pressed, the Terminal ID Change Screen will be shown. If “3” is pressed, the State Screen is shown.

d. Admin Password Entry Screens. When entered, the first screen will ask the user to enter a new Admin Password. The password must be four digits long. The new password will not be fully changed until the Device Setup is saved.

```

0 Enter new
1 Admin Password
2
3 CLR=Cancel OK=Done

```

As the password is entered, a series of asterisks will show on line 2, and “Cancel” will change to “Clear”. If CLR is pressed while line 2 is blank, the device will return to the Main Menu. If pressed after entering digits, the digits will be cleared. If OK is pressed after 4 digits have been entered, the next screen will ask for the new password to be reentered. If OK is pressed before four digits are entered, line 3 will read “4 digits required”.

```

0 Re-enter new
1 Admin Password
2
3 CLR=Cancel OK=Done

```

As the password is reentered, it will show a series of asterisks on line 2. If CLR is pressed while line 2 is blank, the device will return to the Main Menu. The last confirmed value will be retained, and the most recently entered value will be discarded. If CLR is pressed after entering digits, the digits will be cleared. If pressed before four digits are entered, line 3 will read “4 digits required”. After the password has been reentered and the OK key is pressed, the device will return to the Main Menu.

e. **Terminal ID Entry:** If Terminal ID is selected from the main menu, the entry screen will initially display the current value. Terminal IDs are 16 digits long. The new Terminal ID will not be saved until the Device Setup is saved.

```

0 Terminal ID
1 xxxxxxxxxxxxxxxxxxxx
2
3 CLR=Change   OK=Done

```

If the user presses CLR, then “Change” becomes “Clear” and a new Terminal ID can be entered. The new Terminal ID will be shown on line 1 as it is entered. Continuing to press CLR will result in line 1 being cleared. If OK is selected while line 1 is clear, the Main Menu will be shown. If OK is selected after data is entered, but before 16 digits are reached, a message on line 2 will read “16 digits required”. The user can continue entering the Terminal ID until done.

```

0 New Terminal ID
1 xxxxxxxxxxxxxxxxxxxx
2 Confirm         OK=Yes
3                 CLR=No

```

If OK is pressed after 16 digits have been entered, the Confirm screen will be displayed with the new Terminal ID shown on line 1. If user presses OK, the new Terminal ID will be assigned, and the Main Menu will be shown again. If CLR is selected, the new Terminal ID will not be assigned — instead the previous value will be shown.

f. **State Selection.** The State Selection Screens allow the user to select the operational state of the K22, either Normal Mode or Proxy Mode. The new state selection will not be saved until the Device Setup is saved.

```

0 State: Normal Mode
1
2 Press 0 to Switch
3 CLR=Cancel   OK=Done

```

```

0 State: Proxy Mode
1
2 Press 0 to Switch
3 CLR=Cancel   OK=Done

```

On line 0, the current Mode will be shown. If the “0” key is selected, the mode is switched, from Normal to Proxy or from Proxy to Normal. If OK is selected, the mode is accepted, and the menu for that particular mode is displayed. CLR cancels the change and returns to the main menu.

2.3.8 Proxy Mode Setup Screens

After the mode is confirmed in the state selection screen, a menu for that particular mode is shown. If the proxy mode was selected, then the proxy mode menu will be displayed.

```
0 1 Enforce User Logon
1
2
3 OK=Main Menu
```

If “1” is selected, the “Enforce User Logon” screen will be shown. If OK is selected in the Proxy mode menu, the K22 will return to the Main menu.

a. Enforce User Logon Selection

```
0 Current State:
1 Do Not Force Logon
2 Press 0 to Switch
3 CLR=Cancel    OK=Done
```

```
0 Current State:
1 Force Operator Logon
2 Press 0 to Switch
3 CLR=Cancel    OK=Done
```

Pressing the “0” key toggles the K22 between requiring a successful user logon before any other action can occur or not requiring a user logon. Pressing OK returns the K22 to the proxy mode menu keeping the currently selected setting. Pressing CLR returns the K22 to the proxy mode menu without saving the changes. *When ROM II and Navy Cash are integrated, "Enforce User Logon" must be set to "Force Operator Logon" because the ROM II and Navy Cash operator IDs must match for sales receipts to be reported properly. This setting prevents Navy Cash sales in the ship's store unless a successful operator logon occurs.*

2.3.9 Normal Mode Setup Screens

After the mode is confirmed in the state selection screen, a menu for that particular mode is shown. If the normal mode is selected, then the normal mode menu will be displayed.

```
0 1 Merchant
1 2 Event
2 3 Amount
3 OK=Main Menu
```

If “1” is selected, the “Merchant Entry” screen will be shown. If “2” is selected, the “Event Entry” screen will be shown. If “3” is selected, the “Amount Entry” screen will be shown. If OK is selected in the normal mode menu, the K22 will return to the Main menu.

a. Merchant Entry Screens. When first entered, the Merchant Entry screen (in Normal Mode) will ask the user to select a function key to which a merchant will be assigned. Merchant Assignments are not saved until the Device Setup is saved.

```
0 Set Merchants
1 Press a Function Key
2
3 OK=Menu
```

To assign a Function Key to work with a merchant, the K22 will ask the user to press the function key. The user can also press “1” for the F1 function key, “2” for the F2 function key, or “3” for the F3 function key. Pressing CLR or OK will return the K22 to the normal mode menu.

```
0 Press a Function Key
1 <<F1 Merchant>>
2 <<F2 Merchant>>
3 <<F3 Merchant>>
```

If the “Func” key is pressed instead of one of the function keys themselves, the screen will show the merchants currently assigned to function keys. Line 1 will show the merchant assigned to F1, Line 2 to F2, and Line 3 to F3. Pressing CLR or OK will return the K22 to the previous screen. Pressing one of the three function keys will advance the K22 to the set merchant screen for that function key.

```
0 Current Merchant
1 xxxxxxxxxxxxxxxxxxxxxx
2
3 CLR=Cancel    OK=Done
```

Once a function key has been selected, the K22 will show the current merchant assigned to that function key on line 1. The K22 will then ask if the user would like to change the merchant. Pressing CLR will return the K22 to the merchant entry screen. Pressing OK will continue to the next screen. If no merchant has been entered, the K22 will go immediately to the next screen.

```
0 Current Merchant
1 xxxxxxxxxxxxxxxxxxxxxx
2 Getting Merchants
3 Please Wait ...
```

The K22 will then try to get the merchant list from the server. While it attempts to retrieve the list, the K22 will display the current merchant on line 1. If no merchant is selected, “Merchant not set” will be displayed on line 0. Lines 2 and 3 will say “Getting Merchant Please Wait...”. Should the K22 be offline during this operation, the screen will say “Offline Unable to Set Mchnt” and will then return to the merchant entry screen.

```

0 Current Merchant
1 xxxxxxxxxxxxxxxxxxxxxxxx
2 Select New Merchant
3 xxxxxxxxxxxxxxxxxxxxxxxx

```

After it gets the current merchant list from the server, the K22 will say “Select New Merchant” on line 2 and display the merchant currently selected from the list of current merchants on line 3. The user can press the “Up” and “Down” keys to scroll up and down the list of merchants. To clear an already set merchant, the K22 allows the user to scroll past the end of the list to the “Clear Merchant” description. If the “Clear Merchant” selection is chosen, then no merchant will be assigned to the function key. Pressing OK will select the currently selected merchant displayed on line 3 and bring up the confirmation screen. Pressing CLR will cancel the merchant selection process and return the K22 to the merchant entry screen.

```

0 New Merchant
1 xxxxxxxxxxxxxxxxxxxxxxxx
2 Confirm          OK=Yes
3                  CLR=No

```

After the desired merchant is selected, the K22 will ask the user to confirm the new merchant selection. The new merchant will be displayed on line 1. Pressing OK will confirm the new merchant. Pressing CLR will discard the new merchant selection. In either case, the K22 will return to the normal mode menu.

b. Event Entry Screens. When first entered, the Event Entry screen, which is only available in Normal Mode, will ask the user to select a function key for the merchant to which the event will be assigned. Event Assignments are not saved until the Device Setup is saved.

```

0 Set Events
1 Press a Function Key
2 to Select Merchant
3 OK=Menu

```

In setting up the K22 to process events, the user will first be asked to which merchant the event will be assigned. To designate that merchant, the K22 will ask the user to press the function key assigned to the merchant. Functions keys F1, F2, or F3 are accepted if there is a merchant assigned to the respective key. The user can also press “1” for the F1 function key, “2” for the F2 function key, or “3” for the F3 function key. Pressing CLR or OK will return the K22 to the normal mode menu.


```

0 Press a Function Key
1 <<F1 Merchant>>
2 <<F2 Merchant>>
3 <<F3 Merchant>>

```

Before the merchant is selected, if the “Func” key is pressed instead of one of the function keys, the screen will show the merchants currently assigned to function keys. Line 1 will show the merchant assigned to F1, Line 2 to F2, and Line 3 to F3. Pressing CLR or OK will return the K22 to the previous screen. Pressing one of the three function keys will advance the K22 to the event entry selection screen for the merchant associated with that function key.

```

0 <<Selected Merchant>>
1 Press a Function Key
2 to Set Event
3 OK=Menu

```

Once the merchant has been selected by pressing the appropriate function key, the K22 will ask the user to designate another function key to which the Event Code will be assigned. The current merchant selected will be shown on line 1. Pressing OK will return the K22 to the normal mode menu.

```

0 Press a Function Key
1 <<F1 Event>>
2 <<F2 Event>>
3 <<F3 Event>>

```

Before an event is selected, if the “Func” key is pressed instead of one of the function keys, the screen shows the events currently assigned to function keys. Line 1 shows the event assigned to F1, Line 2 to F2, and Line 3 to F3. Pressing CLR or OK will return the K22 to the previous screen. Pressing one of the three function keys will advance the K22 to the next screen.

```

0 Current Event
1 xxxxxxxxxxxxxxxxxxxxxxxx
2 Getting Event List
3 Please Wait...

```

Once a function key has been selected, the K22 will retrieve the Event list from the server, and the current event assigned to the function key will be displayed on line 1. If no event is set for the particular function key, “Event Not Set” will be displayed on line 0, and line 1 will be blank. Lines 2 and 3 will say “Getting Event List Please Wait...”.

```

0 Current Event
1 xxxxxxxxxxxxxxxxxxxxxxxx
2 Select New Event
3 Please Wait...

```

Once the list has been downloaded, the K22 will say “Select New Event” on line 2 and display the event currently selected from the list on line 3. Press the “Up” and “Down” keys to scroll up and down the list. To clear an already set event, scroll past the end of the list to the “Clear Event” description. Pressing OK will select the event displayed on line 3 and bring up the confirmation screen.

```

0 New Event
1 xxxxxxxxxxxxxxxxxxxxxxxxx
2 Confirm      OK=Yes
3              CLR=No

```

After the desired event is selected, the K22 will ask the user to confirm the new event selection. The new event will be displayed on line 1. Pressing OK will assign the new event to the function key. Pressing CLR will discard the new event selection. In either case, the K22 will return to the first event setup screen.

```

0 Clear Event
1
2 Confirm      OK=Yes
3              CLR=No

```

If “Clear Event” was selected as the event description, then the confirmation screen will show “Clear Event” on line 0, and line 1 will be blank. Pressing OK will clear the event currently assigned to the function key.

c. Amount Entry Screens. When first entered, the Amount Entry screen will ask the user to select a function key to which an Amount will be assigned. Amount Assignments are not saved until the Device Setup is saved.

```

0 Set Amounts
1 Press Function Key
2
3 OK=Menu

```

To set a Function Key to work with an Amount, press the desired function key directly. The user can also press 1 for the F1 function key, 2 for the F2 function key, or 3 for the F3 function key. Pressing CLR or OK will return the K22 to the normal mode menu.

```

0 Press a Function Key
1 <<F1 Amount>>
2 <<F2 Amount>>
3 <<F3 Amount>>

```

Before the amount is selected, if the “Func” key is pressed instead of one of the function keys, the screen will show the amounts currently assigned to function keys. Line 1 will show the amount assigned to F1, Line 2 to F2, and Line 3 to F3. Pressing CLR or OK will return the K22 to the previous screen. Pressing one of the three function keys will advance the K22 to the amount set screen.

```

0 Current Amount
1 xxxxx.xx
2 Enter new Amount
3 xxxxx.xx

```

Once a Function key has been selected, the next screen will show the current Amount assigned to that key and allow the user to enter a new Amount. The current Amount will be shown on line 1. As the user enters a new Amount, the new Amount will be placed on line 3. Amounts are entered in the format “xxxxx.xx”. Pressing OK will assign the new amount to the selected function key. Pressing CLR will discard the new amount selection. In either case, the K22 will return to the first amount screen.

```

0 New Amount
1
2 Confirm      OK=Yes
3              CLR=No

```

After an amount has been entered, the user will be asked to confirm this new amount. The screen will list the amount on line 1. If OK is pressed, the amount will be assigned to the function key, and the first amount screen will be shown. If CLR is pressed, the K22 will return to the first amount screen without keeping the new amount.

2.3.10 Save Device Setup Screen

When selected, the K22 will ask the user if they would like to save the changes. If the Terminal ID has not been set when the Save Device Setup is selected from the Main Menu, the Terminal Entry screen will be shown instead.

```

0 Save Changes?
1
2 OK=Yes
3 CLR=No

```

If OK is selected, the changes made are saved. If CLR is selected, the changes will not be saved. After the settings are saved (or not saved) the K22 will reboot itself.

2.3.11 Normal Mode Screens

When entering the Normal Mode, the K22 will check to make sure the settings for Normal Mode are correct. Operator Log On and Operator Log Off are online functions (i.e., the K22 must be connected to the Navy Cash server). Purchase functions can be completed while the K22 is offline (i.e., the K22 is not connected to the Navy Cash server).

```

0 DEVICE NOT
1 INITIALIZED
2 ERROR
3

```

For Normal Mode, there must be at least one merchant set for the device. If no merchants are set, the Normal Mode will show the error screen on the left.

a. Operator Log On. A K22 can only have a single operator logged on at any one time. The only way to log on is through the log on screen. Once an operator has logged on, he or she will be logged on until he or she specifically logs off. Even rebooting the machine will not replace an operator that is currently logged on. Operator IDs are four digits long. When there is no operator logged onto the device, the K22 will show the Enter Operator ID screen.

```
0 Enter Operator ID
1
2
3 CLR=Clear   OK=Done
```

From the Enter Operator ID screen, the operator can enter his or her four-digit ID. As the ID is entered, it will show on line 1. If CLR is selected, the Operator ID that has been entered is cleared. If OK is selected and the Operator ID is four digits, the K22 will send a message to the server to log the Operator On.

```
0 Please Wait...
1 Logging Operator On
2
3
```

While the message is being sent, the screen will change to a "Please Wait" screen. If the CLR button is pressed while this operation is in progress, the log on will be canceled. If the server denies the log on, the Enter Operator ID is shown again. The returned error message is shown on line 2. Once a new key is pressed, the past error will disappear. If the server accepts the Operator Log On, the Normal Operation screens will be shown with the operator's name.

b. Operator Log Off. To log an operator off the K22, press the Cancel/Off button. The K22 must be online, i.e., connected to the Navy Cash server, to log off an operator. Holding down the Cancel/Off key for more than 5 seconds will turn the K22 off, but will NOT log the Operator off.

```
0 Confirm
1 Operator Log Off
2
3 CLR=No      OK=Yes
```

The K22 will ask the operator to confirm Operator Log Off. If the CLR button is pressed, the operator is not logged off, and the K22 will return to Normal Operation. If the OK button is pressed, the K22 sends a message to the server to log the current operator off.

```
0 Please Wait for
1 Operator Log Off
2
3
```

While waiting for a response from the server, the K22 will display a "Please Wait" screen. If the server allows the operator to Log Off, the K22 will return to an Operator Log On screen. If the operator is not allowed to Log Off, the K22 will return to the Normal Operations screen. The returned error message is shown on line 2. Once a new key is pressed, the past error will disappear. Also, if CLR is selected while the device is waiting for a response, the K22 will return to the Normal Operation Screen without logging the operator off.

c. Basic Operation Screens. The K22 has a basic “Welcome to Navy Cash” screen that is shown when there are no current purchases being made. This screen will give information such as the current operator logged n, the status of the network, the status of the queued messages, and the balance of the currently entered and ready card.

```
0 Welcome to Navy Cash
1                      *!
2 Balance : $ xxxxx.xx
3 Wayne, John
```

```
0 Welcome to Navy Cash
1                      *!
2
3 Wayne, John
```

The basic screen that the K22 will display is shown on the left. The Operator is shown on line 3. The current card balance is shown on line 2. The balance will be in the format “\$ xxxxx.xx” (up to \$99999.99 of value). If there is no currently entered card, then line 2 will be blank. Finally, on line 1 are an asterisk and an exclamation point. The asterisk represents the current network status — if the K22 has had a contact with the server in the past 30 seconds, the asterisk will not be shown. The exclamation point represents whether there are purchase messages stored in the K22 that must be sent to the server — if there is at least one purchase message to be sent, the exclamation point will be shown.

Below are the possible states:

```
0 Welcome to Navy Cash
1                      *!
2
3 Wayne, John
```

Network down. At least one message to be sent.

```
0 Welcome to Navy Cash
1                      !
2
3 Wayne, John
```

Network up. At least one message to be sent.

```
0 Welcome to Navy Cash
1                      *
2
3 Wayne, John
```

Network down. No messages to be sent.

```

0 Welcome to Navy Cash
1
2
3 Wayne, John

```

Network Up. No messages to be sent.

```

0 Welcome to Navy Cash
1 Memory Full      *!
2
3 Wayne, John

```

After a purchase, messages are saved in the memory of the K22. When the K22 is online, the device will send these messages to the server. If the memory queue on the K22 is full, line 1 will say “Memory Full” in addition to the asterisk and exclamation point.

```

0 Welcome to Navy Cash
1                      *!
2
3 Operator 1234

```

If the Operator Name is not returned by the server, but the operator is still logged on, the Operator ID will be shown on line 3 instead of the Operator Name.

```

0 Please Remove Card
1
2
3                      #

```

If there is a card in the K22 that should be removed, the Normal screen will change to “Please Remove Card”. There will be a number on line 3 at the end of the line. This number represents the reason for removing the card.

```

0 Welcome to Navy Cash
1                      *!
2 Total: $ xxxxx.xx
3 Wayne, John

```

If there is currently an ongoing purchase, the Normal Operations screen will change to represent the total purchase. Other parts of the screen will function the same. If there is an ongoing purchase and the CLR button is pressed, the ongoing purchase is immediately canceled. The screen will return to the default Normal Operation screen. If the up or down scroll keys are pressed, the Purchase Review screens will be displayed (see below).

d. Purchase and Card Entry Screens. Purchases are entered while in normal operation mode. Purchase transactions are a combination of a merchant, event, and amount. As a purchase is entered, the amount of the new purchase is added to the total of the same merchant/event pairing. Each merchant/event pairing total is saved in memory until a card is entered.

```
0 Welcome to Navy Cash
1
2 Total : $ xxxxx.xx
3 Wayne, John
```

During a purchase, the total of all merchant/event pairings are shown on line 2. If CLR is pressed while in the main normal mode screen, all the current transactions will be cleared. If CLR is pressed during a transaction entry, just that transaction entry will be cancelled. Transactions can be entered until a card is inserted. Once a card is inserted, the transaction must be completed or cancelled. While a card is inserted it, is possible to enter new merchant/event/amount transactions, but each transaction must be approved and finished right after it is entered.

e. K22 Function Keys. At any time, if a function key is pressed, the current function key assignments will be shown. For example, if a function key is pressed before a transaction is completed, the merchant assignments will be shown. After a merchant is selected, if a function key is pressed, the event assignments will be shown. After an event is selected, if a function key is pressed, the amount assignments will be shown.

```
0 Press a Function Key
1 <<F1 Merchant>>
2 <<F2 Merchant>>
3 <<F3 Merchant>>
```

With three function keys on the K22, there are 12 possible combinations of merchants and events, three for merchants alone and nine for each merchant/event function key press.

```
0 Press a Function Key
1 <<F1 Event>>
2 <<F2 Event>>
3 <<F3 Event>>
```

While viewing the function key assignment screens, if the OK button is pressed, the K22 will return to the current selection screen. If the CLR button is pressed, the transaction is cancelled. If any of the function keys are pressed, i.e., F1, F2, or F3, then the appropriate function key assignments will be used for the current purchase.

```
0 Press a Function Key
1 <<F1 Amount>>
2 <<F2 Amount>>
3 <<F3 Amount>>
```

f. Purchase Review Screens. While the K22 is at the normal mode screen, pressing the up and down scroll buttons will enter the purchase review screens. The purchase review screens will show the current totals for each merchant/event pairing where the amount is greater than zero.

```
0 <<Merchant Name>>
1 <<Event Name>>
2 $ xxxxx.xx
3 Scroll or Press OK
```

The purchase review screen shows the merchant on line 0 and the event on line 1. If there is no event, line 1 will be blank. Line 2 shows the total of the purchase for this item. If the down scroll button is pressed, the next purchase item description is displayed until all items have been shown. If the up scroll button is pressed, the previous purchase item is displayed. If OK or CLR is pressed, the K22 returns to the normal operation screen.

g. Purchase Entry Screens. To begin a purchase, the user presses one of the function keys or a numeric key. The K22 then checks to see if only one function key has a merchant assigned. If there is only one merchant assignment, then the K22 will go to the event entry screen. If the original key pressed was a function key, the K22 will check to see if the function key has an event assignment. If it does, then the K22 will go to the amount entry screen with the selected event. If more than one function key has a merchant assigned, then the K22 will check to see if the key pressed has a merchant assignment. If the key pressed was a numeric key or a function key that does not have a merchant assigned, the K22 will ignore it. If the key has a merchant assigned, then the K22 will go to the event entry screen with the selected merchant. If there are no events assigned to any of the function keys, then the K22 will go immediately to the amount entry screen.

```
0 <<Merchant>>
1
2 Enter Event
3
```

Once the event entry screen is entered, the K22 will show the currently selected merchant on line 0. From this screen, if a function key is pressed, the K22 will check to see if an event has been assigned to that key. If an event has been assigned, the K22 will go to the amount entry screen with the selected event. If no event was assigned, then nothing will be done. If the OK button is selected, the K22 will not use an event and will go to the amount entry screen. If a numeric key is selected, the K22 will not use an event and will go to the amount entry screen.


```

0 <<Merchant>>
1 <<Event>>
2 $ xxxxx.xx
3 Enter Amount

```

Once the amount entry screen is entered, the K22 will show the currently selected merchant on line 0 and the currently selected event on line 1. If no event is selected, line 1 will be left blank. The current total of the sale is shown on line 3. If one of the function keys is pressed, the K22 will automatically use the value assigned to the function key as the amount for this transaction if the value is greater than 0 and show the amount on line 2. If the numeric keys are pressed, then the K22 will show the value as the amount for this transaction on line 2.

h. Card Entry Screens. Navy/Marine Cash cards may be inserted into the K22 at any time. The card will be acted upon the next time the main normal operation screen is displayed.

```

0 Please Wait
1 Accessing Card
2
3

```

When a Navy Cash card is entered, the K22 will access the card. The “Please Wait” screen will show until the card is fully accessed. If the card is blocked or unable to be accessed, the “Please Remove Card” screen will be shown. A message will be sent to the Navy/Marine Cash server with the reason for removal.

```

0 Enter PIN
1
2          * * * *
3 CLR=Clear  OK=Done

```

Once the card is fully accessed, the K22 will ask the cardholder to enter his or her Personal Identification Number (PIN). As the PIN is entered, a series of asterisks will be shown on line 2. If the CLR button is selected when no PIN numbers have been entered, the device will return to normal operations and ask for the card to be removed. If at least one of the PIN numbers has been entered, line 3 will say “CLR=Clear” and “OK=Done”. If the CLR button is pressed, the currently entered PIN will be cleared, and the cardholder can start again with PIN entry.

```

0 Verifying Pin
1 One moment please...
2
3

```

If the OK button is selected after all four of the PIN numbers have been entered, the K22 will try to verify the PIN.

```

0 PIN Invalid
1 Re-enter Pin
2
3 CLR=Clear   OK=Done

```

If it is unable to verify the PIN, the K22 will show a “PIN Invalid Re-Enter PIN” message on lines 0 and 1. As the PIN is reentered, the message will disappear.

```

0 Please Remove Card
1
2
3                                     #

```

If the card goes over its PIN retry limit, the “Please Remove Card” message will be shown. If there is any error, a message will be sent to the back end server with the reason for removal. There will be a number on line 3 at the end of the line. This number represents the reason for removing the card.

```

0 Welcome to Navy Cash
1
2 Balance: $ xxxxx.xx
3

```

After the card has been entered, the PIN presented, and the card authenticated, the K22 will return to normal mode if there is no sales transaction pending and display the current card balance.

```

0 Total: $ xxxxx.xx
1 Confirm?   OK = Yes
2           CLR = No
3 Scroll to Review

```

If there is a sales transaction pending, the K22 will enter the purchase confirmation screen (see paragraph i below). The total of the sale is shown on line 0 in a “\$xxxxx.xx” format. To confirm the transaction, press OK. To cancel the transaction and return to the normal operation screen, press CLR. Pressing the up and down scroll buttons will show the transaction review screens. If CLR is pressed, the sale is canceled and all the totals go to \$0.00.

i. Purchase Confirmation Screens. If there is an authentic Navy/Marine Cash card and at least one transaction in the K22, the Purchase Confirmation screens will be displayed.. The purchase confirmation screens are also shown when a card is in the K22 and a new transaction is entered. For every transaction, successful or failed, a log is saved in the offline queue to be sent to the Navy/Marine Cash server.

```
0 Total: $ xxxxx.xx
1 Confirm?    OK = Yes
2             CLR = No
3 Scroll to Review
```

The total of the sale is shown on line 0. To confirm the transaction, press OK. To cancel the transaction and return to the normal operation screen, press CLR. Pressing the up and down scroll buttons will show the transaction review screens.

```
0 <<Merchant Name>>
1 <<Event Name>>
2 $ xxxxx.xx
3 Scroll or Press OK
```

In the purchase review screens, pressing the scroll buttons will scroll through the transactions. Each transaction is shown as a merchant/event pairing with the total amount assigned to that merchant and event. If the merchant/event pairing does not have an amount assigned, it will not be shown. Pressing OK or CLR will return the K22 to the basic purchase confirmation screen.

```
0 Memory Full...
1 Current Transaction
2 Cancelled...
3 Please Wait
```

After the sale has been confirmed, the K22 will first check to make sure that there is enough memory in the offline queue to save the new sale. If the memory is full, the transaction will be cancelled and an error message saying “Memory Full” will be displayed. Once this screen is shown, it will remain until the offline queue can start receiving messages again. Once the queue has more available space, the K22 will return to the normal operation screen. The offline queue will clear normally while the K22 is connected to the network.

```
0 Please Wait for
1 Sale Completion
2
3
```

If there is room to save the new transaction, the K22 will begin to process the transaction. While the K22 is processing the transaction, the “Please Wait for Sale Completion” screen will be displayed. One transaction will be sent to the card as an amount with a merchant/event pairing for each merchant/event pairing. It is **CRITICAL NOT TO REMOVE THE CARD DURING THIS PERIOD**. Removing the card during sale completion does not mean the sale will not go through. It is still possible for part of the sale to have been completed before the card had been removed.

```

0 Purchase Succeeded
1
2
3

```

Once the sale is complete, the K22 will display the results. If all the purchases were successful, the screen will display “Purchase Succeeded”.

```

0 xx:Approved
1 xx:Denied
2 Scroll to Review
3

```

If one or more of the merchant/event pair transactions failed, the K22 will display the number of transactions approved and the number denied on lines 0 and 1, and line 2 will display the message “Scroll to Review”. In either case, the user can press the up or down scroll buttons to review the sale. For example, it is possible for the card to have enough funds to complete one transaction, but not all of them. Since each merchant/event pairing is considered one transaction, it is possible for the card to have enough funds to complete some merchant/event pairs but not all of them. These screens will show which ones were approved and which ones were denied. Line 2 will display the message “Scroll to Review”. In either case, the user can press the up or down scroll buttons to review the transactions. Pressing OK or CLR at these screens will return the K22 back to the normal operations screen.

```

0 <<Merchant Name>>
1 <<Event Name>>
2 $ xxxxx.xx: Success
3 Scroll or Press OK

```

If the up or down scroll buttons are selected, the K22 will display each individual merchant/event pair result. The merchant will be shown on line 0, and the event on line 1. Line 2 will display the amount of the purchase followed by a “Success” or “Failure” message. Transactions that succeeded, i.e., removed funds from the card, will show “Success; transaction that failed will show “Failure”. “Scroll or Press OK” will be shown on line 3. If OK or CLR is pressed, the K22 will return to the normal operations screen. If the up or down scroll buttons are pressed, the K22 will continue to scroll through the transactions results.

j. Diagnostic Screens. While in the Normal Operation mode, the diagnostic screens will show information about the current K22 that may be helpful in troubleshooting. To enter the diagnostic screens, the K22 must be at the normal operation screens with no transactions pending and no card inserted. Once the K22 is in this state, pressing the CLR button will display the first diagnostic screen. The diagnostic screens can also be entered from the Operator Log On screen if no portion of the Operator ID has been entered by pressing the CLR button. There are two diagnostic screens.

```
0 On-Line
1 <<Operator Name>>
2 xxxxxxxxxxxxxxxxxxxx
3 V x.xx By
```

Line 0 will show the current status of the K22, “On-Line” if the K22 is online and “Off-Line” if the K22 is offline. Line 1 will show the name of the operator currently logged on the K22. If no name is available, line 1 will say “Operator xxxx” where “xxxx” is the operator number. If no operator is logged on, line 1 will say “No Operator Logged On”. Line 2 will show the full 16-digit Terminal ID number. Line 3 will show the current version and build number of the K22 software, where x.xx is the Version number and y is the Build.

```
0 Normal Mode
1
2
3 Queue:
```

From the first diagnostic screen, press any button to enter the second diagnostic screen. The current K22 mode, “Normal Mode”, is shown on line 0. The number of messages in the queue is shown on line 3. This is shown as “Queue:x” where “x” is the number of queue messages. To exit the second diagnostic screen, press any button. The K22 will return to the normal operations screen.

k. Normal Mode Admin Message Support. While in the Normal Operation mode, admin messages may be sent to the K22. The K22 will only act on the messages when it is in the normal mode operations screen. Any pending transaction will be cancelled when an admin message is received. .

```
0 Please Wait...
1
2 Under Maintenance
3
```

While processing the admin message, the K22 will show the message “Please Wait...” on line 0 and “Under Maintenance” on line 2. Once it has finished processing the admin message, the K22 will return to the normal operation screen.

2.3.12 Proxy Mode Screens

This section details the screens shown by the K22 while in Proxy Mode or State. The proxy mode or state is used by the Navy Cash disbursing application and by the ROM II cash register.

a. Normal Operation. The K22 in proxy mode uses the Terminal ID that was defined in the device setup mode above. Because the Terminal ID is required before the K22 can be set to a usable state, the K22 is always correctly configured when in the Proxy Mode.

```
0 Welcome to Navy Cash
1   Proxy Mode
2   Please Insert
3   Navy Cash Card
```

With no card in the reader, the normal screen shown here is displayed.

```
0 Welcome to Navy Cash
1   Proxy Mode
2
3   Offline
```

When the K22 goes offline, all transactions (except the get-card-info command) are disabled. This screen is displayed.

```
0 Welcome to Navy Cash
1   Proxy Mode
2   Please Insert
3   Navy Cash Card   !
```

If the K22 has messages in the offline queue, the normal operation screen will show an exclamation point on line 3 at the end of the line. The exclamation point will be shown when the K22 is online or offline as long as there are messages in the queue.

```
0 Welcome to Navy Cash
1   Proxy Mode
2
3   Memory Full
```

If the K22's offline queue is full and the K22 is unable to continue entering new transactions, the K22 will display "Memory Full" on line 3.

```
0 Welcome to Navy Cash
1   Proxy Mode
2   Memory Full
3   Offline
```

When the K22 is offline, the "Memory Full" message will be displayed on line 2.

b. Card Entry

```

0 Please Insert
1 Navy Cash Card
2
3

```

If the Disbursing or the ROM II Application sends a command that requires the card to be inserted and it is not already inserted, the insert card screen is shown. This includes the Get-Card-Info request. The insert card screen is displayed if a card is inserted before the Disbursing or ROM II Application requests a transaction.

```

0 Checking Card
1 One moment please...
2
3

```

When the request is received (get-card-info or transaction request), the screen changes to the checking card screen. During this time, the card is verified to be a Navy Cash card and checked against the list of “hot” cards.

```

0 Waiting For Command
1
2
3

```

If the request is for card information, the screen returns to the “Waiting For Command” state and remains there for subsequent get-card-info requests.

```

0 Waiting For Command
1 Balance: $ xxxxx.xx
2
3

```

After a transaction that requires a PIN, this wait screen is displayed to show that the K22 has finished the last transaction and does not need additional hot list checks or PIN verifications to continue. The card balance is shown on line 1.

c. Operator Log On/Off. An operator log-on or log-off request can be made when the K22 is online whether or not a card is inserted. The K22 must be in an idle state, i.e., no other transactions pending, if a card is in the reader.

```
0 Please Wait...
1 Logging Operator On
2
3
```

These screens are displayed for log on and log off. When complete, the K22 returns to the screen that was previously displayed.

```
0 Please Wait...
1 Logging Operator Off
2
3
```

(a) Transaction Confirmation.

```
0 Enter Pin
1
2
3 CLR=Clear   OK=Done
```

If the first request to the K22 is for a transaction other than a get-card-info request, e.g., a funds transfer to or from the chip, the checking card screen is displayed and then the user is asked to enter his or her PIN. This does not include the PIN change request.

```
0 Verifying Pin
1 One moment please...
2
3
```

The PIN verification screen is displayed during the PIN verification.

```
0 PIN Invalid
1 Re-enter Pin
2
3 CLR=Clear   OK=Done
```

If the PIN was incorrectly entered and verification fails, the K22 gives a second chance for the user to re-enter the PIN. And again the “Verifying PIN” screen is displayed.


```

0 Withdraw $ 10.53
1
2 Confirm      OK=Yes
3              CLR=No

```

When complete, one of the confirmation screens to the left is shown (depending on the requested transaction). An example of \$10.53 is shown.

```

0 Credit $ 10.53
1
2 Confirm      OK=Yes
3              CLR=No

```

```

0 Transfer $ 10.53
1
2 Confirm      OK=Yes
3              CLR=No

```

The screen to the left is for a Navy Cash to Navy Cash transfer, i.e., transfer between two accounts that are not chip accounts.

```

0 Querying Network...
1 One moment please...
2
3

```

For credit transactions, the screen to the left is displayed, once the cardholder has confirmed the transaction, while the K22 attempts to query the network and complete the transaction.

```

0 Updating Card
1 One moment please...
2
3 CLR=Clear   OK=Done

```

If the response from the Backend Server is positive (for a credit), or if the transaction is a debit, this screen is displayed.

```

0 Done
1
2
3

```

After a successful transaction, the “Done” screen to the left is shown. Otherwise, the K22 will display the error received. These screens will remain active for a short time and then return to the normal operations screen or the basic card-in screen if a card is still in the K22.

d. PIN Change.

```

0 Enter New PIN
1
2      * * * *
3 CLR=Clear   OK=Done

```

When a PIN-reset request is made, the K22 will ask the cardholder to enter a new PIN. As the cardholder enters the PIN, the PIN will show up as a series of asterisks on line 2. During this time, if there is at least one digit on the display, pressing CLR will clear the PIN entered. This will allow the user to enter another PIN. Pressing OK will finish the PIN entry as long as four digits have been entered. If it is the first transaction requested using this particular Navy Cash card, the K22 will not perform the hot list check or ask for a PIN to be entered for verification.

```

0 Re-enter PIN
1
2
3 CLR=Clear   OK=Done

```

After the cardholder has entered a new PIN, the K22 will ask the cardholder to re-enter the PIN for confirmation.

```

0 Changing PIN...
1
2
3

```

```

0 PIN Changed
1
2
3

```

These screens are followed by a “Querying Network...” screen and then the two screens on the left. After a few moments, the idle screen is shown and transactions can continue.

e. Error Screens.

```

0 Transaction Canceled
1
2
3

```

If the user cancels a transaction, e.g., selects clear during a withdrawal, or cancels a PIN change, these screens are shown — followed by an idle screen.

```

0 Pin Change Canceled
1
2
3 CLR=Clear   OK=Done

```

```

0 Pin Change Failed
1 xxxxxxxxxxxxxxxxxxxxx
2
3

```

If the Backend Server denies a PIN change, the returned message will be displayed on the K22 screen in the area “xxxxxxxxxxxxxxxxxxxx”.

```

0 Pin Change Failed
1 xxxxxxxxxxxxxxxxxxxxx
2
3

```

The screen to the left is displayed when a card error occurs, e.g., the unblock PIN returned from the server fails to match that on the card. After a pause, the “Enter PIN” screen is shown, followed by a menu state. A message will be sent to the server for this error and to the disbursing application.

```

0 Transaction Failed
1 xxxxxxxxxxxxxxxxxxxxx
2
3

```

The server may deny a transaction for some reason, e.g., the card-id is unknown. The returned message will be displayed on the K22 screen. As shown on the left, it will be displayed in the area “xxxxxxxxxxxxxxxxxxxx”.

```

0 Transaction Failed
1 xxxxxxxxxxxxxxxxxxxxx
2
3

```

When attempting to place money on the card, the card software may deny the request, e.g., the amount to be loaded is too high or there are insufficient funds on the card to complete the transaction. This screen is displayed. A message will be sent to the back end server and to the disbursing application or ROM II cash register for this error.

```
0 Transaction Failed
1 Ntwk Message Timeout
2
3
```

The screen to the left is displayed when the server takes too long to respond to requests.

```
0 Please Remove Card
1
2
3 Time Expired
```

While the K22 is operating, various conditions may occur that require a transaction to be canceled and the card removed. This screen is displayed with an explanation at the bottom. For this example, the card has been in the reader too long without action.

```
0 System error cid
1
2
3
```

When this (or a similar message) is displayed, the K22 received incomplete or invalid data from the disbursing application or ROM II cash register. The application contact (and possibly the Navy Cash Customer Service Center) needs to be contacted.

2.4 K80 Cashless Automated Teller Machine Device

2.4.1 General

The K80 is an Automated Teller Machine (ATM)-like device that can read the chip on the Navy Cash card, interact with the Navy Cash server, and allow users to move “funds” between their bank and credit union accounts ashore and their Navy Cash (strip) accounts or their chip accounts. The K80 uses a SAM for interaction with the Navy Cash card, i.e., the chip on the card. If the SAM is not in the K80, the K80 will not work, and a message saying “Out of Order — Call Maintenance” will replace the main screen.

The K80 connects to the Navy Cash network through an internal serial port connection. The K80 is dependent upon a continuous network connection to the Navy Cash server. The K80 cannot support offline transactions, and, in fact, no transactions are allowed unless the K80 is connected to the Navy Cash server. The K80 receives “Ping” messages from the Navy Cash Server. If the K80 has not received a “Ping” message within 15 seconds, it will display a screen stating the ATM is currently out of service.

In the unlikely scenario that the server is down for a lengthy period of time (days, weeks), the retail operation will be operated on a cash basis, with the same procedures used prior to the implementation of Navy Cash.

2.4.2 Screens

a. Base Screen

1234567890123456789012345678901234567890	
0	
1	
2	
3	
4	
5	Welcome
6	to the Navy Cash ATM
7	
8	
9	
0	
1	Please Insert Navy Cash Card
2	
3	
4	
5	

The K80 default base screen is shown on the left. The screen is 40 characters wide and 16 lines high. The numbers on the left and top show the current row and the current column for text placement and reference only and are not displayed on the K80 screen itself.

The K80 has a numeric keypad below the display. This keypad includes the numbers 0 to 9 in a standard keypad layout. Also included are the OK key on the lower right in green and the CLR key on the lower left in red.

The K80 has four buttons on each side of the Lighted Crystal Display (LCD) screen. These buttons are located adjacent to Lines 0, 5, 10, and 15. From this point on, these buttons will be referred to with a letter (L for Left, R for Right) and a number (the line where the button is located). For example, the buttons on the left side will be L0, L5, L10, and L15. For the right side buttons from the top, the labels will be R0, R5, R10, and R15.

Displayed in the upper right corner of the screen is a two-digit alphabetical code, which signifies a specific type of error when detected. A legible message associated with the error code is displayed clearly on the footer of the screen notifying a user of possible maintenance difficulty.

b. Boot Up Screens and Error Screens. When the K80 first powers up, there are a series of boot-up screens. These screens show the current state of the K80 as it powers up. During this boot-up phase, there is a possibility of several error states. The error states are located on the first four lines on the screen and will not go past the first 20 characters. The following screens and error states are possible.

```
0 Loading Drivers
1
2
3
```

Device specific drivers are being loaded.

```
0 DEVICE ERROR
1 CALL MAINTENANCE
2
3
```

This screen is shown when the main card reader cannot be activated.

```
0 DEVICE ERROR-S1
1 CALL MAINTENANCE
2
3
```

The error screens on the left occur when the SAM cannot be activated.

```
0 DEVICE ERROR-S2
1 CALL MAINTENANCE
2
3
```

```
0 Init Connections
1
2
3
```

The screen indicates that the K80 is initializing communication connections.

```

0 CONNECTIVITY ERROR
1 CALL MAINTENANCE
2
3

```

This error indicates Serial Port communication cannot be activated.

```

0 Loading
Configurations
1
2
3

```

The K80 is loading saved configurations.

```

0 Device Not
Initialized
1 Call Administrator
2
3

```

The K80 is not initialized. See the Terminal ID entry screen section.

c. Terminal ID Entry Screen. When a K80 is initialized, it is necessary to enter a new Terminal ID for the K80. This can be done with the Terminal ID Entry Screens. These screens can only be brought up when the K80 is booted with the door open. At all other times, it will either not display the Terminal ID Entry Screens (if one has been entered previously) or it will display the error “Device not Initialized Call Administrator” (if a Terminal ID has not been set previously).

```

0 Press 5 to enter
1 admin mode
2
3 V x.xx By

```

The first screen (shown on the left) allows the user to enter the Terminal ID Entry Screen. To enter the screen, press the 5 button. If the button is not pressed within 5 seconds, the K80 will boot normally. Also displayed is the current Version and Build number of the K80 software. This is shown as “Vx.xx By” where x.xx is the Version number and y is the Build number.


```

0 Change Terminal
1 Identification?
2 OK = Yes
3 CLR = No

```

The second screen confirms that the Terminal ID should be changed. Press OK to change the ID or CLR to cancel and boot the machine normally.

```

0 Enter New
1 Terminal ID
2
3

```

The screen to the left is now shown. If the K80 has not had a Terminal ID entered into it before, this will be the first screen that is shown. The Terminal ID entered must be exactly 16 digits long. If more than 16 digits are entered, only the first 16 will be used. If CLR is pressed, the Terminal ID will return to no digits entered and allow a new Terminal ID entry. If OK is pressed before 16 digits are entered, nothing will happen.

```

0 New Terminal ID
1 xxxxxxxxxxxxxxxxxxxx
2 Confirm      OK = Yes
3              CLR = No

```

Once the Terminal ID is set, the screen to the left asks the operator to confirm the new Terminal ID. Press OK to confirm the ID and CLR to return to the Terminal ID Set.

```

0 Save Changes
1
2 OK = Yes
3 CLR = No

```

Once the new Terminal ID has been confirmed, the next step will be to Save the Changes. Press OK to save the changes and CLR to cancel the changes.

```

0 Rebooting
1
2
3

```

Whether the changes have been saved or not, the K80 will then reboot.

2.5 Navy Cash Equipment Checklist

A sample Navy Cash Equipment Checklist is included at Appendix G. This checklist will be tailored for each ship as a part of the Navy Cash installation. The checklist provides an aid to assist in troubleshooting any equipment or software problems and should also be used to review the status of all the ship's Navy Cash devices on a periodic basis.

Chapter 3

General Mess

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3.1 Background

This chapter of the SOP describes Navy Cash procedures for the general mess.

NOTES:

1. *The term Food Service Officer (FSO) used throughout this chapter refers to not only the FSO but also individuals that have been properly appointed as his or her agent in accordance with existing procedure.*
2. *Private messes are considered “subsisting” from the general mess when meals consumed in the private mess are accounted for and billed to the private mess at standard meal prices by the general mess.*
3. *Private messes are considered “private” when the general mess is reimbursed for the cost of stores (food) consumed in the private mess on a monthly basis.*
4. *The NAVSUP Navy Cash Program Office acknowledges that Navy Cash and Food Service Management Information System (FSMIS) should be integrated to optimize system capabilities and to avoid manual and double entry of data/information. Navy Cash and FSMIS integration may be developed in a later Navy Cash version that is implemented in the Fleet after prototype.*
5. *The Navy Cash card e-purse (chip) sets a maximum load limit and purchase threshold of \$9,999.99 on board ship for merchant cards. This monetary limit prevents private messes, MWR or other merchants, that have a bona fide need to make purchases of \$10,000 or larger, from using Navy Cash cards to make those purchases in a single payment. For example, a CV/CVN wardroom treasurer pays a monthly food invoice to the general mess that can be as much as \$30,000. In these situations, more than one payment with the organization’s Navy Cash card or payment by check are authorized.*
6. *The daily or monthly Navy Cash reports of electronic transactions (see paragraph 3.13 of this SOP) are the substantiating documents for food service collections. It is the equivalent of a signed NS 470 page, deposit ticket, or any other document substantiating a deposit with the Disbursing Officer.*
7. *In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).*

3.2 Planned Maintenance System

Preventive maintenance for the Navy Cash Financial System is covered through the Planned Maintenance System (PMS). PMS information for Navy Cash is available from the ship’s Maintenance and Material Management (3-M) Coordinator. Maintenance Index Page (MIP) number 6541/080-14 applies to Navy Cash. In particular, proper cleaning of the card readers can significantly reduce the incidence of card readers failing to read the Navy Cash card.

3.3 Establishing the General Mess as a Navy Cash Merchant

1. The general mess is established as a Navy Cash merchant as a part of the process of implementing Navy Cash on board the ship.

2. A K22 Point Of Sale (POS) device will be configured for the general mess during Navy Cash implementation. Generally, one function key is programmed for recording standard meal prices, and one, for recording meal surcharges, that is, General Mess Food and General Mess Surcharges. Thus, a cash meal sale with surcharge is entered as two separate amounts on the K22. The cardholder's Navy Cash card is then inserted into the K22, and the total amount is then deducted from the cardholder's Navy Cash card (e-purse). See Chapter 2 of this SOP for K22 detailed operating instructions.

3.4 Cash Sale of Meals

3.4.1 Without Navy Cash Card

For visitors, guests, or dependents that do not possess a permanent Navy Cash card or are not issued a visitor Navy Cash card, e.g., when a crewmember sponsors a guest or dependent for a visit to have lunch in the general mess on his duty day, either the sponsor pays for the meal with a Navy Cash card or the FSO must accept cash payment.

a. If the treasurer accepts cash payment, existing cash handling procedures must be followed.

b. If a crewmember sponsors the visitor and pays for the guest meal with a Navy Cash card:

(1) The authorized visitor and sponsor report to the FSO/cashier located at the food service office, galley office, or meal line (depending on local procedure) to purchase the meal.

(2) For each visitor, the FSO records the sale on the Cash Meal Payment Book, DD 1544, and updates FSMIS in accordance with existing procedure.

(3) The FSO keys in the meal price and the surcharge (if applicable) as two separate amounts into a properly logged-in K22 device. The K22 will display the total of the sale.

(4) The sponsor inserts his or her Navy Cash card into the K22, enters the PIN, and presses the "OK" key to complete the transaction.

(5) The K22 deducts the total amount, that is, the meal price and the surcharge (if applicable), from the sponsor's Navy Cash card and records the transaction for download to the Navy Cash system. The Navy Cash reports will also record the collection, as if a cash collection had actually occurred and the sales proceeds for the day were deposited in disbursing. General Mess Food and General Mess Surcharges will each be reported separately.

(6) The visitor and sponsor go to the meal line to receive the meal.

3.4.2 With Navy Cash Card

For visitors, guests, or dependents that possess a valid permanent Navy Cash card or a visitor Navy Cash card, e.g., a manufacturer's technical representative staying on board two weeks that is not entitled to subsist in the wardroom or chief's mess:

a. The FSO has the option to have visitors pay for meals in advance (when coming aboard), as-they-go (by individual meal), or upon departure from the ship. The FSO must consider the type of visitor, length of stay, ship's policy, and service capabilities when determining which option is most appropriate.

- b. The visitor, guest, or dependent can use their Navy Cash card to purchase meal(s) from the general mess.
- c. The visitor reports to the FSO/cashier located at the food service office, galley office, or meal line (depending on local procedure) to purchase the meal.
- d. For each visitor, the FSO records the sale on the Cash Meal Payment Book, DD 1544, and updates FSMIS in accordance with existing procedure.
- e. The FSO keys in the meal price and the surcharge (if applicable) as two separate amounts into a properly logged-in K22 device. The K22 will display the total of the sale.
- f. The visitor inserts his or her Navy Cash card into the K22, enters the PIN, and presses the “OK” key to complete the transaction.
- g. The K22 deducts the total amount, that is, the meal price and the surcharge (if applicable), from the visitor’s Navy Cash card and records the transaction for download to the Navy Cash system. The Navy Cash reports will also record the collection, as if a cash collection had actually occurred and the sales proceeds for the day were deposited in disbursing. General Mess Food and General Mess Surcharges will each be reported separately.
- h. The visitor goes to the meal line and receives the meal.

3.4.3 With Large Groups

For large groups of visitors, guests, and dependents for which it is not feasible to issue permanent or visitor Navy Cash cards, for example, a dependent’s cruise or tiger cruise on board an aircraft carrier.

- a. These are special events for which the Commanding Officer (CO) assigns a “cruise coordinator” to plan for, among other tasks, the accounting for and payment of meals consumed from the general mess by the guests.
- b. Typically, sponsors of guests pay in advance for the cost of meals to be consumed. The cruise coordinator sets up a system to count heads/meals, collect money, and pay the general mess. The process that the cruise coordinator develops varies among different ships and is not part of this Navy Cash SOP.
- c. However, the cruise coordinator has the option to accept payment from sponsors that possess Navy Cash cards using a portable K22 POS device. A K22 can be programmed and issued by the disbursing office for this special purpose, and arrangements must be made in advance of the event. Operating procedures for the K22 are located in Chapter 2 of this SOP.
- d. Generic Procedure. A generic procedure for accepting Navy Cash for special cruise events is as follows:
 - (1) When paying with Navy Cash, the guest sponsor reports to the cruise coordinator representative to pay for his guest’s meals.
 - (2) For each visitor/sponsor, the cruise coordinator records the number of meals sold (to be sold) in accordance with the cruise coordinator’s policy.

(3) The cruise coordinator representative keys in the meal price and the surcharge (if applicable) as two separate amounts into a properly logged-in K22 device. The K22 will display the total of the sale.

(4) The sponsor inserts his or her Navy Cash card into the K22, enters the PIN, and presses the “OK” key to complete the transaction.

(5) The K22 deducts the total amount, that is, the meal price and the surcharge (if applicable), from the sponsor’s Navy Cash card and records the transaction for download to the Navy Cash system.

(6) If a portable K22 was programmed for this special purpose, at the end of each day funds are collected, the cruise coordinator (representative) downloads the K22, which electronically “deposits” the funds in the Navy Cash system.

(7) The Navy Cash reports will also record the collection, as if a cash collection had actually occurred and the sales proceeds for the day were deposited in disbursing. General Mess Food and General Mess Surcharges will each be reported separately.

(8) The cruise coordinator then presents the FSO along with the meal counts associated with the special event. The FSO then updates FSMIS in accordance with existing procedures.

e. The cruise coordinator has the option to accept cash or check directly, especially from sponsors that do not possess a Navy Cash card. In that case, existing cash collection procedures must be followed (beyond the scope of this Navy Cash SOP).

3.4.4 Members of Private Messes that Subsist from the General Mess

Shipboard private messes may include the Wardroom, CO, Unit Commander (Flag), or Chief Petty Officer (CPO) depending on the size of the ship.

a. Daily, in accordance with existing procedure, the private mess treasurer records meals consumed by mess members and guests of the mess. Meal counts are forwarded to the FSO.

b. Monthly, the FSO completes the NS Form 1046(s) for the cash sale of meals to the private mess, indicating the total number of breakfasts, lunches, and dinners consumed by all members and guests in accordance with existing procedure.

c. The FSO computes the total private mess bill based on the meal consumed counts (NS Form 1046) and standard meal cost rates and presents an invoice (DD 1149) to the private mess treasurer in accordance with existing procedures.

d. If the monthly mess invoice is less than \$10,000, the private mess treasurer can pay the FSO with the private mess Navy Cash card.

e. Due to the \$9,999.99 limit of the Navy Cash e-purse on merchant Navy Cash cards, if the monthly mess invoice is \$10,000 or greater then, the private mess treasurer can make more than one payment with the private mess Navy Cash card following the procedures in the paragraph directly below or pay the FSO with a check drawn on the private mess fund bank or credit union checking account (existing procedures).

3.5 Bulk Sale of Food

3.5.1 Daily or as Required

The FSO documents the cost of food items transferred (sold) to a private mess, MWR, or other authorized party, on a Food Item Request/Issue Document, NAVSUP (NS) Form 1282, at last receipt price in accordance with existing procedures.

3.5.2 At Month End

a. The FSO prepares and forwards an invoice (DD Form 1149) for the cost of bulk food items sold to MWR, private messes, or other authorized organizations, based on the NS 1282 documentation.

b. If the bulk food item invoice is less than \$10,000, the private mess treasurer, MWR custodian or other authorized party reports to the FSO with their organization's Navy Cash card (e.g., USS NEVERSAIL Wardroom Fund Navy Cash card) to pay for the bulk sale of food. Payments must be made by the 15th of the month following the month of the sale, in accordance with existing procedure.

(1) The FSO enters the bulk food sale amount into a properly logged-in K22 device.

(2) The private mess treasurer, MWR custodian or other authorized party inserts the Navy Cash card into the K22, enters their PIN and presses the "OK" key to complete the transaction.

(3) The K22 deducts the sale amount from the organization's Navy Cash card and records the transaction for download to the Navy Cash system. Navy Cash records the collection as if a cash collection had actually occurred and the sales proceeds for the day were deposited in disbursing.

(4) The Navy Cash system records the sale of bulk food items, and, during month end processing, the Disbursing Officer will prepare vouchers based on the NS 1359, Monthly General Mess Operating Statement and Navy Cash system reports to register the funds to the Navy SIK and surcharge lines of accounting as appropriate.

c. If the bulk food item invoice is \$10,000 or greater, the private mess treasurer, MWR custodian, or other authorized party can make more than one payment with the organization's Navy Cash card or pay the FSO with a check drawn on the organization's bank checking account (existing procedures).

(1) Pay the FSO with a check drawn on their commercial bank checking account in accordance with existing (normal) procedures. Navy/Marine Cash is not involved.

3.6 Refunds

1. In response to a refund request from a cardholder, the FSO records the refund in the General Mess Refund Control Log and prepares, signs, and issues a refund chit to the cardholder. Refund chit and refund control log examples are contained in Chapter 8 of this SOP.

2. The cardholder reports to the disbursing office during normal office hours with his Navy Cash card and presents the refund chit. Disbursing personnel then follow standard Navy Cash

procedure to perform the refund transaction that adds the refund value to the cardholder's Navy Cash e-purse (chip). This process is known as refund liquidation. The Disbursing Officer retains the liquidated refund chit and forwards it to the FSO at the end of the business day for follow up action.

3. On the day the refund is liquidated, after receiving the liquidated refund chit from disbursing, the FSO will note the date of liquidation on the original refund record in the Refund Control Log.
4. On the day the refund is liquidated, the refund amount will be reflected in the General Mess Daily Transaction Detail Report as a negative number associated with the members name and Navy Cash account number, reducing the overall sales amount for the day.
5. The FSO will retain the General Mess Refund Control Log for five years for reconciliation and audit purposes.
6. The FSO will maintain an audit trail on refund chits by recording the status of issued refund chits in the Refund Control Log. The FSO will note whether the refund was liquidated, reissued or canceled and date of occurrence on every original refund record entry.
7. To alleviate holding unliquidated refunds for long periods of time, members will be required to liquidate refunds at the disbursing office within 2 working days. After 30 days, the FSO has the option to reverse or cancel an unliquidated refund. The FSO will note the reason for the reversal in the Refund Control Log and will cross reference the reversal entry to the original refund entry.
8. In the event that a refund is liquidated after the FSO reversed (canceled), the refund can be reentered in the Refund Control Log to bring records into balance. Prior to reentering a refund, the FSO must confirm that the refund was previously canceled by comparing the General Mess Daily Transaction Detail Report that shows the negative refund amount and the name of the person issued the refund to the General Mess Refund Control Log.
9. If a refund chit is lost or destroyed prior to liquidation, the FSO can reissue the refund chit to the member. Prior to reissuing a refund chit, the FSO must confirm that the original refund chit was not previously liquidated by reviewing the status of the refund in the Refund Control Log.
10. The FSO must consider the status of unliquidated refunds when determining whether cash collections equal recorded sales during the end of day reconciliation process (see the end of day reconciliation section below).
11. In accordance with existing procedure, the FSO makes adjustments in FSMIS within the current month to reflect refunds issued and to modify the DD 1544 and NS 1046 and 1359 accordingly.

3.7 Payment of Foreign Vendors

The existing process for paying foreign vendors is not affected by Navy Cash.

3.8 End-of-Day Procedure

1. The FSO and all operators (cashiers/clerks) log-off the system. If a K22 is operated offline (not directly connected to the Navy Cash server via the LAN), before end of day procedures can be completed, the operator must first download the K22 to the Navy Cash server by following the K22 operating procedure, paragraph 2.3.1.
2. The general mess business is secured for the day and disbursing is notified.
3. Each day, the FSO or designated assistant should review the Navy Cash Merchant Sales Summary Report for accuracy (see paragraph 3.13.1 of this SOP for a sample report). The Merchant Sales Summary Report can be generated at the Navy Cash workstation in the disbursing office by entering the correct start and end dates in the “View Reports” link in the Navy Cash application (see paragraph 8.4.22). *In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).* The more detailed Non-Vending Sales Report, MSO Summary Report, and MSO Detail Report can be generated in the same way.
4. The Disbursing Officer initiates end of day processing. The daily transactions (collections and expenditures) are batched and downloaded to the Navy Cash server located ashore where the Navy Cash system automatically records and accumulates daily sales until the end of the month. At month end, the Disbursing Officer will prepare vouchers based on the NS 1359, the Monthly General Mess Operating Statement, and the monthly Navy Cash system reports to register the funds to the Navy subsistence-in-kind (SIK) and surcharge accounts.
5. The FSO should also receive a General Mess Daily Transaction Detail Report for reconciliation and management purposes. Successful processing of the EOD batch (round trip) sends a series of reports to the ship from the shore side. These shore reports are generated automatically, and, when they are received, the Navy Cash system places them into a shore reports directory by date, with one sub-directory for each report date. This report can be printed at the disbursing office. An example of this report is contained in paragraph 3.13.3 of this SOP. Again, in Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).

3.9 Daily Reconciliation

1. Reconciliation is the process of confirming that currency (cash/check) and Navy Cash collections balance with total sales for the day and, if they don’t balance, determining what caused the out of balance condition. The FSO must reconcile daily.
2. To reconcile, the FSO compares recorded sales/surcharges (cash meal and bulk food) totals for the day from DD 1544, NS 1046, or DD1149 less refunds to total cash collections shown on the Navy Cash Merchant Sales Summary Report (paragraph 3.13.1) plus any checks or cash (currency) collected. A reconciliation worksheet is provided in paragraph 3.13.5 of this SOP to assist the FSO when conducting the reconciliation process.
3. If daily sales and collections balance (equal), the reconciliation is successful and complete.
4. If total sales and total cash collections do not balance, an error condition exists that must be investigated and corrected. After compensating properly for unliquidated refunds (see

paragraph 3.6), there are two primary out of balance conditions that can occur. It is possible, however, to experience combinations of these two basic error conditions and this must be considered when conducting the investigation.

a. Shortage. The total sales amount is greater than cash collected; sales are overstated or cash collected is understated. This condition is caused when a sale is recorded but cash was not collected or the amount collected was less than the amount of the sale. If cash (currency) is involved, it is possible that a cashier made change incorrectly during the transaction or that money was miscounted, misplaced, lost, or stolen.

b. Overage. The total sales amount is less than cash collected; sales are understated or cash collected is overstated. This condition is caused when cash is collected but a sale was never recorded or was recorded at an amount less than the cash collected. If cash (currency) is involved, it is possible that the cashier made change incorrectly or that the money was miscounted.

c. For either out of balance condition, the FSO should compare the more detailed Navy Cash reports which list every Navy Cash transaction performed that day and the food service daily sales records (1544, 1046, 1149) to determine, through the process of elimination, which transactions are missing or were recorded at incorrect amounts. The Non-Vending Sales Report, MSO Summary Report, and MSO Detail Report can be generated on the ship at the Navy Cash workstation in the disbursing office. If the Navy Cash EOD process and round trip have already been completed, the General Mess Daily Transaction Detail Reports can also be retrieved from the shore reports directory (see paragraph 8.4.21.n) on the Navy Cash workstation (see paragraph 3.13.3 for a sample report).

d. If the investigation reveals that an insufficient amount (or nothing) was collected from a particular member for a particular sale, the FSO will contact the member to request payment of the difference in Navy Cash or currency, as appropriate.

e. If the investigation reveals that too much money was collected from a particular member for a particular sale or that the member was charged for a sale that did not actually occur, the FSO will refund the difference to the member in Navy Cash or currency, as appropriate.

f. If the investigation reveals that a sale was erroneously recorded (didn't actually occur or was recorded at an incorrect amount), the FSO will reverse or adjust the sales transaction in the appropriate sales record.

g. If the investigation reveals that cash (currency) was lost, misplaced or stolen, corrective action taken will be in accordance with existing procedures (outside the scope of Navy Cash).

5. Unliquidated Refunds. Unliquidated refunds require special consideration during daily reconciliation because the day a refund chit is liquidated (cashed) can be different than the day the refund chit was issued, perhaps many days or weeks later. Consequently, refunds not liquidated on the day they were issued must be considered in the day-to-day reconciliation process until finally liquidated and reported in the General Mess Daily Transaction Detail Report (paragraph 3.13.3). To minimize efforts associated with unliquidated refunds, paragraph 3.6.7 of this SOP requires refunds be liquidated within 2 working days.

a. If a refund was issued and liquidated during the day of reconciliation, neither recorded sales nor cash collections require any adjustment. Given that no other balance affecting error condition exists, recorded sales (1544, 1046, 1149) and cash collections shown on the Daily Transaction Detail Report will be in balance.

b. If a refund was issued but not liquidated during the day of reconciliation, recorded sales will be understated compared to cash collections shown on the Daily Transaction Detail Report. In this case, the FSO must add the amount of the unliquidated refund to recorded sales to balance sales with collections.

c. If a refund was liquidated during the day of reconciliation but more than one day after the original day of issuance, the daily sales total will be overstated compared to cash collections shown on the Daily Transaction Detail Report. In this case, the FSO must subtract the amount of the refund from recorded sales to balance sales with collections.

d. If no refunds were issued or liquidated on the day of reconciliation, the daily sales total should balance with cash collections shown on the Daily Transaction Detail Report, provided that no other balance affecting error condition exists.

6. The FSO will maintain daily reports and reconciliation worksheets for 30 days or until the monthly reconciliation is completed.

3.10 Monthly Reconciliation

1. Each month, the FSO and Disbursing Officer should coordinate to establish a closeout date for the month. The EOM process generally begins in the sales office five days before the actual end of the month. At the same time, the FSO should begin to pull together the figures needed to meet his or her monthly reporting responsibilities.

2. The FSO should obtain a copy of the Navy Cash Merchant Sales Summary Report for the month (see paragraph 3.13.2 of this SOP for a sample report). The Merchant Sales Summary Report can be generated at the Navy Cash workstation in the disbursing office by entering the correct start and end dates in the “View Reports” link in the Navy Cash application (see paragraph 8.4.22). Ensure the time frame indicated is specific and inclusive. In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).

3. To reconcile cash collections and sales for the month, the FSO must add daily sales recorded throughout the month on 1544, 1046 and 1149 less refunds to calculate total sales for the month.

4. The FSO compares the calculated monthly sales total to monthly Navy Cash collections reported in the Merchant Sales Summary Report plus any cash or checks (currency) accepted during the month. If monthly cash collections and sales don’t balance (equal), the process of investigation and correction is the same as described in paragraph 3.9.4 above. To assist in any reconciliation required, the more detailed Navy Cash Non-Vending Sales Report, MSO Summary Report, and MSO Detail Report can be generated in the same way as the Merchant Sales Summary Report (see paragraph 3.10.2 above). If the final Navy Cash EOD process and round trip for the month have already been completed, the General Mess Monthly Transaction Detail Reports can also be retrieved from the shore reports directory (see paragraph 8.4.21.n) on the Navy Cash workstation (see paragraph 3.13.4 for a sample report).

5. The FSO will maintain monthly reports and reconciliation worksheets on file for 12 months. When a month's activity is reconciled, the daily reports for that month can be discarded.

3.11 End of Month Procedure

1. Prepare the NS 1359, Monthly General Mess Operating Statement, in accordance with existing procedure.
2. When Navy Cash is used to collect meal sales and surcharges, the Navy Cash totals are combined with cash (currency) collected, if any. In other words, for reporting purposes, treat Navy Cash collections as if they were actual cash collections.
3. Report the combined cash and Navy Cash totals on the appropriate lines in the cash statement and accounting classification sections of the NS 1359, in accordance with existing procedure.
4. The Navy Cash system records the sale of bulk food items, and, during month end processing, the Disbursing Officer will prepare vouchers based on the NS 1359 and the monthly Navy Cash system reports to register the funds to the Navy SIK and surcharge lines of accounting as appropriate.

3.12 Contingency Operations

1. Short-Term Outage.

a. The K22 in the general mess operates in the normal mode and is connected to the Navy Cash server through the ship's LAN. If connectivity to the server is expected to be a problem, an operator should remain logged on to the K22 at the end of the day so that Navy Cash payments for meals can be processed offline the next day even if connectivity is not available. A K22 in normal mode operating offline can store about 741 transactions before it is full and can no longer process transactions.

b. When connectivity to the Navy Cash server is restored, sales receipts stored on the K22 are forwarded automatically to the Navy Cash server. This download starts when the LAN connection to the server is made and the asterisk symbol on the K22 screen disappears, usually within a minute. The "!" symbol on the K22 screen remains displayed until all transactions have been downloaded to the server.

2. Localized Network Outage.

a. The K22 must be online to the Navy Cash server through the ship's LAN for an operator to log on. If the network is down at the beginning of the day, the operator will not be able to log on to the system to conduct business. However, if the network outage is localized to the area of the general mess, an operator can go to the disbursing office and sign out a spare K22 to use in the portable mode.

b. Operator Log-On. The operator can log on to the portable K22 (and the merchant can be set to general mess food and surcharges) at any operating K22 network connection point or download box (in the disbursing office, MWR, post office, or other locations set up during the Navy Cash installation). The operator disconnects the K22 device currently in operation (if any) and connects the portable K22. Once connected, the offline log-on procedure is the same as the online procedure. After log-on is complete, the operator can disconnect the data cable and

proceed to operate the K22 in the offline mode. If a K22 was disconnected to permit the log-on, it should be reconnected at this time. The operator should make sure that the portable K22 has fresh batteries and that additional batteries are readily available.

c. Download Sales Transactions. If the network outage is localized, the sales receipts stored on the portable K22 can be downloaded at the end of each day at one of the K22 connection points or download boxes as described in paragraph (b) above.

3. Long-Term Outage. In the unlikely event that connectivity to the Navy Cash server is down for a lengthy period of time (days, weeks), the general mess can, with the authorization of the Commanding Officer, revert to accepting cash and/or check, following the same procedures used prior to implementing Navy Cash.

3.13 General Mess Reports and Forms (examples)

In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).

3.13.1 Daily Merchant Sales Summary Report

Run Date: 05/17/2005 Run Time: 17:08:16
 Report Name: NC_133
 Start Date: 05/16/2005 End Date:: 05/17/2005
 Merchant Sales

Merchant Name	Merchant ID	Total Amount	Transaction Count
-----	-----	-----	-----
GENERAL MESS - FOOD	800000003675	101.25	27
GENERAL MESS - SURCHARGES	800000003677	45.00	20
NAVY DISBURSING	800000003693	150.50	6
POST OFFICE - STAMPS	800000003695	11.10	6
POST OFFICE - MONEY ORDERS	800000003697	611.22	5
POST OFFICE - METERED MAIL	800000003699	150.00	10
SHIP STORE #1	800000003701	1120.35	110
NAVY MWR	800000003705	90.00	6
VENDING STORE ITEMS	VMCAND00000000001	10.60	20
VENDING STORE ITEMS	VMCAND00000000001	40.00	80
VENDING SODA	VMCAND00000000001	45.50	91
VENDING SODA	VMCAND00000000001	26.50	53
VENDING SODA	VMCAND00000000001	85.00	170
VENDING SODA	VMCAND00000000001	24.00	48
-----	-----	-----	-----

3.13.2 Monthly Merchant Sales Summary Report

Run Date: 05/31/2005 Run Time: 19:07:33
 Report Name: NC_133
 Start Date: 05/01/2005 End Date:: 05/31/2005
 Merchant Sales

Merchant Name	Merchant ID	Total Amount	Transaction Count
-----	-----	-----	-----
GENERAL MESS - FOOD	800000003675	345.00	92
GENERAL MESS - SURCHARGES	800000003677	117.00	52
VENDING SODA	800000003691	240.00	1
NAVY DISBURSING	800000003693	-19922.57	183
POST OFFICE - STAMPS	800000003695	35.49	13
POST OFFICE - MONEY ORDERS	800000003697	4200.00	36
POST OFFICE - METERED MAIL	800000003699	2250.00	150
SHIP STORE #1	800000003701	36610.47	3242
NAVY MWR	800000003705	2773.00	178
VENDING STORE ITEMS	VMCAND00000000001	202.20	530
VENDING STORE ITEMS	VMCAND00000000001	932.10	2300
VENDING SODA	VMCAND00000000001	1340.00	2690
VENDING SODA	VMCAND00000000001	793.50	1587
VENDING SODA	VMCAND00000000001	2475.50	4951
VENDING SODA	VMCAND00000000001	725.50	1451
-----	-----	-----	-----

3.13.3 Daily Transaction Detail Report

Run Date : 08/29/2001
 Run Time : 17:08:25
 Report Name : TRAN_GeneralMessFood_D

Navy Cash
 Daily Transaction Detail Report - GENERAL MESS - FOOD
 Location: USS NEVERSAIL
 Date: 08/28/2001 02:04:31 To 08/29/2001 02:01:54 Batch Id: R12345_323

Merchant : 80000010016
 Event Code :
 Operator : BARBER, BRIAN

Name	SSN	Account #	Transaction Date	Trans	Amount
JOHN, ROBERT	1234	80000010002	08/28/2001 13:42:25	1	\$3.75
JOSH, JIM	5678	80000010004	08/28/2001 13:43:00	1	\$3.75
ALPERT, MIKE	4321	80000010003	08/28/2001 13:42:41	1	\$3.75
GOLD, STEVE	8765	80000010001	08/28/2001 13:42:01	1	\$3.75
Operator BARBER Subtotal:				4	\$15.00
Event Subtotal:				4	\$15.00
Merchant 80000010016 Subtotal:				4	\$15.00
Total:				4	\$15.00

*** End of the Report ***

3.13.4 Monthly Transaction Detail Report

Run Date : 08/31/2001
 Run Time : 19:07:44
 Report Name : TRAN_GeneralMessFood_M

Navy Cash
 Monthly Transaction Detail Report - GENERAL MESS - FOOD
 Location: USS NEVERSAIL
 Date: 08/01/2001 20:01:36 To 08/31/2001 22:20:37

Merchant : 80000010016
 Event Code :
 Operator : BARBER, BRIAN

Name	SSN	Account #	Transaction Date	Trans	Amount
ALPERT, MIKE	4321	80000010003	08/28/2001 13:44:19	1	\$3.75
CASPER, STEPHEN	2314	80000010005	08/27/2001 10:12:25	1	\$3.75
GOLD, STEVE	8765	80000010001	08/28/2001 13:42:01	1	\$3.75
IZASK, MIKE	4231	80000010006	08/30/2001 13:23:27	1	\$3.75
JOHN, ROBERT	1234	80000010002	08/28/2001 13:45:05	1	\$3.75
JOSH, JIM	5678	80000010004	08/28/2001 13:44:01	1	\$3.75
Operator BARBER Subtotal:				6	\$22.50
Event Subtotal:				6	\$22.50
Merchant 80000010016 Subtotal:				6	\$22.50
Total:				6	\$22.50

*** End of the Report ***

3.13.5 Daily Reconciliation Worksheet

USS _____

GENERAL MESS DAILY RECONCILIATION WORKSHEET

DATE: _____

SALES		COLLECTIONS	
DD 1149/NS 1282			Cash
NS 1046			Checks
DD 1544			Navy Cash (from Merchant Sales Summary Report)
TOTAL SALES			TOTAL COLLECTIONS
ADJUSTMENTS TO SALES		ADJUSTMENTS TO COLLECTIONS	
Plus refunds issued today but not liquidated today			Less amount of currency overage—exclusive of Navy Cash funds
Less refunds issued before today but liquidated today			Plus amount of currency shortage—lost, misplaced or stolen—exclusive of Navy Cash funds
Less erroneously overstated sales amounts			Plus erroneously understated Navy Cash collections
Plus erroneously understated sales amounts			Less erroneously overstated Navy Cash collections
ADJUSTED TOTAL			ADJUSTED TOTAL

Chapter 4

Private Messes

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4.1 Background

This chapter of the SOP describes Navy Cash procedures for selected operations in the wardroom, CO, unit commander (flag), CPO, and any other private messes:

NOTES:

- 1. The term treasurer used in this chapter refers not only to the private mess treasurer but also individuals that have been properly authorized and appointed as his/her agents.*
- 2. A private mess is considered “subsisting” from the general mess when meals consumed in the mess are accounted for and billed to the mess at standard meal prices by the general mess in accordance with NAVSUP Publication 486, Volume 1, Food Service Management – General Messes.*
- 3. A private mess is considered “private” when the general mess is reimbursed for the cost of the stores (food) consumed by the private mess on a monthly basis.*
- 4. When a private mess collects or expends Navy Cash funds (for any reason) ‘NC’ will be noted in parenthesis in the purpose field on the Record of Collections or Record of Expenditures to denote that the collection/expenditure was made in Navy Cash. This*

notation is required to distinguish Navy Cash collections/expenditures from actual cash (currency) collections/expenditures for the day during the daily reconciliation process described below.

5. *The Navy Cash card e-purse (chip) sets a maximum threshold of \$9,999.99 per purchase on board ship for merchant cards. This monetary limit prevents private messes, MWR, or other merchants, that have a bona fide need to make purchases of \$10,000 or larger, from using Navy Cash cards to make those purchases in a single payment. For example, a CV/CVN wardroom treasurer pays a monthly food invoice to the general mess that can be as much as \$30,000. In these situations, the private mess treasurer can elect to make more than one payment with the organization's Navy Cash card or simply pay by check.*
6. *In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).*

4.2 Planned Maintenance System

Preventive maintenance for the Navy Cash Financial System is covered through the Planned Maintenance System (PMS). PMS information for Navy Cash is available from the ship's Maintenance and Material Management (3-M) Coordinator. Maintenance Index Page (MIP) number 6541/080-14 applies to Navy Cash. In particular, proper cleaning of the card readers can significantly reduce the incidence of card readers failing to read the Navy Cash card.

4.3 Establishing the Private Mess as a Navy Cash Merchant

a. Each private mess is established as a Navy Cash merchant as a part of the process of implementing Navy Cash on board the ship.

b. Generally, a private mess treasurer uses local bank or credit union checking accounts set up specifically for, and in the name of, the private mess to manage operating funds. The mess treasurer provides the Treasury Financial Agent, JPMorgan Chase, with the mess fund checking account numbers and ABA Routing numbers, the account name printed on the checks (e.g., USS Neversail CPO Mess Dues), and whether the checking account is a business or consumer account. For example, the Chiefs Mess is generally established with just a "dues" Navy Cash merchant account, and the Wardroom, with both "food" and "dues" accounts. In the case of the Chiefs Mess, a "food" account can always be requested and set up later. It is possible to establish one or both private mess Navy Cash merchant accounts without a corresponding checking account. In that case, funds would be transferred directly to the Navy Cash (strip) account.

(1) Food rations (BAS - Basic Allowance for Subsistence) for enlisted personnel assigned to duty in a private mess are commuted (credited) to the mess (known as commuted rations). In the case of the Chiefs Mess, rations for every Chief Petty Officer assigned to the ship/mess are also commuted (credited to the mess). Law expressly forbids using commuted rations for purposes other than purchasing food. Commingling of commuted rations with funds used for non-food purchases, such as, private mess flower and gift funds, is also against regulations.

(2) To accommodate this requirement and to maintain separation of funds, two merchant Navy Cash accounts, each with a unique Navy Cash card, can be established for each private mess, one for food purchases (the "food" account) and the other for dues collection and

non-food expenses (the “dues” account). When conducting financial transactions using Navy Cash, the mess treasurer must be certain to use the appropriate “food” or “dues” Navy Cash card.

c. The private mess treasurer may choose to settle to the bank or credit union checking account specified when the private mess Navy Cash merchant account was established or to the Navy Cash (strip) account. Generally, if most private mess payments are made by check, it is probably better to settle to the bank or credit union account; if most payments are made with the Navy Cash card, it is probably better to settle to the merchant Navy Cash (strip) account. Money can always be transferred among the Navy Cash chip and strip accounts and the bank or credit union checking account. /

d. The private mess treasurer may also choose to settle on a daily or a weekly basis. For merchants who elect to settle on a weekly basis, deposits are initiated using the following schedule: on the 8th, 15th, 22nd, and 28th of each month. The deposit on the 8th of the month will include any transactions that posted on the 29th, 30th, and 31st of the previous month. This slight delay in actual deposits is minor compared to the delay experienced when checks are mailed to a bank or credit union for deposit to the private mess account.

e. Private mess treasurers must understand that funds settled to bank or credit union accounts ashore are NOT immediately available for expenditure. Navy Cash transactions are sent to the Treasury Financial Agent daily, but deposits are NOT made immediately. Automated Clearance House (ACH) transactions, which Navy Cash uses, are only processed Sunday through Friday at 10:00 PM Eastern Time (8:00 PM on Sunday) by the Federal Reserve System. Transactions will generally be posted to bank or credit union accounts within 48 hours, and funds are normally available the next business day after the transactions are posted. Funds settled to Navy Cash (strip) accounts are available as soon as the end-of-day round trip is completed between ship and shore. Merchant settlement reports will be generated for all merchants listing all Navy Cash deposits made. /A sample report is contained in paragraph 4.17.5.

4.4 Sale of Meals

NOTES:

1. *The treasurer has the option to have guests/visitors pay for meals in advance (when coming aboard), as-they-go (by individual meal), or upon departure from the ship. The treasurer must consider the type of visitor, length of stay, Navy/ship policy, and service capabilities when determining which option is most appropriate.*
2. *Local billing and collection procedures vary among different private messes for different types of guests and visitors, e.g., a distinguished visitor and a contractor technician. Except for replacing the cash aspects of the payment transaction with the Navy Cash card, existing private mess local billing and collection procedures for guests and visitors need not change.*

a. The K22 Point-Of-Sale (POS) device is the card reader and keypad device used to register sales transactions in Navy Cash. On larger ships, with a dedicated office for the mess treasurer, a K22 will normally be permanently installed. On smaller ships where a mess treasurer may not have dedicated office space, portable K22s can be operated in the offline mode for sales transactions.

b. A K22 POS device will be configured for each private mess during Navy Cash implementation. Depending on ship type and LAN capability, the K22 can be configured to operate online from the private mess office or offline in the portable mode. When the private mess operates with two Navy Cash merchant accounts to maintain the separation of funds described above, one function key on the K22 will be configured for food collections, and one function key, for dues collections. See Chapter 2 for instructions on operating the K22.

4.4.1 For Mess Members

- a. If the private mess is subsisting from the general mess, the treasurer accounts for meals consumed for each mess member and guest and reports daily meal counts to the FSO for inclusion in the daily food service records in accordance with existing procedures.
- b. If the mess is private (not subsisting), the treasurer accounts for meals consumed for each mess member and guest in accordance with existing local procedures. Reporting of daily meal counts to the general mess is not required.
- c. The treasurer will bill each member and collect the funds at the end of the month (see paragraph 4.5). Each mess bill paid with Navy Cash will be recorded in the Record of Collections in accordance with existing procedure, but with a 'NC' parenthetical notation in the purpose field.

4.4.2 For Guests Without Navy Cash Card

For guests (visitors) that do not possess a permanent Navy Cash card or are not issued a visitor Navy Cash card, e.g., a mess member sponsors a guest or dependent for a visit to have lunch in the wardroom on his duty day. In this case, the sponsor pays for the meal with a Navy Cash card or the treasurer accepts cash payment from the visitor/guest or the mess provides the meal free to the guest and absorbs the cost.

- a. If the mess absorbs the cost of the guest's meal, Navy Cash is not involved.
- b. If the treasurer accepts cash payment, existing (normal) cash handling procedures must be followed and Navy Cash is not involved.
- c. If a mess member sponsors the guest and pays for the meal with a Navy Cash card.
 - (1) The sponsor reports to the treasurer located at the private mess office to purchase the meal.
 - (2) For each meal sale to a guest/visitor, the treasurer records the sale on a NS 1046 and the collection in the Record of Collections, in accordance with existing procedure, noting 'NC' in parenthesis in the purpose field of the entry.
 - (3) The treasurer keys the meal price into a properly logged-in K22 device using the "food" function key.
 - (4) The sponsor inserts their Navy Cash card into the K22, enters their PIN and presses the "OK" key to complete the transaction.
 - (5) The K22 deducts the meal price from the sponsor's Navy Cash card and records the transaction for download to the Navy Cash system at the end of the business day.

- (6) The guest and sponsor go to the private mess meal line to receive the meal.

4.4.3 For Guests With Navy Cash Card

For guests (visitors) that possess a valid Navy Cash card, e.g., a manufacturer's technical representative staying on board two weeks that is subsisting in the wardroom.

- a. The guest can use their Navy Cash card to purchase meals from the private mess.
- b. The guest reports to the treasurer located at the private mess office to purchase the meal(s).
- c. For each guest, the treasurer records the sale on a NS 1046 and the collection in the Record of Collections, in accordance with existing procedure, noting 'NC' in parenthesis in the purpose field of the entry.
- d. The treasurer keys the meal price into a properly logged-in K22 device using the "food" function key.
- e. The guest inserts their Navy Cash card into the K22, enters their PIN and presses the "OK" key to complete the transaction.
- f. The K22 deducts the meal price from the visitor's Navy Cash card and records the transaction for download to the Navy Cash system at the end of the business day.
- g. The guest goes to the meal line and receives the meal.

4.4.4 For Large Groups

For large groups of visitors, guests and dependents for which it is not feasible to issue permanent or visitor Navy Cash cards, e.g., a dependent's cruise or tiger cruise on board an aircraft carrier, see paragraph 3.4.3.

4.5 Mess Bill Collection

- a. Whether the subsisting mess is Private or General, the Mess Treasurer or a General Mess representative prepares a mess bill for each mess member according to existing procedure. Discrepancies or disagreements are resolved with the member in accordance with existing procedure. Mess bills must be collected by the 5th day of the month following the month the meals were consumed.
- b. Mess members report to the private mess office to pay their mess bill with their Navy Cash cards.
- c. For each member, the treasurer records the collection in the Record of Collections, in accordance with existing procedure, noting 'NC' in parenthesis in the purpose field of the entry.
- d. The treasurer keys the mess bill amount into a properly logged-in K22. It is important that the treasurer key the applicable amounts separately for the "food" and "dues" function keys, which will then be processed as one collection from the mess member's Navy Cash card.
- e. The mess member inserts their Navy Cash card into the K22 and presses "OK" to record and complete the transaction.

f. The Navy Cash system deducts the sale amount from the member's Navy Cash card and records the transaction for download to the Navy Cash system at the end of the business day.

4.6 Commuted Ration Credit to a Private Mess

a. Rations for enlisted personnel assigned to duty in a private/CPO mess and CPOs assigned to a CPO mess are commuted (credited) to the mess. The Disbursing Officer pays the commutation value of their rations to the mess treasurer on a monthly basis. During the Navy Cash prototype, existing (normal) procedure for commuting rations to a private mess will be followed. In a future post prototype Navy Cash version, commuting rations to a private mess may be automated.

b. In accordance with existing procedures, the commuted ration value is calculated and the Disbursing Officer prepares a check payable to the private mess treasurer. The private mess treasurer deposits the check in the appropriate mess checking account (for food purchases) and records the collection in the Record of Collections, in accordance with existing procedure. Because the commuted rations transaction does not involve Navy Cash, 'NC' should not be noted in the purpose field of the Record of Collections entry.

4.7 Refunds

a. Mess bill and mess share refunds and commuted ration rebates are sometimes necessary, e.g., when the treasurer buys back the mess share of a member who is detaching from the ship.

b. When a refund (rebate) is greater than the \$1,000 Navy Cash card limit for individual cardholders, the refund must be made in cash or check. Navy Cash is not involved and existing (normal) procedures will be followed.

c. When a refund (rebate) is less than the \$1,000 Navy Cash card limit for individual cardholders, the refund can be made in Navy Cash.

(1) The treasurer records the refund in the Private Mess Refund Control Log and prepares, signs, and issues a refund chit to the cardholder, with the appropriate "food" or "dues" account annotated on the refund chit. Refund chit and refund control log examples are contained in Chapter 8 of this SOP.

(2) The treasurer also records the refund in the Record of Expenditures in accordance with existing procedures, noting 'NC' in the purpose field of the entry.

(3) The member reports to the disbursing office during normal office hours with his Navy Cash card and presents the refund chit. Disbursing personnel then follow standard Navy Cash procedure to perform the refund transaction that adds the refund value to the member's Navy Cash e-purse (chip) (see paragraph 8.4.10). This process is known as refund liquidation.

(4) The Disbursing Officer retains the liquidated refund chit and forwards it to the private mess treasurer at the end of the business day for follow up action.

(5) On the day the refund is liquidated and after receiving the liquidated refund chit from disbursing, the treasurer will note the date of liquidation on the original refund entry in the Refund Control Log.

(6) On the day the refund is liquidated, the refund amount will be reported in the Navy Cash Private Mess Daily Transaction Detail Report as a negative number associated with the member's name and Navy Cash account number, reducing the overall sales amount for the day (see paragraph 4.17.3 of this SOP for an example report).

d. The treasurer will retain the Private Mess Refund Control Log for three years for reconciliation and audit purposes.

e. The treasurer will maintain an audit trail on refund chits by recording the status of issued refund chits in the Private Mess Refund Control Log. The treasurer will note whether the refund was liquidated, reissued, or canceled (reversed) and date of occurrence on every original refund record entry.

f. To alleviate holding unliquidated refunds for excessive periods of time, members are required to liquidate refunds at the disbursing office within 2 working days. After 30 days, the treasurer has the option to reverse or cancel unliquidated refunds. The treasurer will note the reason for the reversal in the Refund Control Log and will cross reference the reversal entry to the original refund entry. The treasurer will also record the refund reversal in the Record of Collections as a refund reversal with appropriate reference to the original Record of Expenditures entry to facilitate audits.

g. In the event that a refund is liquidated after the treasurer reversed (canceled) the refund, the refund can be reentered in the Refund Control Log to bring records into balance. Prior to reentering a refund, the treasurer must confirm that the refund had been previously canceled (reversed) by reviewing the Private Mess Refund Control Log. The treasurer must also reenter the refund in the Record of Expenditures with appropriate reference to the original and reversal entries.

h. If a refund chit is lost or destroyed prior to liquidation, the treasurer can reissue the refund chit to the member. Prior to reissuing a refund chit, the treasurer must confirm that the original refund chit had not been previously liquidated or canceled by reviewing the status of the refund in the Refund Control Log.

i. The treasurer must consider the status of unliquidated refunds when determining whether actual collections equal recorded collections during end of day reconciliation (see the end of day reconciliation section below).

4.8 Payment of Mess Expenses (flowers, gifts, etc.)

4.8.1 On Board Ship

Aboard ship, the treasurer makes purchases with the private mess fund Navy Cash card e-purse feature in the same manner that individual crewmembers purchase items on the ship.

4.8.2 Ashore

Ashore, the treasurer uses the mess fund Navy Cash card debit function (magnetic stripe) to make purchases at 30 million locations worldwide in the same manner that individual crewmembers purchase items ashore.

4.8.3 Record of Expenditures

Whether purchases are made ashore or on board ship, the treasurer must enter the transaction in the Record of Expenditures, in accordance with existing procedure, annotating 'NC' in the purpose field.

4.9 Transfer Funds Between Mess Checking Account and Navy Cash Account

a. Funds transfers can be accomplished on board ship at the cashless ATM devices or by calling the Navy Cash Customer Service Center (CSC) hotline 1-800 number (see Chapter 1 of this SOP). Funds can be transferred to and from the private mess Navy Cash accounts/e-purse and private mess commercial bank checking and savings accounts, which were associated with the mess' Navy Cash account during enrollment. It is imperative for private mess treasurers to use the appropriate "food" or "dues" Navy Cash card in order to maintain the separation of funds discussed in paragraph 4.3 of this SOP.

b. Follow the directions that are displayed on the screen of the cashless ATM machines located on the ship or provided over the telephone from the Navy Cash CSC representative.

c. A funds transfer is simply the internal movement of cash on hand between accounts. Therefore, no entry is required in the Record of Collections or Expenditures, and the daily and monthly Navy Cash reports (see paragraph 4.17 of this SOP for example reports) will not show funds transfers.

4.10 Private Mess Bill Payment to FSO

4.10.1 Subsisting From General Mess

a. The FSO completes the NS 1046(s) for the cash sale of meals to the mess, indicating the total number of breakfasts, lunches, and dinners consumed by all members and guests in accordance with existing procedures.

b. The FSO computes the total private mess bill based on the meal consumed counts (NS 1046) and standard meal cost rates and presents an invoice (DD 1149) to the mess treasurer in accordance with existing procedures.

4.10.2 Private Mess

a. The FSO computes the private mess bill based on the cost of food consumed (transferred to the private mess from the general mess) documented on Food Item Request/Issue Document, NS 1282, in accordance with existing procedures.

b. The FSO presents an invoice (DD 1149) to the mess treasurer for the amount of food consumed by the mess in accordance with existing procedures.

c. Whether the mess is subsisting or private, the treasurer verifies that the DD 1149 invoice from the FSO is correct. Any discrepancy is investigated and resolved in accordance with existing procedures.

4.10.3 Mess Bill \$10,000 or Greater.

If the mess bill amount is greater than the \$9,999.99 Navy/Marine Cash card transaction limit, the mess treasurer can make more than one payment with the private mess Navy Cash card following the procedures in the paragraph directly below or pay the FSO in cash or check in accordance with existing (normal) procedures, and Navy/Marine Cash is not involved.

4.10.4 Mess Bill Less Than \$10,000.

If the mess bill is less than the \$9,999.99 Navy Cash card transaction limit, the treasurer can pay the FSO with the private mess fund “food” Navy Cash card.

- a. The treasurer records the payment in the Record of Expenditure in accordance with existing procedure, annotating ‘NC’ in the purpose field, and reports to the FSO with the mess “food” Navy Cash card to make the payment.
- b. The FSO (operator) keys the mess bill amount into a properly logged-in K22 device.
- c. The treasurer inserts the “food” Navy Cash card into the K22, enters the PIN and presses the “OK” key to complete the transaction.
- d. The K22 deducts the sale amount from the mess Navy Cash card and records the transaction for download to the Navy Cash system at the end of the business day.

4.11 Handling of Official Representation Funds (ORF)

In situations where the ship sponsors a special event, such as a change of command, the private mess may receive ORF under a special Line Of Accounting (LOA) to reimburse the mess for expenses incurred for hosting the special event.

Under procedures prior to Navy Cash, the treasurer prepares a DD 1149 that sites the LOA and presents it to the disbursing office. Disbursing issues an advance payment either by check or cash to the treasurer, which is then used to pay for the expenses of the event.

Navy Cash does not affect the existing ORF handling procedure but provides an option to the treasurer if the funds issued by disbursing are less than \$10,000. If under this threshold, the treasurer can have disbursing add the advance ORF funds to the private mess Navy Cash card (a standard check/cash to chip transaction), then the treasurer can use the Navy Cash card to pay some or all of the special event expenses.

4.12 End-of-Day Procedure

- a. The treasurer/operator logs off the Navy Cash system.
- b. The private mess business is secured and disbursing is notified.
- c. The Disbursing Officer initiates Navy Cash end of day processing.
- d. Each day, the treasurer/operator should review the daily Private Mess Navy Cash Merchant Sales Summary Report for accuracy (see paragraph 4.17.1 of this SOP for a sample report). The Merchant Sales Summary Report can be generated at the Navy Cash workstation in the disbursing office by entering the correct start and end dates in the “View Reports” link in the Navy Cash application (see paragraph 8.4.22). *In Navy Cash, all dates and times are recorded*

and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)). The more detailed Non-Vending Sales Report, MSO Summary Report, and MSO Detail Report can be generated in the same way.

e. The treasurer/operator should also receive a Private Mess Daily Transaction Detail Report for reconciliation and management purposes. Successful processing of the EOD batch (round trip) sends a series of reports to the ship from the shore side. These shore reports are generated automatically when the Disbursing Officer initiates end of day processing, and, when they are received, the Navy Cash system places them into a shore reports directory by date, with one sub-directory for each report date. An example of this report is contained in paragraph 4.17.3 of this SOP. Again, in Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).

f. The Disbursing Officer can print these reports on a printer in the disbursing office. Alternatively, the Disbursing Officer can download the report to a floppy disk that can be provided to the treasurer who can then store and print the file on the private mess computer system. For either alternative, the treasurer must coordinate with the Disbursing Officer to receive the reports on a daily basis.

4.13 Daily Reconciliation of Navy Cash

a. Reconciliation is the process of confirming that actual Navy Cash funds collected equals recorded Navy Cash funds collected (less refunds) for the day and, if these amounts do not equal, to determine and correct the cause of the out of balance condition. The treasurer must reconcile daily.

b. For the purposes of the daily reconciliation procedure, actual Navy Cash funds collected are reported in the Merchant Sales Summary Report. The treasurer calculates recorded Navy Cash funds collected based on daily entries recorded in the Record of Collections, Record of Expenditures, and the Private Mess Refund Control Log.

c. To reconcile, the treasurer must first compute the total recorded collections for the day by adding Record of Collections entries for the day that have the 'NC' notation and subtracting refunds liquidated that day, shown in the Private Mess Refund Control Log and Record of Expenditures (with the 'NC' notation).

d. The treasurer then compares the computed recorded collections total to the actual collections amount shown on the Merchant Sales Summary Report (which includes any refunds liquidated that day). A reconciliation worksheet is provided in paragraph 4.17.6 of this SOP to assist the treasurer when conducting the reconciliation process.

e. If actual Navy Cash collections and recorded Navy Cash collections balance (equal), the reconciliation is successful and complete.

f. If actual collections and recorded collections do not balance, an error exists that must be investigated and corrected.

g. To identify an error, the treasurer should compare the more detailed Navy Cash reports which list every Navy Cash transaction performed that day to the Record of Collections, the Record of Expenditures, and the Refund Control Log to determine, through the process of elimination, which transactions are missing or were recorded at incorrect amounts. The Non-

Vending Sales Report, MSO Summary Report, and MSO Detail Report can be generated on the ship at the Navy Cash workstation in the disbursing office. If the Navy Cash EOD process and round trip have already been completed, the General Mess Daily Transaction Detail Reports can also be retrieved from the shore reports directory (see paragraph 8.4.21.n) on the Navy Cash workstation (see paragraph 4.17.3 for a sample report).

h. Probable error conditions and corrective actions:

(1) Condition: The detailed Navy Cash report shows a collection or refund transaction but a corresponding entry in the Record of Collections or Record of Expenditures does not exist. Corrective Action: The treasurer will first confirm that the collection or refund reported on the Navy Cash report is correct. If correct, the treasurer will make a corresponding entry in the Record of Collections or Expenditures. If incorrect, the treasurer will reverse the collection by issuing a refund to the member in the amount of the original erroneous collection in Navy Cash.

(2) Condition: The detailed Navy Cash report shows a collection transaction but recorded at an amount different than what is recorded in the Record of Collections. Corrective Action: The treasurer will determine the correct amount for the transaction and, if the correct transaction amount is greater than the amount collected, the Record of Collections will be corrected and the treasurer will contact the member and request payment of the difference in Navy Cash. If the correct transaction amount is less than the amount collected, the Record of Collections will be corrected and the treasurer will refund the difference to the member in Navy Cash.

(3) Condition: The detailed Navy Cash report shows a refund transaction but recorded at an amount different than what is recorded in the Record of Expenditures. Corrective Action: The treasurer will determine the correct amount for the refund transaction and, if the correct transaction amount is greater than the amount refunded, the Record of Expenditures will be corrected and the treasurer will refund the difference to the member. If the correct refund amount is less than the amount refunded, the Record of Expenditures will be corrected and the treasurer will contact the member and request repayment of the difference in Navy Cash.

(4) Condition: The Record of Collections shows a collection transaction occurred on the day of reconciliation but a corresponding transaction was not been recorded in the detailed Navy Cash report. Corrective Action: The treasurer will confirm that the collection entry in the Record of Collections is correct. If correct, payment was never made and the treasurer must contact the member and request payment in Navy Cash. If incorrect, the treasurer will reverse (cancel) the entry in the Record of Collections.

(5) Condition: The Record of Expenditures and/or the Refund Control Log shows a refund transaction was liquidated on the day of reconciliation but a corresponding transaction has not been recorded in the detailed Navy Cash report. Corrective Action: The treasurer will confirm that the refund entries and liquidation annotations in the Record of Expenditures and Refund Control Log are correct. If correct, the refund was not liquidated by the member on the day of reconciliation. The liquidation annotations on the Record of Expenditures and Refund Control Log must be adjusted to reflect this fact. If the entries are incorrect, the treasurer will reverse (cancel) the refund entry in the Record of Expenditures and Refund Control Log.

i. The treasurer will maintain daily reports and reconciliation worksheets for 30 days or until the monthly reconciliation is completed.

4.14 End-of-Month Reconciliation Procedure

a. Monthly reconciliation is the process of confirming that actual Navy Cash funds collected for the month equals recorded Navy Cash funds collected (less refunds) for the month and, if these amounts do not equal, to determine and correct the cause of the out of balance condition.

b. For the purposes of the monthly reconciliation procedure, actual Navy Cash funds collected are reported in the Navy Cash Merchant Sales Summary Report for the month, an example of which is contained in paragraph 4.17.2 of this SOP. The treasurer calculates recorded Navy Cash funds collected based on entries recorded in the Record of Collections, Record of Expenditures, and the Private Mess Refund Control Log.

c. To reconcile, the treasurer must first compute the total recorded collections for the month by adding Record of Collections entries for the month that have the 'NC' notation and subtracting refunds liquidated that month, shown in the Private Mess Refund Control Log and Record of Expenditures (with the 'NC' notation).

d. The treasurer then compares the computed recorded collections total for the month to the actual collections amount shown on the monthly Merchant Sales Summary Report (which includes any refunds liquidated that day). A reconciliation worksheet is provided in paragraph 4.17.6 of this SOP to assist the treasurer when conducting the reconciliation process.

e. If actual Navy Cash collections and recorded Navy Cash collections balance (equal), the reconciliation is successful and complete.

f. If actual collections and recorded collections do not balance, an error exists that must be investigated and corrected.

g. To identify an error, the treasurer must compare the Record of Collections, Record of Expenditures, and Refund Control Log to a detailed listing of Navy Cash transactions for the month. The process of investigation and correction is the same as described in paragraph 4.13 above. To assist in this reconciliation, the more detailed Navy Cash Non-Vending Sales Report, MSO Summary Report, and MSO Detail Report can be generated in the same way as the Merchant Sales Summary Report (see paragraph 4.12.d above). If the final Navy Cash EOD process and round trip for the month have already been completed, the Private Mess Monthly Transaction Detail Reports can also be retrieved from the shore reports directory (see paragraph 8.4.21.n) on the Navy Cash workstation (see paragraph 4.17.4 for a sample report).

h. Merchant Settlement Reports. /Merchant settlement reports list all Navy Cash deposits made to the specified bank or credit checking account or merchant Navy Cash (strip) account and can be used to assist in reconciling the account. These shore reports are generated automatically at the completion of each end-of-day round trip and placed into a shore reports directory by date (see paragraph 8.4.21.n). A sample report is contained in paragraph 4.17.5. In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).

4.15 Navy Cash Effect on the Monthly Financial Operating Statement, NS 1367

For financial reporting, Navy Cash should be accounted for like cash (currency). Throughout the month, all mess expenditures were entered on the Record of Expenditures and all collections were entered on the Record of Collections, whether actual cash or Navy Cash was used. Therefore, the NS 1367 should be prepared in accordance with the P486 Volume II by combining Navy Cash transactions with actual cash transactions in the receipts and expenditures fields in the Cash Account section.

4.15.1 Receipts

Include all cash and Navy Cash transactions recorded in the Record of Collections for the month.

4.15.2 Expenditures

Include all cash and Navy Cash transactions recorded in the Record of Expenditures for the month.

4.15.3 Cash Brought Forward (Cash on Hand)

Includes Navy Cash funds held in the private mess Navy Cash accounts and on the private mess Navy Cash e-purse (chip) in addition to cash on account in the mess commercial checking and savings accounts. Actual Navy Cash deposits to these commercial accounts will occur as stated in Note 1 at the beginning of Chapter 4 of this SOP.

4.16 Contingency Operations

1. Short-Term Outage.

a. The K22 in the private mess operates in the normal mode and is connected to the Navy Cash server through the ship's LAN. If connectivity to the server is expected to be a problem, an operator should remain logged on to the K22 at the end of the day so that Navy Cash payments for meals and dues can be processed offline the next day even if connectivity is not available. A K22 in normal mode operating offline can store about 741 transactions before it is full and can no longer process transactions.

b. When connectivity to the Navy Cash server is restored, sales receipts stored on the K22 are forwarded automatically to the Navy Cash server. This download starts when the LAN connection to the server is made and the asterisk symbol on the K22 screen disappears, usually within a minute. The "!" symbol on the K22 screen remains displayed until all transactions have been downloaded to the server.

2. Localized Network Outage.

a. The K22 must be online to the Navy Cash server through the ship's LAN for an operator to log on. If the network is down at the beginning of the day, the operator will not be able to log on to the system to conduct business. However, if the outage is localized to the area of the general mess, an operator can go to the disbursing office and sign out a spare K22 to use in the portable mode.

b. Operator Log-On. The operator can log on to the portable K22 (and the merchant can be set to private mess food and dues) at any operating K22 network connection point or download box (in the disbursing office, MWR, post office, or other locations set up during the Navy Cash installation). The operator disconnects the K22 device currently in operation (if any) and connects the portable K22. Once connected, the offline log-on procedure is the same as the online procedure. After log-on is complete, the operator can disconnect the data cable and proceed to operate the K22 in the offline mode. If a K22 was disconnected to permit the log-on, it should be reconnected at this time. The operator should make sure that the portable K22 has fresh batteries and that additional batteries are readily available.

c. Download Sales Transactions. If the network outage is localized, the sales receipts stored on the portable K22 can be downloaded at the end of each day at one of the K22 connection points or download boxes as described in paragraph (b) above.

3. Long-Term Outage. In the unlikely event that connectivity to the Navy Cash server is down for a lengthy period of time (days, weeks), the private mess can, with the authorization of the Commanding Officer, revert to accepting cash and/or check, following the same procedures used prior to implementing Navy Cash.

4.17 Private Mess Reports and Forms (examples)

In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).

4.17.1 Daily Merchant Sales Summary Report

Run Date: 05/17/2005 Run Time: 17:08:16
 Report Name: NC_133
 Start Date: 05/16/2005 End Date:: 05/17/2005
 Merchant Sales

Merchant Name	Merchant ID	Total Amount	Transaction Count
-----	-----	-----	-----
WARDROOM MESS - FOOD	800000003675	102.75	3
WARDROOM MESS - DUES	800000003677	28.50	2
NAVY DISBURSING	800000003693	150.50	6
POST OFFICE - STAMPS	800000003695	11.10	6
POST OFFICE - MONEY ORDERS	800000003697	611.22	5
POST OFFICE - METERED MAIL	800000003699	150.00	10
SHIP STORE #1	800000003701	1120.35	110
NAVY MWR	800000003705	90.00	6
VENDING STORE ITEMS	VMCAND0000000001	10.60	20
VENDING STORE ITEMS	VMCAND0000000001	40.00	80
VENDING SODA	VMCAND0000000001	45.50	91
VENDING SODA	VMCAND0000000001	26.50	53
VENDING SODA	VMCAND0000000001	85.00	170
VENDING SODA	VMCAND0000000001	24.00	48
-----	-----	-----	-----

4.17.2 Monthly Merchant Sales Summary Report

Run Date: 05/31/2005 Run Time: 19:07:33
 Report Name: NC_133
 Start Date: 05/01/2005 End Date:: 05/31/2005
 Merchant Sales

Merchant Name	Merchant ID	Total Amount	Transaction Count
-----	-----	-----	-----
WARDROOM MESS - FOOD	800000003675	3082.37	92
WARDROOM MESS - DUES	800000003677	915.00	40
VENDING SODA	800000003691	240.00	1
NAVY DISBURSING	800000003693	-19922.57	183
POST OFFICE - STAMPS	800000003695	35.49	13
POST OFFICE - MONEY ORDERS	800000003697	4200.00	36
POST OFFICE - METERED MAIL	800000003699	2250.00	150
SHIP STORE #1	800000003701	36610.47	3242
NAVY MWR	800000003705	2773.00	178
VENDING STORE ITEMS	VMCAND0000000001	202.20	530
VENDING STORE ITEMS	VMCAND0000000001	932.10	2300
VENDING SODA	VMCAND0000000001	1340.00	2690
VENDING SODA	VMCAND0000000001	793.50	1587
VENDING SODA	VMCAND0000000001	2475.50	4951
VENDING SODA	VMCAND0000000001	725.50	1451
-----	-----	-----	-----

4.17.3 Daily Transaction Detail Report

Run Date : 08/29/2001
 Run Time : 19:17:02
 Report Name : TRAN_WardroomMessFood_D

Navy Cash
 Daily Transaction Detail Report - WARDROOM MESS - FOOD
 Location: USS NEVERSAIL
 Date: 08/28/2001 22:04:31 To 08/29/2001 22:01:54 Batch Id: R12345_323

Name	SSN	Account #	Transaction Date	Trans	Amount
ALPERT, MIKE	4321	80000010003	08/28/2001 13:42:41	1	\$100.00
GOLD, STEVE	8765	80000010001	08/28/2001 15:44:04	1	\$150.00
JOHN, ROBERT	1234	80000010002	08/28/2001 15:42:16	1	\$100.00
JOSH, JIM	5678	80000010004	08/28/2001 16:40:56	1	\$100.00
Operator SMITHFIELD Subtotal:				4	\$450.00
Event Subtotal:				4	\$450.00
Merchant 80000010018 Subtotal:				4	\$450.00
Total:				4	\$450.00

*** End of the Report ***

4.17.4 Monthly Transaction Detail Report

Run Date : 08/31/2001
 Run Time : 19:07:02
 Report Name : TRAN_WardroomMessFood_M

Navy Cash
 Monthly Transaction Detail Report - WARDROOM MESS - FOOD
 Location: USS NEVERSAIL
 Date: 08/01/2001 20:01:36 To 08/31/2001 22:20:37

Merchant : 80000010018
 Event Code :
 Operator : SMITHFIELD, RALPH

Name	SSN	Account #	Transaction Date	Trans	Amount
ALPERT, MIKE	4321	80000010003	08/28/2001 13:42:41	1	\$100.00
BALANCE, FRED	2314	80000010005	08/29/2001 11:18:35	1	\$100.00
GOLD, STEVE	8765	80000010001	08/28/2001 13:42:01	1	\$150.00
JOHN, ROBERT	1234	80000010002	08/28/2001 13:42:25	1	\$100.00
JOSH, JIM	5678	80000010004	08/28/2001 13:43:01	1	\$100.00
WAGNER, SAM	4231	80000010006	08/22/2001 13:01:12	1	\$100.00
Operator SMITHFIELD Subtotal:				6	\$650.00
Event Subtotal:				6	\$650.00
Merchant 80000010016 Subtotal:				6	\$650.00
Total:				6	\$650.00

*** End of the Report ***

4.17.5 Merchant Settlement Report

Run Date: 12/09/2004

Run Time: 00:08:42

Report name: TRAN_Ship_Merchant_Settle_D

Page: 1

Navy Cash

Daily Transaction Detail Report - Merchant Settlement

Location: USS COMSTOCK

Date: 12/08/2004 00:12:52 To 12/09/2004 03:43:22

Merchant: WARDROOM MESS - DUES 800000026283

Settlement Date: 08-DEC-04

Settlement Type: NAVY CASH

Batch	Date	Amount	C
R21452_1022	11/30/04 23:01	\$255.55	
R21452_1023	12/01/04 21:13	\$30.00	
R21452_1027	12/07/04 10:19	\$338.95	
R21452_1028	12/08/04 00:07	\$196.80	
R21452_1029	12/08/04 07:56	\$263.85	
Settlement Total		\$1,085.15	

Merchant WARDROOM MESS - DUES 800000026283 Total: \$1,085.15

* C = Correction Transactions.

***** End of the Report *****

4.17.6 Daily/Monthly Reconciliation Worksheet

USS _____

PRIVATE MESS DAILY/MONTHLY RECONCILIATION WORKSHEET

DATE: _____

RECORDED		ACTUAL	
Recorded Collections for Day/Month (Total of 'NC' Entries in Record of Collections)			Navy Cash Collected for Day/Month (Daily/Monthly Merchant Sales Summary Report)
Less Refunds <u>Liquidated</u> for Day/Month (Total Of 'NC' Refund Entries in Record of Expenditures Liquidated on/in Day/Month)			
TOTAL RECORDED COLLECTIONS			TOTAL ACTUAL COLLECTIONS
ADJUSTMENTS TO RECORDED COLLECTIONS		ADJUSTMENTS TO ACTUAL COLLECTIONS	
ADJUSTED TOTAL			ADJUSTED TOTAL

Chapter 5

MWR

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5.1 Background

This chapter of the SOP describes Navy Cash procedures for selected operations within Morale, Welfare, and Recreation (MWR).

NOTES:

1. *Normally, under Navy Cash, all transactions are performed electronically. However, MWR requires the flexibility to receive cash and checks under certain unpredictable circumstances after Navy Cash is installed. For those instances when MWR must collect or disburse actual cash or checks, existing cash procedures apply.*
2. *The term MWR Officer used throughout this SOP refers to the Custodian and individuals who have been properly authorized and appointed as his agents.*
3. *In Navy Cash, all times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).*

5.2 Planned Maintenance System

Preventive maintenance for the Navy Cash Financial System is covered through the Planned Maintenance System (PMS). PMS information for Navy Cash is available from the ship's Maintenance and Material Management (3-M) Coordinator. Maintenance Index Page (MIP) number 6541/080-14 applies to Navy Cash. In particular, proper cleaning of the card readers can significantly reduce the incidence of card readers failing to read the Navy Cash card.

5.3 Establishing MWR as a Navy Cash Merchant with a Navy Cash Account

- a. MWR is established as a Navy Cash merchant as a part of the process of implementing Navy Cash on board the ship.
- b. Generally, the MWR Officer uses a local bank or credit union checking account set up specifically for, and in the name of, the ship's MWR fund to manage MWR operating funds. This checking account is specified when the MWR Navy Cash merchant account is established. The MWR Officer provides the Treasury Financial Agent, JPMorgan Chase, with the MWR checking account number and ABA Routing number, the account name printed on the checks (e.g., USS Neversail MWR Fund), and whether the checking account is a business or consumer account. The Treasury Financial Agent can then transfer funds between the MWR checking account and the MWR Navy Cash merchant (strip) account whenever the MWR Officer directs a funds transfer.
- c. The MWR Officer may choose to settle Navy Cash transactions to the MWR fund bank or credit union checking account or to the Navy Cash (strip) account. Generally, if most MWR payments are made by check, it is probably better to settle to the bank or credit union account; if most payments are made with the Navy Cash card, it is probably better to settle to the merchant Navy Cash (strip) account. Value can always be transferred among the Navy Cash chip and strip accounts and the bank or credit union checking account.
- d. The MWR Officer may also choose to settle on a daily or a weekly basis. For merchants who elect to settle on a weekly basis, deposits are initiated using the following schedule: on the 8th, 15th, 22nd, and 28th of each month. The deposit on the 8th of the month will include any transactions that posted on the 29th, 30th, and 31st of the previous month. This

slight delay in actual deposits is minor compared to the delay experienced when checks are mailed to a bank or credit union for deposit to the MWR account.

e. The MWR Officer must understand that funds settled to bank or credit union accounts ashore are NOT immediately available for expenditure. Navy Cash transactions are sent to the Treasury Financial Agent daily, but deposits are NOT made immediately. Automated Clearance House (ACH) transactions, which Navy Cash uses, are only processed Sunday through Friday at 10:00 PM Eastern Time (8:00 PM on Sunday) by the Federal Reserve System. Transactions will generally be posted to bank or credit union accounts within 48 hours, and funds are normally available the next business day after the transactions are posted. Funds settled to Navy Cash (strip) accounts are available as soon as the End-Of-Day (EOD) round trip is completed between ship and shore.

f. Settlement Reports. Merchant settlement reports are produced for all merchants listing all Navy Cash deposits. These shore reports are generated automatically at the completion of each EOD round trip and placed into a shore reports directory by date (see paragraph 8.4.21.n). A sample report is contained in paragraph 5.12.5. *In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).*

5.4 Sales (Tickets, Tours, Memorabilia, etc.)

a. The K22 Point-Of-Sale (POS) device is the card reader and keypad device used to register sales transactions in Navy Cash. On larger ships, with a dedicated MWR office, a K22 will normally be permanently installed. This K22 can be augmented by portable, hand-held K22s for use in the offline mode during special sale events, such as on the mess decks. On smaller ships where MWR does not have dedicated office space, portable K22s can be operated in the offline mode for MWR sales. When operated in the portable mode, the operator should make sure that the K22 has fresh batteries and that additional batteries are readily available.

b. A K22 POS device will be configured for MWR during Navy Cash implementation. Depending on ship type and LAN capability, the K22 can be configured to operate online from the MWR office or offline in the portable mode. Additional portable K22s can be configured for offline use by the disbursing office, issued to the MWR Officer as needed, and must be returned to the disbursing office as soon as the special sale is over. See Chapter 2 for instructions on operating the K22.

c. To register sales on a K22:

- (1) A cardholder initiates a sales transaction at the MWR sales counter or office.
- (2) The MWR Officer follows the K22 sales function directions presented in Chapter 2 of this SOP.
- (3) The MWR Officer provides a sales receipt to the cardholder when the transaction completes successfully in accordance with existing procedures.
- (4) For major event sales, such as tours and concerts, for which an event code has been assigned, the MWR Officer / sales clerk must indicate which event the cardholder is purchasing by selecting the appropriate function key on the K22 for each sales transaction (see

paragraph 5.6.2 below and paragraphs 2.3.3, 2.3.9, 8.4.12, and 8.4.27 of this SOP for a description of event maintenance and bulk refunds).

5.5 Deposits

5.5.1 Cash To MWR Fund Navy Cash Card

- a. As required, the MWR Officer presents cash to the disbursing office for deposit.
- b. The disbursing office accepts the cash from the MWR Officer and executes the cash deposit to the MWR fund via the “Funds Transfer to Chip” transaction screen. This transaction is detailed in paragraph 8.4.8 of this SOP.

5.5.2 Check to MWR Fund Navy Cash Card

The MWR Officer has two options to deposit checks into the ship’s MWR fund account.

- a. As necessary, the MWR Officer mails checks directly to the bank or credit union for deposit in the MWR fund checking account in accordance with existing procedures. After the checks clear the bank, the MWR Officer can transfer funds from the MWR fund checking account to the MWR fund Navy Cash (strip) account using the Navy Cash ATM machines (K80) located on board. The ATMs present easy to follow directions on the screen for performing a funds transfer.
- b. As necessary, the MWR Officer presents the checks to the disbursing office for deposit in the MWR fund chip account. Disbursing accepts the checks and executes the deposit to the MWR fund chip account via the “Funds Transfer to Chip” transaction screen. This transaction is detailed in paragraph 8.4.8.

5.6 Refunds

Refunds for items or services purchased from MWR using cash or check will be made using existing cash procedures. Refunds for items or services purchased with Navy Cash will be made as described in the following paragraphs. Navy Cash refunds will appear on reports as depicted in the example reports contained in paragraphs 5.12 and 7.8.5 of this SOP.

5.6.1 Individual Refunds

- a. The disbursing office performs individual refunds when given written authorization from the MWR Officer.
- b. The MWR Officer records the refund in accordance with existing procedures and provides the cardholder with a refund chit that describes the refund and the amount of money to refund. A sample Navy Cash Merchant Refund Log and Navy Cash Refund Chit are included in paragraphs 8.15.13 and 8.15.14.
- c. The cardholder takes the refund chit to the disbursing office. This should be done within two working days to minimize the frequency of unliquidated refunds.
- d. Disbursing selects the “Fund Transfer to Chip” screen, clicks on the “Individual Refunds” link in the funds transfer options window, and then selects either “Chip Purchase Refund” or “Miscellaneous Refund” as the funding source option. The system performs a funds

transfer from the MWR fund Navy Cash account to the chip on the cardholder's Navy Cash card. This transaction is detailed in paragraph 8.4.10.

5.6.2 Bulk Refunds

a. When a large number of cardholders need a refund, handling the refunds individually would be time consuming. For example, MWR may sell a significant number of tickets to a concert or sporting event or series of tours that must be cancelled at the last minute because of operational requirements or a change in the ship's schedule. Event processing allows a merchant to make sales collections for specific events, report transactions by event, and request a refund through the Disbursing Officer for everyone who purchased the event if a bulk refund should become necessary. Event maintenance allows the Disbursing Officer to establish and update event processing for any merchant on the ship.

b. To take advantage of bulk refunds and event maintenance for major event sales, such as tours and concerts, the MWR Officer must first coordinate with the Disbursing Officer to establish a unique event code for each event. This event code must then be entered into the K22 and the appropriate function key must be selected as a part of each sales transaction. The K22 can be programmed with up to three event codes for each of three merchants, with each event assigned to a different function key. When transactions are collected on a K22 that has been properly configured, the sales clerk will be able to indicate which event the cardholder is purchasing by selecting the appropriate function key. This event code information is then held in the database for reporting purposes and for a bulk refund if one should become necessary. See paragraphs 2.3.3, 2.3.9, 8.4.12, and 8.4.27 of this SOP for a description of event processing and bulk refunds.

c. When requested by the MWR Officer, the Disbursing Officer can initiate a bulk refund on the ship using the disbursing application (see paragraph 8.4.12.e). For each event refunded, the full purchase amount will be credited to each cardholder's strip (Navy/Marine Cash) account on the ship. This credit will be reflected ashore after the next en-of-day round trip is completed. The MWR Officer records the refund in accordance with existing procedures describing the refund and the amount of money refunded.

d. Visitor Cards. Purchases made with visitor cards, which do not have a strip (Navy / Marine Cash) account associated with them, must be refunded individually at the Navy Cash application (see paragraph 8.4.10 and the "Chip Purchase Refund" selecting a specific event).

e. Bulk Refund Exceptions Report. The bulk refund procedure will generate a Bulk Refund Exceptions Report for transactions that cannot be refunded, for example, purchases made with a visitor card or transactions that have already been refunded individually. Although the status of a bulk refund request may indicate "Processed Successfully", the Disbursing Officer and MWR Officer must review the Bulk Refund Exceptions Report to ensure that all transactions were refunded (see paragraph 8.4.12.e).

5.7 Purchases (MWR Expenses)

5.7.1 On Board Ship

The MWR Officer can use the MWR fund Navy Cash card (chip/e-purse) to purchase items in the same manner that individual crewmembers purchase items on board ship. The Navy Cash

card e-purse (chip) sets a maximum threshold of \$9,999.99 per purchase on board ship for merchant cards. This monetary limit prevents private messes, MWR, or other merchants, that have a bona fide need to make purchases of \$10,000 or larger, from using Navy Cash cards to make those purchases in a single payment. For example, a CV/CVN wardroom treasurer pays a monthly food invoice to the general mess that can be as much as \$30,000. In these situations, the MWR Officer can elect to make more than one payment with the MWR Navy Cash merchant card or simply pay by check.

5.7.2 Ashore

The MWR Officer can use the MWR fund Navy Cash card debit function (magnetic strip) to purchase items at 32 million locations worldwide.

5.8 Transfer MWR Funds between Checking Account And Navy Cash Account

5.8.1 On Board Ship

Easy to follow directions are presented on the screen of the cashless ATM machines (K80) located on the ship.

5.8.2 Ashore

Contact the Navy Cash Customer Service Center at the toll free number listed in Chapter 1 of this SOP.

5.9 End-of-Business Day Procedure

- a. MWR business is secured at the end of the business day.
- b. The MWR Officer downloads the K22 to the Navy Cash server following the procedures in Chapter 2 of this SOP.
- c. The Navy Cash system records the sales transactions.
- d. The MWR Officer logs off the Navy Cash system.
- e. The disbursing office initiates Navy Cash EOD processing.
- f. As a part of the EOD processing ashore, funds are transferred to and from the MWR Navy Cash account as necessary.
- g. Actual deposits to the MWR bank or credit union account ashore are made on either a daily or a weekly basis as explained in paragraph 5.3.d of this SOP.
- h. Each day, the MWR Officer should review the daily Navy Cash Merchant Sales Summary Report for accuracy (see paragraph 5.12.1 of this SOP for a sample report). The Merchant Sales Summary Report can be generated at the Navy Cash workstation in the disbursing office by entering the correct start and end dates in the "View Reports" link in the Navy Cash application (see paragraph 8.4.22). *In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).*
- i. The MWR Officer should also obtain a copy of the MWR Daily Transaction Detail Report for reconciliation and management purposes. As a result of successful processing of the

EOD batch and completion of the round trip between ship and shore, a series of Navy Cash reports are sent to the ship from the shore side. These shore reports are generated automatically, and, when they are received, the Navy Cash system places them into a shore reports directory by date, with one sub-directory for each report date. The Daily Transaction Detail Report can be printed at the disbursing office. An example of the report is contained in paragraph 5.12.3 of this SOP.

j. The MWR Officer validates that the sales total less refunds for the day equals the sales total reported on the Daily Transaction Detail report. This step compares (electronic) cash collected (the sales value from the Navy Cash report) to the daily sales receipts to determine that there is no discrepancy. If both numbers match, there is no discrepancy.

k. If the numbers do not match, an error has occurred that must be investigated and resolved. At this point, the investigation would be conducted with the same procedures used prior to the implementation of Navy Cash. Records must be reviewed to determine if a sale was not properly receipted or an incorrect sales amount was deducted from a Navy Cash card. To facilitate the investigation, the more detailed Non-Vending Sales Report, MSO Summary Report, and MSO Detail Report can be generated on the ship much like the Merchant Sales Summary Report (see paragraph 5.9.h above). If the Navy Cash EOD process and round trip have already been completed, the MWR Daily Transaction Detail Report can also be retrieved from the shore reports directory (see paragraph 8.4.21.n) on the Navy Cash workstation (see paragraph 5.12.3 for a sample report) to assist in the investigation.

l. Navy Cash also produces a Monthly Transaction Detail Report. An example of this report is in paragraph 5.12.4.

m. Merchant Settlement Reports. Merchant settlement reports list all Navy Cash deposits made to the specified bank or credit checking account or merchant Navy Cash (strip) account and can be used to assist in reconciling the account. These shore reports are generated automatically at the completion of each EOD round trip and placed into a shore reports directory by date (see paragraph 8.4.21.n). A sample report is contained in paragraph 5.12.5.

5.10 Distribution of Ship's Store Profits to MWR

- a. There is no change to the existing procedure for distribution of ship's store profits.
- b. In accordance with existing procedures, the Disbursing Officer issues a check payable to the ship's MWR fund to the MWR Officer.
- c. The MWR Officer can use the same procedure outlined in paragraph 5.5.2.a or 5.5.2.b when depositing a Ship's Store profit check.

5.11 Contingency Operations

1. Short-Term Outage.

a. The K22 in MWR operates in the normal mode and is connected to the Navy Cash server through the ship's LAN. If connectivity to the server is expected to be a problem, an operator should remain logged on to the K22 at the end of the day so that Navy Cash payments can be processed offline the next day even if connectivity is not available. A K22 in normal mode operating offline can store about 741 transactions before it is full and can no longer process transactions.

b. When connectivity to the Navy Cash server is restored, sales receipts stored on the K22 are forwarded automatically to the Navy Cash server. This download starts when the LAN connection to the server is made and the asterisk symbol on the K22 screen disappears, usually within a minute. The “!” symbol on the K22 screen remains displayed until all transactions have been downloaded to the server.

2. Localized Network Outage.

a. The K22 must be online to the Navy Cash server through the ship’s LAN for an operator to log on. If the network is down at the beginning of the day, the operator will not be able to log on to the system to conduct business. However, if the outage is localized to the area of MWR, an operator can go to the disbursing office and sign out a spare K22 to use in the portable mode.

b. Operator Log-On. The operator can log on to the portable K22 (and the merchant can be set to MWR) at any operating K22 network connection point or download box (in the disbursing office, general mess, post office, or other locations set up during the Navy Cash installation). The operator disconnects the K22 device currently in operation (if any) and connects the portable K22. Once connected, the offline log-on procedure is the same as the online procedure. After log-on is complete, the operator can disconnect the data cable and proceed to operate the K22 in the offline mode. If a K22 was disconnected to permit the log-on, it should be reconnected at this time. The operator should make sure that the portable K22 has fresh batteries and that additional batteries are readily available.

c. Download Sales Transactions. If the network outage is localized, the sales receipts stored on the portable K22 can be downloaded at the end of each day at one of the K22 connection points or download boxes as described in paragraph (b) above.

3. Long-Term Outage. In the unlikely event that connectivity to the Navy Cash server is down for a lengthy period of time (days, weeks), MWR can, with the authorization of the Commanding Officer, revert to accepting cash and/or check, following the same procedures used prior to implementing Navy Cash.

5.12 MWR Reports (examples)

In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).

5.12.1 Daily Merchant Sales Summary Report

Run Date: 05/17/2005 Run Time: 17:08:16
 Report Name: NC_133
 Start Date: 05/16/2005 End Date:: 05/17/2005
 Merchant Sales

Merchant Name	Merchant ID	Total Amount	Transaction Count
-----	-----	-----	-----
GENERAL MESS - FOOD	800000003675	101.25	27
GENERAL MESS - SURCHARGES	800000003677	45.00	20
NAVY DISBURSING	800000003693	150.50	6
POST OFFICE - STAMPS	800000003695	11.10	6
POST OFFICE - MONEY ORDERS	800000003697	611.22	5
POST OFFICE - METERED MAIL	800000003699	150.00	10
SHIP STORE #1	800000003701	1120.35	110
NAVY MWR	800000003705	90.00	6
VENDING STORE ITEMS	VMCAND0000000001	10.60	20
VENDING STORE ITEMS	VMCAND0000000001	40.00	80
VENDING SODA	VMCAND0000000001	45.50	91
VENDING SODA	VMCAND0000000001	26.50	53
VENDING SODA	VMCAND0000000001	85.00	170
VENDING SODA	VMCAND0000000001	24.00	48
-----	-----	-----	-----

5.12.2 Monthly Merchant Sales Summary Report

Run Date: 05/31/2005 Run Time: 19:07:33
 Report Name: NC_133
 Start Date: 05/01/2005 End Date:: 05/31/2005
 Merchant Sales

Merchant Name	Merchant ID	Total Amount	Transaction Count
-----	-----	-----	-----
GENERAL MESS - FOOD	800000003675	345.00	92
GENERAL MESS - SURCHARGES	800000003677	117.00	52
VENDING SODA	800000003691	240.00	1
NAVY DISBURSING	800000003693	-19922.57	183
POST OFFICE - STAMPS	800000003695	35.49	13
POST OFFICE - MONEY ORDERS	800000003697	4200.00	36
POST OFFICE - METERED MAIL	800000003699	2250.00	150
SHIP STORE #1	800000003701	36610.47	3242
NAVY MWR	800000003705	2773.00	178
VENDING STORE ITEMS	VMCAND00000000001	202.20	530
VENDING STORE ITEMS	VMCAND00000000001	932.10	2300
VENDING SODA	VMCAND00000000001	1340.00	2690
VENDING SODA	VMCAND00000000001	793.50	1587
VENDING SODA	VMCAND00000000001	2475.50	4951
VENDING SODA	VMCAND00000000001	725.50	1451
-----	-----	-----	-----

5.12.3 Daily Transaction Detail Report

Run Date:08/29/2001
Run Time:17:08:14
Report Name:TRAN_MWR_D

Navy Cash
Daily Transaction Detail Report - MWR
Location: USS NEVERSAIL
Date: 08/28/2001 22:04:31 To 08/29/2001 22:01:54 Batch Id: R12345_323

Last Name	First Name	Account #	Transaction Date	Value
-----	-----	-----	-----	-----
Barr	Robert	80000000000023	08/28/2001	\$100.00
Delaney	Sally	80000000000031	08/28/2001	\$150.00
Josh	Jim	80000000000004	08/28/2001	\$5.00
Michael	Fred	80000000000046	08/28/2001	\$10.00
Saylor	Rebecca	80000000000049	08/28/2001	\$2.00
MWR Refunds			08/28/2001	\$-1.50
*****	*****	*****	*****	-----
Total Transactions				\$265.50

*** End of the Report ***

5.12.4 Monthly Transaction Detail Report

Run Date:08/31/2001
Run Time:19:07:06
Report Name:TRAN_MWR_M

Navy Cash
Monthly Transaction Detail Report - MWR
Location: USS NEVERSAIL
Date: 08/01/2001-20:01:36 To 08/31/2001-22:20:37

Last Name Value	First Name	Account #	Transaction Date	
-----	-----	-----	-----	

Antioch	Galen	8000000000107	08/12/2001	\$9.25
Barr	Robert	8000000000023	08/28/2001	\$100.00
Delaney	Sally	8000000000031	08/28/2001	\$150.00
Josh	Jim	8000000000004	08/28/2001	\$5.00
Michael	Fred	8000000000046	08/28/2001	\$10.00
Saylor	Rebecca	8000000000049	08/28/2001	\$2.00
Shaul	Don	8000000000146	08/04/2001	\$7.50
USS NEVERSAIL Visitor		8000000001239	08/09/2001	\$5.00
Wentzel	Laura	8000000021099	08/19/2001	\$75.00
MWR Refunds				\$-7.50
*****	*****	*****	*****	-----
Total Transactions				\$356.25

*** End of the Report ***

5.12.5 Merchant Settlement Report

Run Date: 12/09/2004
 Run Time: 00:08:42
 Report name: TRAN_Ship_Merchant_Settle_D
 Page: 1

Navy Cash
 Daily Transaction Detail Report - Merchant Settlement
 Location: USS NEVERSAIL
 Date: 12/08/2004 00:12:52 To 12/09/2004 03:43:22

 Merchant: MWR 800000026283
 Settlement Date: 08-DEC-04
 Settlement Type: NAVY CASH

Batch	Date	Amount	C
R21452_1022	11/30/04 23:01	\$255.55	
R21452_1023	12/01/04 21:13	\$30.00	
R21452_1027	12/07/04 10:19	\$338.95	
R21452_1028	12/08/04 00:07	\$196.80	
R21452_1029	12/08/04 07:56	\$263.85	
Settlement Total		\$1,085.15	

Merchant MWR 800000026283 Total: \$1,085.15

* C = Correction Transactions.

***** End of the Report *****

Chapter 6

Post Office

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6.1 Background

This chapter of the SOP describes Navy Cash procedures for selected operations in the ship's post office.

NOTES:

1. *Navy Cash does not affect non-monetary postal procedures, which will continue to have their full force and effect. Neither does Navy Cash eliminate the need for maintaining existing money-handling procedures for contingency operations in the unlikely event that Navy Cash experiences a catastrophic failure and ceases to function.*
2. *The term Postal Officer used throughout this SOP refers to the Postal Officer and individuals that have been properly authorized and appointed as his/her agents.*
3. *In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).*

6.2 Planned Maintenance System

Preventive maintenance for the Navy Cash Financial System is covered through the Planned Maintenance System (PMS). PMS information for Navy Cash is available from the ship's Maintenance and Material Management (3-M) Coordinator. Maintenance Index Page (MIP) number 6541/080-14 applies to Navy Cash. In particular, proper cleaning of the card readers can significantly reduce the incidence of card readers failing to read the Navy Cash card.

6.3 Establishing the Post Office as a Navy Cash Merchant

- a. The ship's post office is established as a Navy Cash merchant as a part of the process of implementing Navy Cash on board the ship. The post office is actually set up with three merchants in order to track and report on stamps, money orders, and metered mail separately.
- b. The Treasury Financial Agent, JPMorgan Chase Bank, N.A., and the NAVSUP Postal Policy Division will work with the United States Postal Service (USPS) Postal Financial Officer to set up the appropriate bank account number for the settlement account for postal transactions.

6.4 Sales

- a. The K22 Point-Of-Sale (POS) device is the card reader and keypad device used to register sales transactions in Navy Cash. Depending on the size of the ship, one or more K22s are permanently installed in the post office and operate in an online mode. If necessary, the Disbursing Officer can configure and issue a K22 to the Postal Officer to operate in an offline, portable mode.
- b. The three function keys on K22 POS devices in the post office are configured with the three separate Navy Cash merchant accounts in order to report specifically on Postage Sales (F1), Money Order Sales (F2), and Meter Sales (F3). See Chapter 2 for instructions on operating the K22.
- c. The sales procedure is performed in accordance with paragraph 2.3.1.b of the K22 operation section of this SOP.

- d. All USPS Postal Money Orders will be cashed at the disbursing office.

6.5 Sale of USPS Stamps to Ship's Store

Navy post offices are authorized to sell USPS stamp booklets to the Sales Officer, or designated representative, for sale in the ship's store. Sale of single stamps is not authorized. The Sales Officer will purchase the stamps using the ship's store Navy Cash merchant card. Procedures for the purchase and sale of stamps by the ship's store operation are included in NAVSUP P487, paragraph 3400 and in Appendix M.

6.6 Refunds

When a customer is eligible for a refund, PS Form 3533 is filled out in accordance with Domestic Mail Manual (DMM) section 604.10.0 and sent to Postmaster New York or Postmaster San Francisco, as appropriate, who actually issues the refund to the member.

6.7 End-of-Business-Day Procedures

Flexible Credit Operations

- a. The post office business is secured at the end of the business day.
- b. All military postal clerks log-off the system.
- c. The Disbursing Officer initiates Navy Cash end of day processing.
- d. The military postal clerk prepares PS Form 1412 by completing AICs 090, 096, 100, 101, 109, 353, 400, 553, 680, 800, 840, 841, 845, 848, 851, 852, and 853, as applicable. Money orders issued will be recorded on the reverse of PS Form 1412 (see paragraph 6.11.1 for an example of PS Form 1412). PS Form 1412s will be filed onboard for four years.
- e. After all clerk disks have been consolidated on the supervisor disk, the COPE must select option #4, Adjust Unit AIC, on the consolidate menu. The COPE must then check AIC 751, or 752 if this AIC is being used, and enter the dollar amount shown under AIC 751 (or 752) in AIC 680, Cash Remitted–EFT. The amount must be exact. By entering the amount in AIC 680, the amount in AIC 751 (or 752) will be brought to zero.
- f. The Postal Officer compares the totals for stamp, Postage Validation Imprinter (PVI), and money order sales reported on PS Form 1412 to the total amounts collected and reported for the Post Office on the Merchant Sales Summary Report to determine if they match (see paragraph 6.11.2 for an example of a Merchant Sales Summary Report). If both reports match, there is no discrepancy. The Merchant Sales Summary Report can be generated at any time by selecting the “View Reports” link in the Navy Cash application, clicking on “Merchant Sales Summary” in the “Application Reports” window, filling in the start and end dates for the inclusive period, and clicking on the “Generate” button. The Disbursing Officer will provide copies of these reports to the post office for filing. A copy of the Merchant Sales Summary Report must be attached to and filed with the corresponding unit PS Form 1412.
- g. The post office may contact the disbursing office at any time during the business day to generate a Merchant Sales Summary Report. The post office can use this report to verify that the total transactions for the current business day are correct by comparing the report against the clerk or unit preliminary tape (printed PS Form 1412).

h. If the reports do not match, an error has occurred that must be investigated and resolved. At this point, the investigation would be conducted with the same procedures used prior to the implementation of Navy Cash. Records must be reviewed to determine if a sale was not properly receipted or an incorrect sales amount was deducted from a Navy Cash card. The more detailed Merchant Sales by Operator (MSO) Detail Report for the day in question can be requested from the disbursing office to research discrepancies and facilitate the investigation. All discrepancies must be corrected before the PS Form 1412 is submitted to USPS. Two possible scenarios for account shortages with procedures for corrective action follow:

(1) Scenario 1 — Window Clerk Is Short. In this case, “short” means that the stamps close (AIC 853) is greater than the actual amount of clerk stamp stock audited on a quarterly/monthly/daily audit. Corrective Action: The responsible window clerk can correct this account shortage by inserting his/her personal Navy Cash card in the K22 and entering the amount of the shortage as a sales transaction. The clerk will then log on to his/her IRT disk, press the "postage sales" key, and enter the same amount (the shortage amount) he/she entered on the K22. This amount will show as a postage sale on the PS 1412; however, since the clerk did not take that stamp stock out of his/her account, this sale would then bring him/her back in balance. A separate report to the Military Postal Service Agency (MPSA) or USPS is not required, but a note should be made in the "Notes, etc." section of the OPNAV Form 5112/2 to document the transaction.

(2) Scenario 2 — Window Clerk Is Short. In this case, “short” means that the cash remitted (AIC 752) on the daily 1412 does not equal the amount reported on the daily Navy Cash transaction report for the daily remittance. Corrective Action 1: If the shortage is found before unit consolidation, the responsible clerk can correct this account shortage by inserting his/her personal Navy Cash card in the K22 and entering the amount of the shortage as a sales transaction. This sale will bring both reports in balance. Corrective Action 2: If the shortage is found after submission of the unit 1412, the responsible clerk will log on to his/her IRT disk on the next business day and enter the shortage amount in financial differences overage (AIC 247). The clerk will then insert his/her personal Navy Cash card in the K22 and enter the shortage amount as a sales transaction. Entering the shortage amount in AIC 247 informs the USPS that there is an overage being submitted, and it does not affect the unit 1412 balances. The USPS will then credit this overage to the previous business day’s shortage remittance.

i. The Custodian of Postal Effects (COPE) uploads the unit 1412 data using the RCU disk via the Automated Military Postal System (AMPS) website in accordance with existing procedures. To set up the computer to upload the RCU data:

- (1) Ensure RCU disk is consolidated for the normal end-of-day transmission.
- (2) Log onto the AMPS website.
- (3) Insert the IRT RCU disk into the floppy disk drive.
- (4) Click on the Finance Tab, and then click on “RCU Disk Upload” on the left side of the screen.
- (5) Click on ZIPRCU. Note: If Windows NT or 98 is used, click the “Open” button on the “File Download” box. If Windows 2000 is used, click on “Run This Program from Its Present Location” and then click the “OK” button.

- (6) Wait for the process to finish, and then click the “Browse” button.
- (7) Select “3½ Floppy (A)” from drop-down in “Look in:” on “Choose File” box.
- (8) Select file “IRT_RCU.zip”.
- (9) Click “Open” button on “Choose File” box.
- (10) Click “Submit” button.

(11) A screen should appear indicating successful transmission. Print this page, stamp it with the All Purpose Date Stamp (APDS), and file it with your daily business records.

j. A copy of the Merchant Sales Summary Report will be attached to a copy of the corresponding PS Form 1412. The PS 1412 and the Merchant Sales Summary Report must be kept on file for four years.

k. During monthly audits, the Monies Audits Board must account for the copies of the PS Form 1412s and the Merchant Sales Summary Reports. Audits will be conducted in accordance with Chapter 3 of NAVSUP INST 5119.1.

l. Auditing Officers should, in conjunction with accounting for the amounts in AIC 853 and 840, check AIC 680, Cash Remitted–EFT, to ensure the total matches the amount of money sent electronically to the Treasury Financial Agent, JPMorgan Chase, as delineated on the Navy Cash Merchant Sales Summary Report for the post office. The Merchant Sales Summary Report, which reflects post office sales (the total of Postage Sales (090), Money Order Sales (100), Money Order Fees (101), and Postage Validation Imprinter Sales (109)), must equal the total amount in AIC 400 (Cash Required) on the Custodian of Postal Effects’ (COPE’s) Unit PS 1412 Report. If a discrepancy is found, check to see if the military postal clerk entered daily business information correctly in the K-22 card reader. Postage Sales (F1), Money Order Sales (F2), and Meter Sales (F3) should be listed separately on the K-22.

m. Merchant Settlement Reports. Merchant settlement reports list all Navy Cash deposits made to the bank account specified by USPS and can be used to assist in reconciling the account. These shore reports are generated automatically at the completion of each end-of-day round trip and placed into a shore reports directory by date (see paragraph 8.4.21.n). A sample report is contained in paragraph 6.11.4. In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).

6.8 End of Quarter Procedures

All financial data from the PS Form 1412 must be reported on the quarterly Postal Accounting Report System (PARS) in accordance with existing procedures and sent to the appropriate Fleet Postal Officer as an attachment to an e-mail.

6.9 Contingency Operations

a. Short-Term Outage.

(1) The K22 POS terminal in post office normally operates in the normal mode and is connected online to the Navy Cash server through the ship’s LAN. If connectivity to the server is expected to be a problem, an operator should remain logged on to the K22 at the end of the day so that Navy Cash payments can be processed offline the next day even if connectivity is not

available. A K22 in normal mode operating offline can store about 741 transactions before it is full and can no longer process transactions (see Chapter 2 for offline K22 operation instructions).

(2) When connectivity to the Navy Cash server is restored, sales receipts stored on the K22 are forwarded automatically to the Navy Cash server. This download starts when the LAN connection to the server is made and the asterisk symbol on the K22 screen disappears, usually within a minute. The “!” symbol on the K22 screen remains displayed until all transactions have been downloaded to the server.

b. Localized Network Outage.

(1) The K22 must be online to the Navy Cash server through the ship’s LAN for an operator to log on. If the network is down at the beginning of the day, the operator will not be able to log on to the system to conduct business. However, if the outage is localized to the area of MWR, the Postal Officer or Custodian of Postal Effects (COPE) can go to the disbursing office and sign out a spare K22 to use in the offline portable mode.

(2) Operator Log-On. The operator can log on to the portable K22 (and the merchants can be set to post office stamps, money orders, and metered mail) at any operating K22 network connection point or download box (in the disbursing office, general mess, or other locations set up during the Navy Cash installation). The operator disconnects the K22 device currently in operation (if any) and connects the portable K22. Once connected, the offline log-on procedure is the same as the online procedure. After log-on is complete, the operator can disconnect the data cable and proceed to operate the K22 in the offline mode. If a K22 was disconnected to permit the log-on, it should be reconnected at this time. The operator should make sure that the portable K22 has fresh batteries and that additional batteries are readily available.

(3) Download Sales Transactions. If the network outage is localized, the sales receipts stored on the portable K22 can be downloaded at the end of each day at one of the K22 connection points or download boxes as described in paragraph (2) above.

c. Long-Term Outage. In the unlikely event that connectivity to the Navy Cash server is down for a lengthy period of time (days, weeks), the post office can, with the authorization of the Commanding Officer, revert to accepting cash, following the same procedures used prior to implementing Navy Cash.

6.10 Official Mail Service

a. In accordance with the DoD Official Mail Manual 4525.8-M, C2.7.1.2, use of a credit card is authorized to pay for postal services. On Navy Cash ships, the ship’s Official Mail Manager (OMM) is authorized to use a Navy Cash visitor card to pay for postage and postal services when processing official mail.

b. After each transaction, a receipt shall be provided to the OMM for the total amount of postage and postal services purchased. Procedures for the use of a Navy Cash visitor card in processing official mail are included in Appendix N.

6.11 Post Office Forms and Reports (Examples)

6.11.1 PS Form 1412

US POSTAL SERVICE							
DAILY FINANCIAL REPORT					23-05		
Station or Unit	USS NEVERSAIL		SFA No	9876	Stamp Accountability	AIC	\$ Amount
I certify this is a true statement and the accountability consigned to me is as shown on this form.			Opening Balance		840	\$ 10,000.00	
Signature		Date		Stock Received (+)	841		
PC2 Pastrana, Milagritos		17-May-05		Subtotal	845	\$ 10,000.00	
Receipts				Stamped Envelope Discount (-)	846		
Description	AIC	\$ Amount		Stock Returned (-)	848		
Postage Sales	090	\$ 11.10		Subtotal	851	\$ 10,000.00	
Bird Stamp Sales	091			Total Sales (-)	852	\$ 11.10	
Philatelic Product Sales	092	\$ -		Closing Balance	853	\$ 9,988.90	
Vending Sales	096	\$ -		Disbursements			
Domestic	Value	100	\$ 609.97	Description	AIC	\$ Amount	
Money Orders	Fee	101	\$ 1.25	PS 3533	553		
Postage Validation Imprinter		109	\$ 150.00	NO FEE MONEY ORDER	586	\$ -	
Vending Overages		175					
Overage - Flexible Credit		57					
Shortage Flexible Credit		767		Adjustment for Previous Overage			
Adjustment for Previous Shortage				Cash Remitted-EFT	680	\$ 772.32	
Cash Retained for Previous Report		353	\$ -	Cash Retained Today	753	\$ -	
Cash Required		400	\$ 772.32	Cash Accounted For	800	\$ 772.32	

PS Form 1412-B, June 1992

Front of PS Form 1412

DAILY MONEY ORDERS

<u>MO SER NUM USED</u>	<u>MO ISSUED</u>	<u>FEES</u>	<u>MO SER NUM USED</u>	<u>MO ISSUED</u>	<u>FEES</u>
1234567890	\$100.00	0.25	1234567791	\$200.00	0.25
1234567891	\$100.00	0.25	1234567792	\$130.72	0.25
1234567892	\$79.25	0.25			
TOTAL MO ISS/FEES	\$279.25	\$ 0.75	TOTAL MO ISS/FEES	\$330.72	\$ 0.50
GT MO ISS/FEES	\$609.97	\$ 1.25	Paid MO:		\$ -
NO FEES		\$ -			\$ -
TOTAL DEBIT/CREDIT	\$ 611.22				\$ -
					\$ -

Back of PS Form 1412

6.11.2 Daily Report

In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).

Run Date: 05/17/2005 Run Time: 17:08:16
 Report Name: NC_133
 Start Date: 05/16/2005 End Date:: 05/17/2005
 Merchant Sales

Merchant Name	Merchant ID	Total Amount	Transaction Count
-----	-----	-----	-----
WARDROOM MESS - FOOD	800000003675	102.75	3
WARDROOM MESS - DUES	800000003677	28.50	2
NAVY DISBURSING	800000003693	150.50	6
POST OFFICE - STAMPS	800000003695	11.10	6
POST OFFICE - MONEY ORDERS	800000003697	611.22	5
POST OFFICE - METERED MAIL	800000003699	150.00	10
SHIP STORE #1	800000003701	1120.35	110
NAVY MWR	800000003705	90.00	6
VENDING STORE ITEMS	VMCAND0000000001	10.60	20
VENDING STORE ITEMS	VMCAND0000000001	40.00	80
VENDING SODA	VMCAND0000000001	45.50	91
VENDING SODA	VMCAND0000000001	26.50	53
VENDING SODA	VMCAND0000000001	85.00	170
VENDING SODA	VMCAND0000000001	24.00	48
-----	-----	-----	-----

6.11.3 Monthly Report

Run Date: 05/31/2005

Run Time: 19:07:33

Report Name: NC_133

Start Date: 05/01/2005

End Date:: 05/31/2005

Merchant Sales

Merchant Name	Merchant ID	Total Amount	Transaction Count
WARDROOM MESS - FOOD	800000003675	3082.37	92
WARDROOM MESS - DUES	800000003677	915.00	40
VENDING SODA	800000003691	240.00	1
NAVY DISBURSING	800000003693	-19922.57	183
POST OFFICE - STAMPS	800000003695	35.49	13
POST OFFICE - MONEY ORDERS	800000003697	4200.00	36
POST OFFICE - METERED MAIL	800000003699	2250.00	150
SHIP STORE #1	800000003701	36610.47	3242
NAVY MWR	800000003705	2773.00	178
VENDING STORE ITEMS	VMCAND000000000001	202.20	530
VENDING STORE ITEMS	VMCAND000000000001	932.10	2300
VENDING SODA	VMCAND000000000001	1340.00	2690
VENDING SODA	VMCAND000000000001	793.50	1587
VENDING SODA	VMCAND000000000001	2475.50	4951
VENDING SODA	VMCAND000000000001	725.50	1451

6.11.4 Merchant Settlement Report

Run Date: 05/18/2005
 Run Time: 00:08:42
 Report name: TRAN_Ship_Merchant_Settle_D
 Page: 1

Navy Cash
 Daily Transaction Detail Report - Merchant Settlement
 Location: USS NEVERSAIL
 Date: 05/16/2005 00:12:52 To 05/17/2005 03:43:22

 Merchant: POST OFFICE 800000026283
 Settlement Date: 17-MAY-05
 Settlement Type: NAVY CASH

Batch	Date	Amount	C
R21452_1022	05/17/05 03:20	\$772.32	-
Settlement Total		\$772.32	

Merchant POST OFFICE 800000026283 Total: \$772.32

* C = Correction Transactions.

***** End of the Report *****

Chapter 7

Ship's Store

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7.1 Background

This chapter describes procedures for Navy Cash operations in the ship's store:

NOTES:

1. *Purpose. The purpose of this SOP is to provide guidance for use of the Navy Cash card for purchases in the ship's store and vending machines. It is provided as an addendum to existing policy and procedures outlined in NAVSUP P487.*
2. *Authorized Users. Ship's personnel, official visitors, and any other authorized visitors who have been issued a Navy Cash card.*
3. *General. In the ship's store, the Navy Cash K22Point-Of-Sale (POS) card reader can be operated either attached to the Resale Operations Management (ROM) II cash register or separate from the ROM II cash register. In the vending machines, the Navy Cash Card Access Device (also know as Card Accepting Device) (CAD) replaces the bill validator. The K22 and the CAD enable customers to purchase merchandise using an electronic purse (chip) on a Navy Cash card with the same, if not more, convenience than cash. Value is subtracted from the customer's card through the K22 and CAD reader/collection devices, and receipts from sales are automatically transmitted to the Navy Cash server at the time of sale. At the end of each business day, these receipts are forwarded electronically to the Treasury Financial Agent, JPMorgan Chase (JPMC). Then, at the end of the month, these receipts from sales are posted to the appropriate lines of accounting. The Navy Cash system produces reports (see paragraph 7.8 of this SOP for sample reports) and transaction journals to assist with balancing the sales operations.*
4. *Exceptions. At the discretion of the Commanding Officer, cash may be accepted for special evolutions at the ship's store and vending machines. (e.g., visitors, tour groups, personnel riding the ship for less than 24 hours). S-3 personnel will follow the procedures outlined in NAVSUP P487. Cash sales should be the exception to accommodate visitors who are only going to be on the ship for a short time. Generally, members of ship's company should not be allowed to use cash on board the ship.*
5. *In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).*

7.2 Planned Maintenance System

Preventive maintenance for the Navy Cash Financial System is covered through the Planned Maintenance System (PMS). PMS information for Navy Cash is available from the ship's Maintenance and Material Management (3-M) Coordinator. Maintenance Index Page (MIP) number 6541/080-14 applies to Navy Cash. In particular, proper cleaning of the card readers can significantly reduce the incidence of card readers failing to read the Navy Cash card.

7.3 Retail Sales

7.3.1 ROM II Integrated with Navy Cash—K22 Attached to Cash Register

a. ROM II Cash Register

(1) The ship's store operator receives a till assignment diskette from the designated assistant in the back office in accordance with the ROM II User's Guide. A Navy Cash operator ID must first be established in the Navy Cash application for each ship's store operator (see paragraph 8.4.25, Operator ID Maintenance). The Disbursing Officer then provides the Operator ID information to the Sales Officer, and the Sales Officer or designated assistant enters the information by operator into the ROM II back office. *When ROM II and Navy Cash are integrated, the ROM II and Navy Cash operator IDs must match for sales receipts to be reported properly. To ensure this occurs, when configuring the K22 that will be attached to the ROM II cash register, "Enforce User Logon" must be set to "Force Operator Logon" (see paragraph 2.3.8.a and Appendixes B and C). This setting prevents Navy Cash sales in the ship's store unless a successful operator logon occurs.*

(2) The ship's store operator inserts the till assignment diskette into the Electronic Point-Of-Sale (EPOS) cash register and uploads the data. The operator then logs into the EPOS system following the instructions in the ROM II User's Guide and starts conducting the business of the day.

b. K22 Point-of-Sale (POS) Card Reader

(1) Turn on the K22. The ship's store operator boots up the K22 card reader. The K22 must be turned on for all transactions including log-on and log-off. See Chapter 2 for detailed K22 operating instructions.

(2) Log on the K22. The cash register must be online to the Navy Cash server for the operator to log on the K22. When the K22 is turned on, the operator log-on screen is displayed. The ship's store operator logs on to the cash register in accordance with the ROM II User's Guide and NAVSUP P487. The Navy Cash proxy application on the cash register handles the operator's log on to the K22 through the Navy Cash server. ROM II and Navy Cash operator IDs must match

(3) Log off the K22. The cash register must be online to the Navy Cash server for the operator to log off the K22. The ship's store operator logs off the cash register in accordance with the ROM II User's Guide and NAVSUP P487. The cash register's software handles the operator's log off from the K22 through the Navy Cash server.

(4) Connectivity Problems. With ROM II integrated with Navy Cash, the K22 operates in the proxy mode and is connected to the ship's Local Area Network (LAN) and the Navy Cash server through the ROM II cash register. The cash register must be online to the Navy Cash server to process sales transactions. If connectivity to the server is expected to be a problem, for example, the ship's LAN is experiencing problems or the Navy Cash server is down, a backup K22 in normal mode with the merchant set to ship's store and a ship's store operator already logged on must be available in order to be able to process sales transactions offline in the event that connectivity to the Navy Cash server is not available (see paragraph 7.7.2).

c. Navy Cash Procedures

To properly complete a Navy Cash transaction at the register, perform the following steps.

- (1) At time of sale, the operator scans all items through the cash register. After all items have been scanned, the operator presses the “END” button on the keyboard. The “CASH PAYMENT FORM” screen appears, and the operator selects the type of tender that will be accepted. For Navy Cash transactions, the type of tender is “Navy Cash”. The total transaction amount is displayed at the ROM II cash register and the K22 card reader.
- (2) The customer inserts his/her Navy Cash card into the K22 card reader, enters the PIN number, and then presses the OK button.
- (3) If there is sufficient value on the card, the K22 card reader authorizes the transaction and allows the customer to verify the transaction amount. When the customer presses the OK button to verify the transaction amount, the K22 card reader subtracts the total amount of the sale from the e-purse. The K22 card reader sends the approval code to the cash register to total out the sale. After each transaction, the ROM II cash register prints out a receipt for the customer. (The cash register automatically requests verification that the transaction was approved or canceled.)
- (4) The customer removes his or her card.
- (5) All completed transactions are forwarded automatically to the Navy Cash server at the time of sale. The Disbursing Officer can print daily reports for the ship’s store office. The Sales Officer has the capability to print ROM II daily reports from the ship’s store office to compare with the Navy Cash reports received from the disbursing office.

d. Transactions Not Approved

- (1) If a transaction is not approved by the K22 card reader, e.g., due to non-sufficient funds on the customer’s Navy Cash card, the operator follows the procedures stated in the ROM II User’s Guide under Point of Sale procedures to discontinue the sale. (If a transaction is canceled or there is an error, the K22 card reader sends a message to the cash register saying so. The cash register receives this message when it requests approval or cancellation of a transaction. If there is a cancellation or a timeout, the transaction is automatically canceled, and ROM II returns to the main screen.)
- (2) The ship’s store operator should direct the customer to the disbursing office for further guidance if the customer has any questions about the Navy Cash card.

7.3.2 ROM II Not Integrated with Navy Cash—K22 Not Attached to Cash Register

a. ROM II Cash Register

- (1) The ship’s store operator receives a till assignment diskette from the designated assistant in the back office in accordance with the ROM II User’s Guide. (A Navy Cash operator ID must first be established in the Navy Cash application for each ship’s store operator (see paragraph 8.4.25, Operator ID Maintenance. The Disbursing Officer then provides the ID information to the Sales Officer, and the Sales Officer or designated assistant enters the information by operator into the ROM II back office.)

(2) The ship's store operator inserts the till assignment diskette into the Electronic Point-Of-Sale (EPOS) cash register and uploads the data. The operator then logs into the EPOS system following the instructions in the ROM II User's Guide and starts conducting the business of the day.

b. K22 Point-of-Sale (POS) Card Reader

(1) Turn On the K22. The ship's store operator boots up the K22 card reader. The K22 must be turned on for all transactions including log-on and log-off. See Chapter 2 for detailed K22 operating instructions.

(2) Log on the K22. The K22 must be on line to the Navy Cash server for the operator to log on. The K22 is turned on by pressing the "OK" key. The operator log-on screen is displayed, and the ship's store operator enters his or her operator ID number into the K22. The K22 displays a wait screen while processing, and returns to the normal screen when the log-on is accepted.

(3) Log off the K22. The K22 must be on line to the Navy Cash server for the operator to log off. The ship's store operator presses the "Off/Cancel" key and presses the "OK" key to confirm log off is desired. At the end of the day, the ship's store transactions for the day are processed automatically through the Navy Cash server.

(4) Connectivity Problems. With ROM II and Navy Cash not integrated, the K22 operates in the normal mode and is connected to the Navy Cash server directly through the ship's LAN. If connectivity to the server is expected to be a problem, for example, the ship's LAN is experiencing problems or the Navy Cash server is down, an operator should remain logged on to the K22 at the end of the day so that sales transactions can be processed offline the next day even if connectivity to the Navy Cash server is not available.

c. Navy Cash Procedures

To properly complete a Navy Cash transaction at the register, perform the following steps.

(1) At time of sale, the operator scans all items through the cash register. After all items have been scanned, the operator presses the "END" button on the keyboard. The "CASH PAYMENT FORM" screen appears, and the operator selects the type of tender that will be accepted. For Navy Cash transactions, the type of tender is "Navy Cash". The total transaction amount is displayed at the ROM II cash register, and the operator manually enters the total into the K22 card reader. The total on the K22 must match the total on the cash register.

(2) The customer inserts his/her Navy Cash card into the K22 card reader, enters the PIN number, and then presses the OK button.

(3) If there is sufficient value on the card, the K22 card reader authorizes the transaction and allows the customer to verify the transaction amount. When the customer presses the OK button to verify the transaction amount, the K22 card reader subtracts the total amount of the sale from the e-purse. The ship's store operator totals out the sale on the cash register, and the ROM II cash register prints out a receipt for the customer.

(4) The customer removes his or her card.

(5) All completed transactions are forwarded automatically to the Navy Cash server at the time of sale. The Disbursing Officer can print daily reports for the ship's store office. The Sales Officer has the capability to print ROM II daily reports from the ship's store office to compare with the Navy Cash reports received from the disbursing office.

d. Transactions Not Approved

(1) If a transaction is not approved by the K22 card reader, e.g., due to non-sufficient funds on the customer's Navy Cash card, the operator follows the procedures stated in the ROM II User's Guide under Point of Sale procedures to discontinue the sale.

(2) The ship's store operator should direct the customer to the disbursing office for further guidance if the customer has any questions about the Navy Cash card.

7.3.3 Multiple Operators

If more than one person is responsible for the operation of the ship's store, the procedures outlined above will be followed for each shift/till.

7.3.4 Non-EPOS Retail Store Sales (e.g., Hangar Bay or Pier Side)

a. Procedures stated in the NAVSUP P487 will be followed when operating a pier side or other non-EPOS retail store.

b. The Sales Officer or designated assistant will add a store number (94 series) in the ROM II back office, following the procedures prescribed in the ROM II User's Guide.

c. All sales for cash and check and cash collection procedures will be in accordance with the NAVSUP P487, paragraph 2200.

d. All cash and checks will be recorded in the NAVSUP 469 and deposited with the Disbursing Officer in accordance with NAVSUP P487, paragraph 2230.

e. Navy Cash can also be used to accommodate these sales. When setting up a non-EPOS store, the Sales Officer can check out the appropriate number of battery-operated K22 POS devices from the disbursing office. Each K22 must be set up for a merchant and one of the operator IDs previously assigned by the Disbursing Officer for generic sales. The K22 must be online to the Navy Cash server for an operator to log on.

f. At the end of the day or at the end of the event, the Sales Officer will take each K22 to one of the available Navy Cash "download boxes" or serial ports, in the disbursing office or sales office for example. When plugged in, the K22 will automatically upload sales information to the Navy Cash server.

g. Once all the K22s are uploaded, the Sales Officer can view the Navy Cash sales by printing out the Merchant Sales Summary Report under the "View Reports" link in the Navy Cash application. When creating this report, the Sales Officer must ensure the time frame indicated is specific and inclusive for the applicable non-EPOS store event. In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).

h. To verify that the amounts reported by Navy Cash Merchant Sales Summary Report and the non-EPOS cash register or sales receipt book are correct, the totals will be reconciled. If both reports match, there is no discrepancy. If the reports do not match, an error has occurred that must be investigated and resolved. The Sales Officer can generate the more detailed Merchant Sales by Operator (MSO) Detail Report for the period in question under the same “View Reports” link in the Navy Cash application to research discrepancies and facilitate the investigation.

i. The Sales Officer or designated collection agent will enter the amounts collected in cash and checks and in Navy Cash into the ROM II back office in accordance with the ROM II User’s Guide.

7.3.5 Concessionaire Sales

When overseas concessionaires take advantage of Navy Cash, ship’s store personnel will follow the procedures in the Sixth/Seventh Fleet concessionaire instructions and the procedures stated below. If a ship encounters overseas concessionaires who will not use Navy Cash, for whatever reason, ship’s store personnel will follow the procedures outlined in the Sixth/Seventh Fleet concessionaire instructions and the NAVSUP P487, Chapter 3, when setting up concessionaire vendors overseas for receiving cash

a. Prior to Foreign Concessionaire Vendor (s) arriving on board, the Sales Officer will check out the appropriate number of K22 devices from the disbursing office. Each K22 must be set up for a merchant and one of the operator IDs previously assigned by the Disbursing Officer for generic sales. The K22 must be online to the Navy Cash server for an operator to log on.

b. When a Foreign Concessionaire Vendor arrives on board to conduct sales, he/she will report to the Sales Officer to receive a portable K22 device.

c. The Sales Officer will be responsible for training each concessionaire vendor on how to conduct Sales using the portable K22 device.

d. The concessionaire vendor(s) will take the portable K22 device to the designated area to conduct sales. Each transaction per customer will be recorded by the vendor(s) in the concessionaire number control log and on an SS-141 Navy Exchange Sales Receipt in accordance with NEX Yokosuka/Naples Concessionaire instruction 4000 series.

e. Upon completion of sales, or at the end of the day, the concessionaire vendor(s) will report to the Sales Officer, and present the portable K22 device, as well as all SS-141 Navy Exchange Sales Slips.

f. The Sales Officer will take the K22 to one of the available Navy Cash “download boxes” or serial ports, in the disbursing office or sales office for example. When plugged in, the K22 will automatically upload sales information to the Navy Cash server.

g. Once all the K22s are uploaded, the Sales Officer will be able to view the Navy Cash sales by printing out the Merchant Sales Summary Report under the “View Reports” link in the Navy Cash application. When creating this report, the Sales Officer must ensure the time frame indicated is specific and inclusive for the applicable concessionaires. In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time

(UTC)). The total of the SS-141s will be reconciled with the total from the Merchant Sales Summary Report and the concessionaire number control log.

h. The Sales Officer will compute the commission due to NEX and the ship for each concessionaire's sales based on the percentage contained in the concessionaire's contract. Once the commission value is determined and verified, the Sales Officer will be responsible for creating two separate SF 1034's, Public Vouchers for Purchases and Services Other Than Personal, one for the net amount due the vendor (total sales receipts less the commission percentage) and one for 50 percent of the commission collected for the NEX. The Line of Accounting (LOA) cited will be Ship's Store Profits Navy (SSPN). The Sales Officer will record the 50 percent of the commission collected for the ship as a contribution to SSPN in the ROM II system following the procedures outlined in the ROM II User's Guide. The Disbursing Officer will report the collection of monies owed to the ship's store as a collection under SSPN. The sample Foreign Concessionaire Sales Reconciliation Form included at paragraph 7.8.6 provides a tool to assist in reconciling foreign concessionaire sales.

i. The two SF 1034 vouchers will be given to Disbursing. The Disbursing Officer will issue two separate Treasury Checks, one for the net amount owed to the vendor, and one for the amount owed to NEX. The Disbursing Officer will use the prepared SF 1034s citing the SSPN line of accounting as the substantiating vouchers.

j. The Disbursing Officer will forward the checks to the Sales Officer, who will be responsible for delivery to the vendor and NEX. Upon receipt of the NEX check, the Sales Officer will forward the check, copies of the concessionaire number control log, and all applicable SS-141 receipts to NEX. The Sales Officer will send the vendor(s) his/her check.

k. The Sales Officer will notify NEX via e-mail in accordance with the concessionaire instruction and provide the total dollar sales broken down by each vendor, total SS-141s used by each vendor, port, check number, check date, amount of check, and date mailed to NEX. (A copy of the SS-141s will be retained by the ship)

l. The procedures listed above are an addendum to the existing policy and procedures outlined in the NEX Yokosuka and/or Naples Instruction 4000.1A, NAVSUP P487, and the Navy Cash Standard Operating Procedures (SOP).

7.3.6 Special Order Items/Flowers

a. Special order items not listed on the Ship's Store Electronic Catalog (SSEC) and/or flowers will be processed in accordance with the NAVSUP P487, paragraphs 4300. The records keeper or designated assistant will assign a stock number and a stock record card to each item.

b. For flowers: The records keeper or designated assistant will set up flower sales in the ROM II as a non-EPOS store following the ROM II users guide. The flower sales will be entered into the K22 (offline mode) as a separate merchant, e.g., Hangar Bay Sales. Additionally, the steps below will be followed in the ROM II back office:

(1) Enter "Snack Vending" as the store type. (It is the only store type that will post to line CO2, that is, a non-EPOS activity.)

(2) Under "Creating a New Vending Machine", enter store type as 9300, machine name as Flower Sales, and machine number as 9301.

(3) A breakout will be accomplished of the flower items (types) to 9300 in accordance with NAVSUP P487, paragraph 6100.

(4) The records keeper will post the sales from the K22 under "Vending Collections".

c. The ship's store operator will follow paragraphs 7.3.1.c or 7.3.2.c of this SOP when performing Navy Cash transactions for special order items and/or flowers.

7.3.7 End of Day (EOD) Closeout

a. The Sales Officer and Disbursing Officer will determine and agree when the ROM II and Navy Cash systems will be closed out each day to complete the EOD process and reporting.

b. At EOD, the ship's store operator does an EOD till export from the cash register to a floppy diskette following the ROM II User's Guide, Chapter 14.

c. The ship's store operator delivers the diskette to the designated assistant in the back office, who does an EOD till import into the back office computer following the ROM II User's Guide, Chapter 15. Upon completion, an EOD report is generated from the ROM II back office summarizing that day's sales activity at the cash register.

7.3.8 EOD Reports

a. The Sales Officer or designated assistant must compare the ROM II e-cash receipts EOD report with the Navy Cash Merchant Sales Summary Report printed from the Navy Cash workstation in the Sales Office or disbursing office (see paragraph 7.8.1 of this SOP for a sample report). The Merchant Sales Summary Report can be generated by entering the correct start and end dates in the "View Reports" link in the Navy Cash application (see paragraph 8.4.22). *In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).* The more detailed Non-Vending Sales Report, MSO Summary Report, and MSO Detail Report can be generated in the same way.

b. All totals for electronic sales in the ship's store must match. Any differences must be investigated. Once verification has been made, the sales total received from the register will be entered and posted by the designated assistant into the ROM II back office. The designated assistant will print out the ROM II over and short report.

c. The Sales Officer or designated assistant is also responsible for comparing the Navy Cash Daily Transaction Detail Reports from shore with the ROM II daily transaction reports to verify accuracy. The shore reports are generated automatically by the Navy Cash EOD process and sent to the ship when the EOD round trip is completed (see paragraph 8.4.21.n). When the shore reports are received, the Navy Cash system places them into a shore reports directory by date, with one sub-directory for each report date. *In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).* The "Shore Reports" folder on the Navy Cash application desktop provides a short cut to the directory.

d. All reports must be signed by the Sales Officer, and filed in the RK CO2/CO3/CO4 file.

7.3.9 EOD Differences

a. If a difference occurs between the total receipts listed on the ROM II report and the Merchant Sales Summary Report printed from the Navy Cash application, the Sales Officer will do the following.

- (1) Print out the ROM II daily transaction report from the back office.
- (2) Print out the ROM II over/short report.

(3) Generate the more detailed Merchant Sales by Operator (MSO) Detail Report for the period in question under the “View Reports” link in the Navy Cash application. Print out a copy of the report and compare it with the ROM II e-cash daily transaction report to research and resolve discrepancies. When creating this report, ensure the time frame indicated is specific and inclusive. In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).

b. ROM II–Navy Cash Comparison Report. The “ROM II Reporting” function in the Navy Cash application (see paragraph 8.4.23) provides an automated tool to assist in investigating and resolving any differences between the ROM II and Navy Cash daily transaction reports.

c. The Sales Officer or Disbursing Officer can request assistance from the Customer Service Center if needed. If the difference is unresolved, a signed letter/report by the Sales and Disbursing Officer will be filed in the RK, CO2/CO3/CO4 file.

7.4 Non-EPOS Vending

7.4.1 Dollar Value of Card

As a security feature, each customer's Navy Cash card has a \$25.00 threshold for vending machine transactions. Once the value exceeds the \$25.00 PIN-less transaction counter on the card, the CAD will display the message “Insufficient Funds” to indicate that the customer is required to reenter his/her PIN at a K80 Cashless ATM or a K22 POS device. (The CAD is programmed to display the PIN-less balance on the card.)

7.4.2 Navy Cash Procedures

a. The customer will insert his/her Navy Cash card into the CAD prior to making a selection. A message will be displayed on the CAD denoting processing is taking place.

b. If the card is valid, the CAD will prompt the customer to make a selection.

c. All Navy Cash sales receipts from vending machines will be forwarded automatically to the Navy Cash server, generally at the time of sale. If network connectivity is lost for any reason, sales transactions are store in the CAD and are forwarded automatically when network connectivity is restored.

d. The Sales Officer or designated assistant will record Navy Cash sales receipts into the ROM II back office using the Navy Cash Merchant Sales Summary Report totals for each vending machine merchant (see paragraph 7.8.1 of this SOP for a sample report) generated from the Navy Cash application in the disbursing office and/or sales office.

e. The Merchant Sales Summary Report is intended to provide the Sales Officer with electronic totals of receipts for each soda machine. The report can be generated by entering the desired start and end dates in the “View Reports” link in the Navy Cash application (see paragraph 8.4.22) and will be printed out as needed to assist the Sales Officer with auditing the soda machines on a bi-weekly basis. The Merchant Sales Summary Report for the month will assist the Sales Officer at EOM when closing/posting sales into the ROM II back office.

f. The Sales Officer or Disbursing Officer can also print out a copy of the Vending Soda or Vending Store Items Daily (or Monthly) Transaction Detail Reports (see paragraph 7.8.4 of this SOP for a sample report) from the shore reports folders (see paragraph 8.4.21.n).

7.4.3 Invalid Transactions

a. The customer will insert his/her card into the CAD, and if the card is invalid, a message will be displayed telling the customer that the card is invalid along with a prompt to remove the card.

b. If the price is greater than the card balance, the balance is displayed to the customer along with an insufficient balance message, and the vend will be denied. The current transaction will be canceled.

7.4.4 \$25 Dollar Pin-less Limit Scenario

a. The customer will insert his/her card into the CAD, and a message will be displayed denoting processing is taking place.

b. If the customer’s card is valid, the balance will be displayed along with a prompt to make a selection. If the customer’s card is invalid, a message will be displayed telling the customer that the card is invalid, and to remove the card. Customers should be directed to the disbursing office for further guidance if they have any questions about the Navy Cash card.

c. The customer will select a product. If the price of the product is greater than the value left on the card, or will exceed the \$25.00 PIN-less transaction counter on the card, the message “Insufficient Funds” will be displayed to indicate that the customer needs to reenter the PIN at a K80 Cashless ATM or a K22 POS device.

7.4.5 Vending (CAD) Maintenance

The Navy Cash application requires each vending machine CAD to be identified by a unique 16-digit alphanumeric Terminal ID number. Whenever a CAD is changed or a new CAD is installed, it must be registered in the Navy Cash application so that sales transactions can be credited to the correct merchant. The following procedures are also found in the disbursing section of this Standard Operating Procedure (SOP), paragraph 8.4.26, Vending and Ship’s Store—Vending Maintenance and End of Month.

a. Adding a New Vending Machine and CAD

(1) It is the responsibility of the ship to install any new vending machine and CAD and pull the cabling from the nearest Navy Cash router to the new machine. The Navy Cash depot and field support contractor can advise the ship on the nearest available router. Any costs associated with this effort, including travel, will be borne by the ship. The ship can contract directly with the Navy Cash depot and field support contractor to pull cable, hook up the equipment, or come on board after the installation is complete to set up the new machine in the Navy Cash system configuration.

(2) No transactions can occur at the vending machine until the CAD is associated with the vending machine in the Navy Cash application.

(3) Once the new vending machine and CAD have been installed, the Navy Cash system configuration has been set up, and the vending machine has been powered up, the Disbursing Officer or Sales Officer clicks on the “Vending and Ship’s Store” link in the Navy Cash application. When the “Merchants and Vending Machines” menu tree is expanded, the screen displays all the merchants, all the vending machines associated with each merchant, and the Terminal ID numbers for the CADs “tied” to each of the vending machines. The Disbursing Officer or Sales Officer then highlights (selects) the appropriate merchant.

(4) A description of the new vending machine, for example, Candy #3, is entered in the “Vending Machine ID” box, and the location of the new machine on the ship is entered in the “Machine Location” box.

(5) The Disbursing Officer or Sales Officer then selects (highlights) the appropriate CAD Terminal ID number for the new CAD from the “CAD Terminal ID” drop-down box. When a CAD is installed in a vending machine, the Terminal ID number is transmitted automatically from the CAD to the system and listed as unassigned until it is assigned to the appropriate vending machine when the next step is completed. If there are multiple unassigned CADs, the correct Terminal ID numbers can be verified at the CADs themselves by pressing the right-most of the three hidden buttons. The “No Card” side of the CAD template depicts where the buttons are located on the CAD (see Appendix A, Vending Maintenance).

(6) Once all the information is entered or selected, the Disbursing Officer or Sales Officer clicks the “Add Vending Machine” button to update the system. The Disbursing Officer or Sales Officer will be prompted to verify information for the CAD and vending machine being added, which is accomplished by clicking the “OK” or “Cancel” button as appropriate. If the “Cancel” button is clicked, the change is not made, and the Disbursing Officer or Sales Officer either exits this portion of the application or re-enters the information for the change desired.

b. Changing a CAD

(1) The vending machine operator installs the new CAD and powers up the vending machine. No transactions can occur at the machine until the CAD is associated with the machine in the Navy Cash application.

(2) The Disbursing Officer or Sales Officer clicks on the “Vending and Ship’s Store” link. When the “Merchants and Vending Machines” menu tree is expanded, the screen

displays all the merchants, all the vending machines associated with each merchant, and the Terminal ID numbers for the CADs “tied” to each of the vending machines.

(3) The Disbursing Officer or Sales Officer selects (highlights) the appropriate vending machine and then selects (highlights) the appropriate CAD Terminal ID number for the new CAD from the “CAD Terminal ID” drop-down box. When a CAD is installed in a vending machine, the Terminal ID number is transmitted automatically from the CAD to the system and listed as unassigned until it is assigned to the appropriate vending machine when the next step is completed. If there are multiple unassigned CADs, the correct Terminal ID numbers can be verified at the CADs themselves by pressing the right-most of the three hidden buttons. The “No Card” side of the CAD template depicts where the buttons are located on the CAD (see Appendix A, Vending Maintenance).

(4) Once the new CAD Terminal ID number is selected, the Disbursing Officer or Sales Officer clicks the “Update Vending Machine Data” button to update the system. The Disbursing Officer or Sales Officer will be prompted to verify the information for the new CAD, which is accomplished by clicking the “OK” or “Cancel” button as appropriate. If the “Cancel” button is clicked, the change is not made, and the Disbursing Officer or Sales Officer either exits this portion of the application or re-selects the information for the change desired.

(5) Clicking the “OK” button removes the previous CAD from the system.

c. Removing a Vending Machine and CAD

(1) The Disbursing Officer or Sales Officer clicks on the “Vending and Ship’s Store” link. When the “Merchants and Vending Machines” menu tree is expanded, the screen displays all the merchants, all the vending machines associated with each merchant, and the Terminal ID numbers for the CADs “tied” to each of the vending machines.

(2) The Disbursing Officer or Sales Officer first highlights (selects) the appropriate vending machine in the “Merchants and Vending Machines” window and then clicks the “Remove Vending Machine” button. At this time the Disbursing Officer or Sales Officer will be prompted to verify removing the vending machine, which is accomplished by clicking the “OK” or “Cancel” button as appropriate. If the “Cancel” button is clicked, the change is not made, and the Disbursing Officer or Sales Officer either exits this portion of the application or re-selects the vending machine for the change desired.

d. Updating Vending Machine Information

(1) The Disbursing Officer or Sales Officer clicks on the “Vending and Ship’s Store” link. The screen displays all the merchants, all the vending machines associated with each merchant, and the Terminal ID numbers for the CADs “tied” to each of the vending machines.

(2) The Disbursing Officer or Sales Officer highlights (selects) the appropriate vending machine in the “Merchants and Vending Machines” window, then highlights the old vending machine information, enters the new information, and clicks the “Update Vending Data” button to update the system. At this time the Disbursing Officer or Sales Officer will be prompted to verify the updated information, which is accomplished by clicking the “OK” or “Cancel” button as appropriate. If the “Cancel” button is clicked, the change is not made, and the

Disbursing Officer or Sales Officer either exits this portion of the application or re-enters the information for the change desired.

7.4.6 Weekly Review of Vending Machine Operation for Malfunction

a. To determine if the machine is functioning properly, the Sales Officer will capture the meter reading a minimum of twice weekly from each vending machine using a locally prepared form. The difference between the current meter reading and the previous meter reading times the retail selling price should equal the total e-cash collected from the Navy Cash system.

b. Overages and shortages will be investigated in accordance with the NAVSUP P487. Assistance will be requested from the Treasury Financial Agent through the Disbursing Officer if needed.

7.5 Refunds

The Sales Officer or designated assistant must approve all refunds, whether for ship's store or vending. Refunds will be processed at the ship's store office using the following procedures.

a. The customer will take the merchandise to the ship's store office for turn-in. The Sales Officer or designated assistant will fill out a NAVSUP 972 for each refund. The customer and the Sales Officer or designated assistant will sign the NAVSUP 972.

b. The Sales Officer or designated assistant will enter the Navy Cash application and access the "Individual Refunds" link in the "Funds Transfer Options" window under the "Funds Transfer" link (see paragraph 8.4.10, Individual Refund).

(1) A "Chip Purchase Refund" allows a single purchase transaction to be selected for the refund and helps to ensure that a particular purchase is only refunded once. Multiple-item purchases are treated as a single total if all the items were purchased at the same time.

(2) A "Miscellaneous Refund" can be used when the specific purchase may be difficult to identify, for example, a soda or snack vending item or a single item within a multiple-item purchase.

c. The amount of the refund will be returned to the customer's Navy Cash card, and the amount will be deducted from the ship's store or vending merchant sales collections for that day.

d. The Sales Officer or designated assistant will take the merchandise to the ship's store for turn-in back to inventory. Procedures outlined in the NAVSUP P487 will be followed when accepting merchandise back into the ship's store through the ROM II register. For damaged sodas, the Sales Officer or designated assistant will dispose of the cans and survey the total in accordance with the NAVSUP P487, Chapter 7, for the appropriate vending machine.

e. The Sales Officer or designated assistant will log into the ROM II Electronic Point-of-Sale (EPOS) register under the manager function. The manager will depress F8 under the refund screen and follow the procedures.

f. Once the refund procedure is completed, the merchandise will be accepted back into the ship's store stock. The ship's store operator will give the manager a receipt printed from the register.

g. The Sales Officer will verify the total of the printed receipts with the totals of the refunds by sales activity on the Navy Cash Daily Refund Report (see paragraph 7.8.5 of this SOP for a sample report) and the NAVSUP 972s. All totals will match. If the totals do not match, the Sales Officer will request assistance from the Treasury Financial Agent.

h. The receipts and NAVSUP 972s will be stapled to the Navy Cash Daily Refund Report and filed in the RK CO2/CO3/CO4 file.

7.6 End of the Month (EOM)

Prior to initiating an EOM inventory and closeout each month, the Sales Officer and Disbursing Officer will coordinate specific start and end dates when Sales and Navy Cash activities will be closed out. In order to make certain that the Disbursing Officer's Statement of Accountability (SF 1219) is prepared and submitted on time at the end of each month, the Navy Cash EOM process must start early. The EOM process generally begins in the sales office with the EOM for vending machines and ship's store five days before the actual end of the month (see paragraph 8.9). It is common practice, especially on larger ships, to specify different EOM closing dates for different vending machines. To assist in closing out each month, the Navy Cash application allows different EOM closing dates to be specified for each vending machine.

7.6.1 EOM Closeout for Both Ship's Store and Vending

a. Vending Inventory. Ship's store personnel will follow the procedures outlined in the NAVSUP P487, paragraph 9004, and the ROM II User's Guide when determining units sold. Ship's store personnel will print the profitability report of the non-EPOS vending machines following the procedures outlined in the ROM II User's Guide.

b. E-Cash Receipts. To determine the total of the e-cash receipts collected from Navy Cash that will be recorded in the ROM II back office for both ship's store and vending, the Sales Officer or designated assistant must work with the Disbursing Officer to close out the Navy Cash system.

c. Closing Out the Navy Cash System. The Sales Officer and Disbursing Officer will coordinate to determine and set the ending date of the Navy Cash system to process the totals of electronic sales for the month by activity using the Navy Cash application. Prior to doing an EOM closeout, the Sales Officer will do the following:

(1) Log into the Navy Cash application and click on the "Vending and Ship's Store" link. When the "Merchants and Vending Machines" menu tree is expanded, the screen displays all the vending and ship's store merchants, all the vending machines associated with each vending merchant, and the Terminal ID numbers for the CADs associated with each of the vending machines within the Navy Cash system.

(2) The Navy Cash application enforces a specific sequence of steps for closing out each month or period. First, the Sales Officer must close out all the vending machines for a particular merchant. Second, the Sales Officer must close out all the merchants, to include both vending merchants and ship's store(s). Third, the Disbursing Officer can perform the actual Navy Cash EOM, but only after the first and second steps have been completed in order. The monthly transaction reports from shore are generated automatically only after the Disbursing Officer completes this third and final step of the EOM process and that day's round trip is

completed between ship and shore. Step-by-step procedures are detailed in paragraph 8.4.26.b and in Appendix A of this SOP.

(3) Phase One. Proceed to each vending machine to close out the vending machine following Appendix A of this SOP and complete the EOM inventory following NAVSUP P487, paragraph 9004. The ship's store personnel will take with them a CAD template and the Navy Cash merchant card associated with the particular type of vending machine. The "Merchant Card" CAD template will be used when activating the CAD EOM function. There are separate Navy Cash merchants and separate Navy Cash merchant cards for vending soda and vending store items (e.g., snack or soap) and vending stamp (if applicable).

(a) CAD buttons and CAD Templates. Ship's store personnel will use the CAD buttons to help with diagnostics on the device, and the CAD templates depict where the buttons are located on the CAD.

(b) "No Card" Template. The ship's store personnel will use the "No Card" side of the template to check the number of transactions and verify the terminal ID and current software version of the vending machine CAD devices. Refer to Appendix A for more detailed procedures. For example, the center button, "Queue" or "# Transactions Pending", shows the number of messages currently in the offline queue. The queue should be empty before proceeding with Phase One of the EOM.

(c) "Merchant Card" Template. The ship's store personnel will use the "Merchant" side of the template when activating the CAD EOM function. Refer to Appendix A for procedures.

(4) Phase Two. Closing out each merchant (parent) is accomplished at the sales office or disbursing office using the Navy Cash application. Step-by-step procedures are detailed in paragraph 8.4.26.b. All merchants, including both vending and ship's store, must be closed out before the actual end of month can be performed.

7.6.2 End of Month Reports

a. The Merchant Sales Summary Report for the month provides total Navy Cash sales receipts and transaction counts for each merchant, including each vending machine merchant, e.g., vending soda and vending store item (snack, soda, etc.) (see paragraph 7.8.2 of this SOP for a sample report). This report provides the Sales Officer with the electronic totals of sales receipts for the month in the ship's store and non-EPOS vending machines to enter into the ROM II back office. This report will also be compared with the ROM II EOM report.

b. The Merchant Sales Summary Report can be printed from a Navy Cash workstation in the disbursing office or the sales office. The Disbursing Officer will coordinate with the Sales Officer to determine when systems will be closed out to print EOM reports.

c. The ROM II profitability report for each vending machine operation will be printed at the end of each month, e.g., vending soda and vending store item (snack, soap, etc.).

7.6.3 EOM Spreadsheet

After the Ship's Store and vending operations have been closed out following the guidance above and in paragraph 8.4.26.b and Appendix A of this SOP, the Sales Officer will work with

the Disbursing Officer to fill out the sales related fields in the Navy Cash EOM spreadsheet (see paragraph 8.9) based on the sales receipt totals reported for each ship store and vending merchant in the Merchant Sales Summary Report for the month. The Sales Officer will then forward the EOM spreadsheet as an email attachment to the Treasury Financial Agent, JPMC (“to” navycashfin@ezpaymt.com). JPMC will confirm the figures for the month and send back the spreadsheet, indicating that the figures match or do not match. If the figures do not match, JPMC will contact the Sales Officer and work with him or her to resolve the discrepancies.

7.6.4 Differences (EOM)

If there is a difference between the figures reported by the ship in the EOM spreadsheet and the figures reported by JPMC, the Sales Officer or designated assistant will do the following to try to determine the cause of the discrepancies.

a. Ship’s store personnel will verify that the monthly Navy Cash receipts were posted in the ROM II back office computer correctly for the ship’s store and each type of vending machine, e.g., vending soda and vending store item (snack, soap, etc.). If the figures were posted incorrectly, ship’s store personnel will modify the figures following the procedures outlined in the ROM II User's Guide.

b. Print out the ROM II Over/Short Report from the back office.

c. Have the Sales Officer or Disbursing Officer generate the Merchant Sales by Operator (MSO) Detail Report for the period in question under the “View Reports” link in the Navy Cash application. When creating this report, ensure the time frame indicated is specific and inclusive. In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)). Print out a copy of the report and compare it with the ROM II e-cash daily transaction report to research and resolve discrepancies. The Sales Officer or Disbursing Officer can also print out a copy of the Ship’s Store Daily (or Monthly) Transaction Detail Reports (see paragraph 7.8.3 of this SOP for a sample report) from the shore reports folders (see paragraph 8.4.21.n) and compare the totals with the ROM II daily transaction reports.

d. Compare the ROM II Over/Short report with the Merchant Sales Summary Report for the month.

e. The Sales Officer or Disbursing Officer will work with JPMC to investigate and resolve any differences. If the difference is unresolved, a signed letter/report by the Sales and Disbursing Officer will be filed in the RK, CO2/CO3/CO4 file.

7.6.5 Cash Sales Memorandum Invoice

When all discrepancies have been resolved, the Sales Officer or designated assistant will prepare the DD 1149 Cash Sales Memorandum Invoice using the ROM II back office in accordance with the NAVSUP P487 to substantiate the electronic receipts transmitted to the Treasury Financial Agent. The DD1149 will be provided to the Disbursing Officer for his or her end-of-month returns.

7.6.6 End of the Accounting Period

At the end of the accounting period, all electronic receipts from sales will automatically be posted to the NAVCOMPT 153 on line CO2, and all electronic receipts from vending machines will automatically be posted to the NAVCOMPT 153 on line CO3, once the amount is posted in the ROM II back office.

7.7 Equipment Failure

7.7.1 ROM II Cash Register Down

- a. Ship's store personnel will request assistance from the nearest Fleet Assistance team.
- b. If the problem cannot be resolved, ship's store personnel will request replacement hardware by sending a request to Navy Exchange Services Command, Ship's Store Program, Norfolk, VA.
- c. Ship's store personnel will have a spare cash register in stock.
- d. If the ROM II cash register is likely to be down for an extended period, the K22 card reader can be disconnected from the Network Interface Card (NIC) in the computer and connected directly to the Navy Cash network drop in the ship's store. The K22 must be changed from the proxy mode to the normal mode to operate independent of the ROM II cash register (see Chapter 2 of this SOP for detailed procedures for setting up the K22). Alternatively, a spare K22 can be set up in normal mode with the ship's store merchant ID and connected to the network drop for use until the ROM II cash register is back in operation.

7.7.2 Shipboard Network or Navy Cash Server Down

a. Short-Term Outage.

(1) ROM II Integrated with Navy Cash. The K22 operates in the proxy mode and is connected to the ship's Local Area Network (LAN) and the Navy Cash server through the ROM II cash register. The cash register must be online to the Navy Cash server to process sales transactions. If connectivity to the server is expected to be a problem, a backup K22 in normal mode with the merchant set to ship's store and a ship's store operator already logged on must be available in order to be able to process sales transactions offline in the event that connectivity to the Navy Cash server is not available. If a K22 is going to be used in the portable mode, the operator should make sure that it has fresh batteries and that additional batteries are readily available.

(2) ROM II and Navy Cash Not Integrated. The K22 operates in the normal mode and is connected to the Navy Cash server directly through the ship's LAN. If connectivity to the server is expected to be a problem, an operator should remain logged on to the K22 at the end of the day so that sales transactions can be processed offline the next day even if connectivity to the Navy Cash server is not available.

(3) Processing Transactions. A K22 in normal mode operating offline can store about 741 sales transactions, and ship's store operations can continue, at least until the K22 is full. When processing transactions in the offline mode, the total transaction amount is displayed

at the ROM II cash register, and the operator must manually enter the total into the K22 card reader. The total on the K22 must match the total on the cash register.

(4) When Connectivity is Restored.

(a) ROM II Integrated with Navy Cash. The sales receipts stored on the portable K22 must be downloaded at one of the K22 connection points or download boxes in the disbursing office, general mess, private mess, MWR, post office, or other locations set up during the Navy Cash installation. Disconnect the K22 device currently in use (if any) and use the data cable to connect the portable K22. Ensure the K22 is powered on by pressing the green “OK” key. The download starts automatically when the LAN connection is made and the asterisk symbol on the K22 screen disappears, usually within a minute. The “!” symbol on the K22 screen remains displayed until all transactions have been downloaded to the server. When the “!” symbol disappears, the K22 can be disconnected from the network connection point. If a K22 was disconnected to permit the download, it should be reconnected at this time.

(b) ROM II and Navy Cash Not Integrated. The sales receipts stored on the K22 are forwarded automatically to the Navy Cash server. This download starts when the LAN connection to the server is made and the asterisk symbol on the K22 screen disappears, usually within a minute. The “!” symbol on the K22 screen remains displayed until all transactions have been downloaded to the server.

(5) Localized Network Outage. The K22 must be online to the Navy Cash server, either through the ROM II cash register and the ship’s LAN or through the ship’s LAN directly for an operator to log on. If the network is down at the beginning of the day, the operator will not be able to log on to the system to conduct business. However, if the outage is localized to the area of the ship’s store, an operator can go to the disbursing office and sign out a spare K22 to use in the portable mode.

(a) Operator Log-On. The operator can log on to the portable K22 (and the merchant can be set to ship’s store) at any operating K22 network connection point or download box (in the disbursing office, general mess, private mess, MWR, post office, or other locations set up during the Navy Cash installation). The operator disconnects the K22 device currently in operation (if any) and connects the portable K22. Once connected, the offline log-on procedure is the same as the online procedure. After log-on is complete, the operator can disconnect the data cable and proceed to operate the K22 in the offline mode. If a K22 was disconnected to permit the log-on, it should be reconnected at this time. The operator should make sure that the portable K22 has fresh batteries and that additional batteries are readily available.

(b) Download Sales Transactions. If the network outage is localized, the sales receipts stored on the portable K22 can be downloaded at the end of each day at one of the K22 connection points or download boxes as described in paragraph (c) above.

(6) Ship’s store personnel will follow the procedures in paragraphs 7.3.7, 7.3.8, and 7.3.9 of this SOP for EOD closeout.

b. Long-Term Outage. In the unlikely event that connectivity to the Navy Cash server is down for a lengthy period of time (days, weeks), the ship’s store can, with the authorization of the Commanding Officer, revert to accepting cash and/or check. Ship’s store personnel will follow the procedures in NAVSUP P487 for collecting cash.

7.7.3 CAD Failure.

a. Troubleshooting Procedures

(1) If a vending machine CAD is not working, ship's store personnel should follow Navy Cash troubleshooting procedures. For example, verify that the ship's network is up and that the routers are powered on; check the cables from the CADs to the routers; cycle power to the vending machine by turning the vending machine off then back on; clean the Secure Access Module (SAM) chip; replace the SAM; or, finally, replace the CAD. (See the Navy Cash Maintenance CD for detailed procedures.)

(2) If the ship's network is down, do not cycle power to the vending machine. Once the vending machine and CAD are powered down, the network connection is needed to reset the CAD for operation when power is restored. The CAD can operate in the offline mode and store about 741 transactions, and the vending machine can continue to operate, at least until the CAD is full.

b. Proper cleaning of the card readers can significantly reduce the incidence of card readers failing to read the Navy Cash card (see paragraph 7.2).

c. If the CAD itself fails, ship's store personnel can replace it with a spare device from stock. All such replacements **MUST** be coordinated with the disbursing office so that the CADs are associated with the correct vending machines in the Navy Cash application, thus ensuring sales are recorded to the proper merchants (see paragraphs 7.4.5 and 8.4.26.a).

d. If the shipboard network or Navy Cash server are likely to be down for an extended period or there are no spare CADs in stock, the sales division can revert to accepting cash, if authorized by the Commanding Officer, by replacing the CAD with a dollar bill validator and/or turning on the coin changer for each vending machine. Procedures outlined in the NAVSUP P487 for collecting cash will be followed.

7.8 Ship's Store Navy Cash Reports (Samples)

In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).

7.8.1 Daily Merchant Sales Summary Report

Run Date: 05/17/2005 Run Time: 17:08:16
 Report Name: NC_133
 Start Date: 05/16/2005 End Date:: 05/17/2005
 Merchant Sales

Merchant Name	Merchant ID	Total Amount	Transaction Count
-----	-----	-----	-----
WARDROOM MESS - FOOD	800000003675	102.75	3
WARDROOM MESS - DUES	800000003677	28.50	2
NAVY DISBURSING	800000003693	150.50	6
POST OFFICE - STAMPS	800000003695	11.10	6
POST OFFICE - MONEY ORDERS	800000003697	611.22	5
POST OFFICE - METERED MAIL	800000003699	150.00	10
SHIP STORE #1	800000003701	1120.35	110
NAVY MWR	800000003705	90.00	6
VENDING STORE ITEMS	VMCAND00000000001	10.60	20
VENDING STORE ITEMS	VMCAND00000000001	40.00	80
VENDING SODA	VMCAND00000000001	45.50	91
VENDING SODA	VMCAND00000000001	26.50	53
VENDING SODA	VMCAND00000000001	85.00	170
VENDING SODA	VMCAND00000000001	24.00	48
-----	-----	-----	-----

7.8.2 Monthly Merchant Sales Summary Report

Run Date: 05/31/2005 Run Time: 19:07:33
 Report Name: NC_133
 Start Date: 05/01/2005 End Date:: 05/31/2005
 Merchant Sales

Merchant Name	Merchant ID	Total Amount	Transaction Count
-----	-----	-----	-----
WARDROOM MESS - FOOD	800000003675	3082.37	92
WARDROOM MESS - DUES	800000003677	915.00	40
VENDING SODA	800000003691	240.00	1
NAVY DISBURSING	800000003693	-19922.57	183
POST OFFICE - STAMPS	800000003695	35.49	13
POST OFFICE - MONEY ORDERS	800000003697	4200.00	36
POST OFFICE - METERED MAIL	800000003699	2250.00	150
SHIP STORE #1	800000003701	36610.47	3242
NAVY MWR	800000003705	2773.00	178
VENDING STORE ITEMS	VMCAND0000000001	202.20	530
VENDING STORE ITEMS	VMCAND0000000001	932.10	2300
VENDING SODA	VMCAND0000000001	1340.00	2690
VENDING SODA	VMCAND0000000001	793.50	1587
VENDING SODA	VMCAND0000000001	2475.50	4951
VENDING SODA	VMCAND0000000001	725.50	1451
-----	-----	-----	-----

7.8.3 Daily Transaction Detail Report

Run Date : 08/29/2001
 Run Time : 17:08:25
 Report Name : TRAN_ShipStore1_D

Navy Cash
 Daily Transaction Detail Report - Ship Store #1
 Location: USS NEVERSAIL

Date: 08/28/2001 02:04:31 To 08/29/2001 02:01:54 Batch Id: R12345_323

Merchant : 80000010016
 Event Code :
 Operator : WOOD, MIKE

Name	SSN	Account #	Transaction Date	Trans	Amount
ROCK, JIM	2341	80000010012	08/28/2001 11:42:25	1	\$18.95
TEMPLE, MIKE	7865	80000010014	08/28/2001 11:43:00	1	\$4.50
SCHU, STEVE	3628	80000010043	08/28/2001 12:42:41	1	\$2.75
USS NEVERSAIL,VISITOR		80000011062	08/28/2001 12:45:21	1	\$10.60
Operator WOOD Subtotal:				4	\$36.80

Merchant : 80000010016
 Event Code :
 Operator : BARBER, BRIAN

Name	SSN	Account #	Transaction Date	Trans	Amount
JOHN, ROBERT	1234	80000010002	08/28/2001 13:42:25	1	\$10.95
JOSH, JIM	5678	80000010004	08/28/2001 13:43:00	1	\$6.50
USS NEVERSAIL,VISITOR		80000011022	08/28/2001 13:45:21	1	\$39.60
ALPERT, MIKE	4321	80000010003	08/28/2001 13:42:41	1	\$18.75
GOLD, STEVE	8765	80000010001	08/28/2001 13:42:01	1	\$3.65
Operator BARBER Subtotal:				5	\$79.45
Event Subtotal:				9	\$79.45
Merchant 80000010016 Subtotal:				9	\$79.45
Total:				9	\$116.25

*** End of the Report ***

7.8.4 Vending Machine Daily Transaction Detail Report

Run Date : 08/29/2001
 Run Time : 17:08:20
 Report Name : TRAN_VendingSoda_D
 Page : 1

Navy Cash
 Daily Transaction Detail Report - Vending Soda
 Location: USS NEVERSAIL
 Date: 08/28/2001 22:04:31 To 08/29/2001 22:01:54 Batch Id: R12345_323

Vending Machine	CAD ID	Transactions	Value
VENDING SODA VMSODA00000000002	000003FFC9B10000	183	\$91.50
VENDING SODA VMSODA00000000001	0070C2057DA80000	137	\$68.50
VENDING SODA Refunds		10	\$-5.00
Total Transactions		330	\$155.00

*** End of the Report ***

7.8.5 Daily Refund Report by Sales Activity

Run Date : 08/29/2001
 Run Time : 17:08:29
 Report Name : TRAN_RefundbySaleActivity_D

Navy Cash
 Daily Refund Report - By Sales Activity
 Location: USS NEVERSAIL
 Date: 08/28/2001 22:04:31 to 08/29/2001 22:01:54

Sale Type	Transactions	Value
MWR - Refunds	6	\$-63.25
SHIP STORE #1 Refunds	2	\$-75.00
SHIP STORE #2 Refunds	1	\$-50.00
SHIP STORE - VENDING STORE ITEMS Refunds	1	\$-.50
SHIP STORE - VENDING SODA Refunds	4	\$-2.00
Total Transactions	14	-\$190.75

*** End of the Report ***

7.8.6 Sample Foreign Concessionaire Sales Reconciliation Form

Foreign Concessionaire Sales Reconciliation Form	
Ship Name:	
Vendor:	
NEX / Ship Commission:	%
Navy Cash Sales:	\$
Cash Sales:	\$
Credit Card Sales:	\$
Check Sales:	\$
Sub Total:	\$
Less Commission NEX / Ship:	\$
Net Due Vendor:	\$

Chapter 8

Disbursing and the Navy Cash Application

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8.1 Background

a. This chapter deals with Navy Cash processes and procedures in the disbursing office and operating the Navy Cash application in the disbursing office and sales office. The Marine Cash application is a subset of the Navy Cash application, and Marine disbursing personnel shall be guided by this SOP. Where Marine functionality is different from Navy functionality, split pay for example, the differences are discussed in the SOP.

b. The disbursing office will retain the flexibility to receive cash and checks under certain circumstances. When collecting or disbursing cash or checks, the existing cash-based disbursing processes and procedures remain in effect.

c. In this SOP, the term Disbursing Officer refers to not only the Disbursing Officer but also his properly authorized and appointed representatives, such as disbursing agents or the Disbursing Officer Deputy.

d. In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).

8.2 General Navy Cash Information

8.2.1 Letters of Authority

a. Because Navy Cash is a financial system, and the handling of public and private funds is inherent, a Letter of Authority should be signed by the Commanding Officer to the Disbursing Officer as the Navy Cash Accountable Officer, delineating what his or her accountability includes. Subsequent letters of appointment from the Disbursing Officer to his or her agents should also be maintained (see samples letters in paragraphs 8.15.1 and 8.15.2).

b. The Department of Defense Financial Management Regulation (DODFMR) Volume 5 addresses the issue of accountability for cash management of public funds within the Navy. Since the electronic movement of funds within the Navy Cash system, for example, from the cardholder's home bank or credit union account to the Navy/Marine Cash account, or from the Navy/Marine Cash account to the chip, or from the chip to the Post Office or soda vending machine, are not considered part of the Disbursing Officer's accountability, he or she would not have a pecuniary responsibility for those funds. However, certain Navy/Marine Cash transactions, for example, cash- and check-to-chip transactions, occur at the disbursing office, and the funds do become part of the Disbursing Officer's accountability. A sample letter of authority to hold cash at personal risk is included in paragraph 8.15.3. If a shortage (loss of funds/loss of accountability) or an overage occurs, it should be handled as prescribed in Chapter 6 of DODFMR Volume 5. If it can be proved that the system, not the Disbursing Officer, made the mistake, the Disbursing Officer could not be held financially responsible for the loss.

8.2.2 Issuing Navy Cash Cards

a. Permanent Navy Cash cards: Cards will be bulk issued to the crew when Navy Cash is initially implemented on a ship or individually issued after implementation as new personnel report aboard. These cards are embossed with the cardholder's name and card number.

b. Visitor Navy Cash cards: Cards will be issued to visitors as required. These cards can be cashed out and turned in to disbursing when the visitor departs and can be reissued to another visitor. Visitor cards contain only the chip for use on board ship.

c. Temporary Navy Cash cards: Cards will be issued temporarily to new personnel reporting after the bulk enrollment process is closed out or as replacements for lost, stolen, or damaged cards. These cards are embossed with 'NAVY CARDHOLDER' and an card number, and will be exchanged at the disbursing office for permanent cards when the permanent cards are received.

(1) Temporary cards are intended for use mainly when ships are deployed away from homeports for extended periods. During overseas deployments, delivery of new or replacement cards via mail can take several weeks. Temporary cards ensure individuals have immediate access to all Navy Cash capabilities, for example, transferring funds on the ship to the chip or Navy Cash (strip) account from a bank or credit union account ashore.

(2) However, temporary Navy Cash cards are relatively expensive, and are only used for a short time. Once issued, temporary cards must be destroyed before new permanent cards can be activated. Visitor cards are reusable and can be issued and then cashed out and returned to disbursing to be reissued at a later time. Currently, using the Navy Cash application to enroll new personnel requires use of temporary cards.

(3) Ships in homeports or operating for short periods in local OPAREAS should use bulk enrollment procedures whenever possible to enroll new personnel. New enrollees can be issued visitor cards for use until new permanent cards are delivered to the ship. Visitor cards can be used for a short period without significant inconvenience. If necessary, for individuals whose enrollments in Navy Cash have been completed ashore and who are waiting on delivery of new cards, split pay can be transferred to the chip on the visitor card using the Navy Cash application in accordance with the procedures in paragraph 8.4.8.

(4) Bulk Enrollment Procedure. After new enrollees complete and sign enrollment forms, Disbursing Officers should forward the original signed forms to Fleet Support Group (FSG) Fleet and Industrial Supply Center (FISC) Norfolk or FISC San Diego as appropriate. The FSG will forward the enrollment data electronically to the Treasury Financial Agent (TFA). The FSG will also forward the original signed forms to the TFA for recordkeeping purposes. A copy of each completed form should be retained on board for reference (see paragraph 8.4.20.g).

(5) Permanent Navy/ Marine Cash cards should arrive at FISC Logistics Support Center (LSC) about 10 business days after the TFA receives the enrollment data electronically. Contact the ship's Logistics Support Representative (LSR) to check the status of any card shipments.

8.2.3 Navy Cash Card Limits

a. Individual Cardholders

(1) A \$400 daily maximum limit has been pre-set on funds transfers from an individual's bank or credit union account to his/her Navy/ Marine Cash account. This limit can be modified for particular accounts by the Disbursing Officer through the Navy Cash web site or by contacting the Customer Service Center (CSC) (see paragraph 8.14).

(2) No more than \$1,000 can be loaded on the e- purse. This limit can be reduced for particular accounts by the Disbursing Officer through the Navy Cash web site.

b. Merchant Cardholders

(1) For merchants who settle to bank or credit union accounts, a \$2,500 daily maximum limit has been pre-set on funds transfers from the bank or credit union account to the Navy/Marine Cash account. This limit can be modified for particular accounts by the Disbursing Officer through the Navy Cash web site or by contacting the CSC (see paragraph 8.14).

(2) No more than \$9,999.99 can be loaded on the e-purse. This limit prevents purchases of \$10,000 or larger on the ship in a single payment. For example, a CV/CVN wardroom treasurer pays a monthly food invoice to the general mess that can be as much as \$30,000. In a situation like this, the shipboard merchant can elect to make more than one payment with the organization's Navy Cash card or simply pay by check.

8.2.4 Internal Procedures and Controls

To facilitate effective management and administration of Navy Cash operations, each ship should develop a ship's instruction delineating specific internal procedures and controls for Navy Cash. A sample instruction is included at Appendix K.

8.2.5 Planned Maintenance System

Preventive maintenance for the Navy Cash Financial System is covered through the Planned Maintenance System (PMS). PMS information for Navy Cash is available from the ship's Maintenance and Material Management (3-M) Coordinator. Maintenance Index Page (MIP) number 6541/080-14 applies to Navy Cash. In particular, proper cleaning of the card readers can significantly reduce the incidence of card readers failing to read the Navy Cash card.

8.2.6 ATM Locations Worldwide

The MasterCard web site — www.mastercard.com — includes an "ATM Locator" at the top of the screen for locating ATMs in the United States, Asia, Australia, Europe, Middle East/Africa, North America, and Latin America/Caribbean (Antarctica is also listed!). By clicking on this icon and entering any city and state, the user will see the institution name and address, including maps, of each MasterCard® / Maestro® / Cirrus® ATM in that city.

8.3 Navy Cash Custodial Responsibilities

8.3.1 Custody of Navy Cash Cards

a. The Disbursing Officer is responsible for maintaining a stock of Navy Cash cards. Navy Cash cards shall be safeguarded in accordance with the procedures for blank Treasury checks prescribed in DODFMR, Volume 5, Chapter 7.

b. The Disbursing Officer may delegate the responsibility for custody of Navy Cash cards to a designated representative.

c. A Bulk Navy Cash Card Log shall be maintained, which contains the Navy Cash card number, name, date, and signature of the person to whom a working stock of Navy Cash Cards is

issued. A sample log is included in paragraph 8.15.10. Unused working stock shall be returned to the Disbursing Officer or designated representative at the end of each day.

d. All Navy Cash cards shall be inventoried at least once each calendar month, and an entry shall be made in the Bulk Navy Cash Card Log to document the inventory. A detailed record of the inventory, to include total cards on hand and sequential serial numbers, by card type, shall be retained in the disbursing office, and a copy shall be given to the quarterly cash verification team as an attachment to their quarterly verification report.

e. A separate Navy Cash Card Issue Log shall be maintained for all Navy Cards issued from the Disbursing Office. The log contains the last four digits of the card number for temporary and permanent cards and the entire card sequence number for visitor cards, name and last four digits of the Social Security Number (SSN) of the cardholder, issue date, signature of the recipient, date returned for visitor and temporary Navy Cash cards, and the name and signature of the issuer. A sample log is included in paragraph 8.15.11.

f. Cards for newly enrolled personnel shall be issued as described in paragraph 8.4.20, Account Enrollment.

g. Replacement cards shall be issued as described in paragraph 8.4.18, Assign Replacement Card.

8.3.2 Replenishing Navy Cash Card Stocks

a. The initial allowance of spare Navy Cash card stock is based on crew size and includes about 30 percent for crew turnover and 10 percent for replacement of lost, stolen, or damaged cards. The Disbursing Officer will replenish this stock of spare Navy Cash cards by contacting the Navy Cash Customer Service Center (CSC) when their inventory reaches the following levels:

For crews size from:

200–600	10 percent or 20 to 60 cards
601–2,000	20 percent or 120 to 400 cards
2,001–5,000	30 percent or 600 to 1,500 cards

b. When a ship experiences a high volume of visitors or transient personnel, contact the Navy Cash CSC. 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.

8.3.3 Custody of Spare K22s and CADs

a. The Disbursing Officer is responsible for control of all spare K22 Point-of-Sale (POS) devices held in ready reserve for periodic functions such as MWR sales, Husbanding Agent sale of currency, and concessionaire sales. These units should be accounted for as Operating Space Items (OSIs) in the ship's allowance for stock. When a K22 has been used in the offline mode and transactions have been recorded (stored) but have not yet been downloaded to the Navy Cash server, it should be kept in a safe, for example, the Disbursing Officer's or Sales Officer's safe. K22 OSIs that do not have transactions stored on them should be kept in a safe or in a secure storeroom or space on the ship that is locked when not occupied and has

limited access, for example, the disbursing office. Spare K22s not being held in reserve for periodic functions (and without transactions stored on them) should be maintained as stock items in a secure storeroom.

b. The Sales Officer is responsible for all spare Card Access Devices (*also known as Card Accepting Devices*) (CADs) held in ready reserve as OSIs. When a CAD has been removed from a vending machine, but, for some reason, for example, maintenance, still has transactions recorded (stored) on it that have not yet been downloaded to the Navy Cash server, it should be kept in a safe, for example, the Disbursing Officer's safe. CADs held as OSIs that do not have transactions stored on them should be kept in a safe or in a secure storeroom or space on the ship that is locked when not occupied and has limited access, for example, the sales office. In general, CADs should be maintained as stock items in a secure storeroom.

c. Regardless of the physical storage location for Navy Cash spares, for example, K22s or CADs held in reserve as OSIs and stored in the disbursing office or sales office, the spares provided during the Navy Cash installation will be accounted for in the same manner as other repair parts provided during an installation and added to the ship's allowance for stock under the control of the SKs. When a Navy Cash device, such as a K22 or CAD fails, a replacement should be requisitioned in the same manner as other repair parts. Submitting a requisition ensures that a replacement spare is sent to the ship by the Navy Cash depot.

8.3.4 Transfer of Responsibility Upon Relief

a. The Navy Cash Pre-Audit/Turnover Checklist included at paragraph 8.15.12 provides a tool for Disbursing Officers to review overall administration of Navy/Marine Cash operations in preparing to transfer Navy/Marine Cash responsibilities.

b. SecurID Token and Disbursing Web Site Access. Custody of the Navy Cash SecurID token (random number generator) must be transferred from the outgoing to the incoming Disbursing Officer so that the incoming Disbursing Officer can access the Navy Cash Disbursing Web Site. To reflect this transfer of custody and receive the required log-in data, the incoming Disbursing Officer must provide the Navy Cash Customer Service Center (email address: navycashcenter@ezpaymt.com) his or her full name, SSN, date of birth (month and day only), and date entered Navy service. The number generated by the token and the log-in data allow secure access to the Navy Cash web site to update cardholder account information and the like. A SecurID token and log-in data are required for each person who will access the web site, and the same transfer of custody will be required whenever the Leading DK(s) or Sales Officer turn over as well. Generally, each ship receives at least two SecurID tokens; LHAs/LHDs are provided no more than four SecurID tokens, and CVs/CVNs are provided no more than six.

c. Closing Out Navy Cash at Disbursing Officer Turnover.

(1) At Turnover. The Disbursing Officer cannot close out Navy Cash until all vending and ship's store merchants have been properly closed out. The Sales Officer, or designated representative, closes out the vending machines and ship's stores following the end of month procedures in paragraph 8.4.26.b and Appendix A. First, all the vending machines for a particular vending merchant must be closed out, and, second, all the merchants must be closed out, to include both vending merchants and ship's store merchants. Since he or she is not turning over, the Sales Officer can ignore these midmonth numbers at the true end of month. The

outgoing Disbursing Officer can then perform the third step in the close-out sequence at the next end of day by following the indicate end of day procedures in paragraph 8.4.21 and checking the “Indicate End of Month” block (see paragraph 8.4.21.g). The Disbursing Officer prepares his or her final DD 2657, Daily Statement of Accountability, and final SF 1219, Statement of Accountability, following the procedures in paragraphs 8.4.21 and 8.9, and, for Navy Cash, entering only the figure for funds transfers from cash (or check) to chip and chip to cash and preparing only an SF 215, Deposit Ticket, or SF 5515, Debit Voucher, as appropriate.

(2) At True End of Month (EOM). The Sales Officer, or designated representative, closes out the vending machines and ship’s stores following the end of month procedures in paragraph 8.4.26.b and Appendix A. These numbers will start from the previous month end, not the midmonth closeout, and include the full month’s receipts. The new Disbursing Officer can then perform an EOM following the procedures in paragraphs 8.4.21 and 8.9. The reports will include numbers for the entire month, but the new Disbursing Officer will only be responsible for the latter part of the month.



8.4 Navy Cash Application

8.4.1 Starting the Navy Cash Service

- a. From the windows desktop screen, click on the “Services” icon, the 4th or 5th icon in the box at the bottom of the screen to immediate right of Start button. A window will open with the title “Services” in upper left hand corner.
- b. Locate the “Navy Cash Messaging Service” line and click on it once. Line will be highlighted.
- c. Click on “Play” button at top of window (looks like play button on a tape recorder). Status will change to “Started”.

8.4.2 Starting the Proxy Application

- a. From the desktop screen display, click Start.
- b. Point to Programs.
- c. Point to Navy Cash Disbursing Interface.
- d. Click on Navy Cash Proxy application. The card reader proxy icon, a green and blue serial cable connector, appears in the status bar next to the clock when the application starts.

8.4.3 Starting the Navy Cash Application

- a. From the windows desktop screen display, click Start.
- b. Point to Programs.
- c. Point and click on Navy Cash Disbursing Interface application.
- d. Navy Cash application menu screen shown on the preceding page is presented. The Navy Cash application has different levels of access. Menu items are grayed out if the current user does not have access to that particular function.

8.4.4 Closing the Navy Cash Application

- a. Click on “Logout” in the upper left of the menu screen.
- b. Then click on “OK”.

8.4.5 Closing the Proxy Application

- a. Right click or double click the Card Reader Proxy icon in the status bar. A window will open titled “Navy Cash S-D-I Proxy”.
- b. Click the quit button.

8.4.6 Closing the Navy Cash Service

- a. Click on Services icon at bottom of screen.
- b. Click on “Navy Cash Messaging Service” line. Line will be highlighted.
- c. Click on “Stop” button at top of window (looks like stop button on a tape recorder). Status box will be displayed showing shutdown in progress.

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Funds Transfer

Have user insert card. Then click the 'Get Chip Info' button.

Account Name: Account #:

Card Number: Account Status:

Card ID: Card Status:

Account Balance: Chip Balance / Limit: /

Social Security Number: (Last 4 Digits)

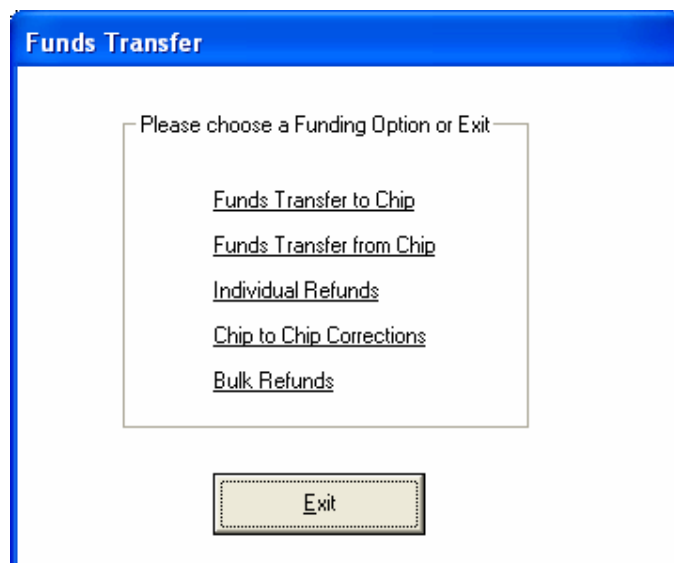
Funds Transfer Options:

- Funds Transfer to Chip.**
Used to plus up the electronic value of the chip on a Navy Cash card with a check, cash or refund.
- Funds Transfer from Chip.**
Used to convert the electronic value of the chip on a Navy Cash card to cash or restore funds to a Merchant account.
- Individual Refunds.**
Used to refund an Event, a Purchase or a Miscellaneous Refund for a single card.
- Chip to Chip Corrections.**
Used to correct an unmatched electronic value transfer between two cardholders. The transaction value is returned to the chip on the original card.
- Bulk Refunds.**
Used to refund an Event in Bulk. This feature refunds all participants for an Event.

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8.4.7 Funds Transfer

Funds transfer provides access to the five options available in the Navy Cash application to transfer funds to and from the electronic purse on the chip. To access the funds transfer functions, the Disbursing Officer clicks on the “Funds Transfer” link in the Navy Cash application. A window is then displayed that presents the funds transfer options, each of which will be discussed in turn.



- Funds Transfer to Chip
- Funds Transfer from Chip
- Individual Refunds
- Chip-to-Chip Corrections
- Bulk Refunds

8.4.8 Funds Transfer to Chip

A cardholder can plus up the electronic value on his or her Navy Cash card at the disbursing office with a check or cash or from an existing Navy/Marine Cash account.

- a. To access the chip on the cardholder's card and add value, the Disbursing Officer clicks on the "Funds Transfer to Chip" link in the funds transfer options window.
- b. The cardholder inserts the card into the K22, and the Disbursing Officer clicks "Get Chip Info".
- c. The Navy Cash application displays the card ID number and balance received from the K22 and then displays the account number and account name associated with the card.
- d. The Disbursing Officer verifies ownership of the Navy Cash Card.
- e. The Disbursing Officer chooses the correct funding source, and specifies the transfer amount requested by the cardholder.
 - (1) The Navy Cash application displays three funding sources, "Cash", "Check", and "SSN".
 - (2) Check or Cash. When a cardholder is exchanging either a check or cash to plus up his or her Navy Cash card, "Cash" is selected as the funding source. All transactions will be recorded automatically on the Navy Cash server and added to the daily reports. In addition, all transactions will be recorded manually in accordance with paragraph 8.4.13 on the Daily Cash Transaction Ledger, which shall be kept in the safe.
 - (3) Checks that are exchanged for electronic credit on the Navy Cash Card will be treated the same as cash within the Navy Cash system. These checks should be handled, deposited, and reported in accordance with the Department of Defense Financial Management Regulation (DODFMR) Volume 5.

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Funds Transfer to Chip

Have user insert card. Then click the 'Get Chip Info' button.

Account Name: Account #:

Card Number: Account Status:

Card ID: Card Status:

Account Balance: Chip Balance / Limit: /

Social Security Number: (Last 4 Digits)

Please select a funding source.

☒ Cash

☐ Check

☐ SSN

Procedure

1. Have user insert card.
2. Click the 'Get Chip Info.' button.
3. Verify cardholder's identity (except for Visitor card).
4. Select a funding source.
5. Specify a transfer amount.
6. Click the 'Submit' button.

Transfer Amount:

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(4) SSN. A cardholder can also request that the Disbursing Officer transfer funds from his or her Navy/Marine Cash (strip) account to another card's chip using the cardholder's Social Security Number (SSN) to designate the account. This capability could be used to transfer funds from a Navy/Marine Cash (strip) account to the chip on a visitor card, if the original card is lost or damaged and a permanent replacement card has not arrived. This capability could also be used for a cardholder on split pay who, for one reason or another, has a Visitor Navy Cash card rather than a Permanent or Temporary Navy/Marine Cash card and therefore can't use the K80 Cashless ATM to effect the transfer. An account must be in an "open" status to enable a transfer. "SSN" is selected as the funding source. Enter the cardholder's SSN without dashes or spaces.

- The Disbursing Officer clicks "Submit" to initiate the funds transfers.
- The K22 will require the cardholder to enter his PIN and click OK.

c. The K22 will then display the amount for credit and ask the cardholder if the amount is correct. The cardholder will select either “OK” or “CLR”. If the cardholder chooses “OK”, the transaction is complete, and the card can be removed. If the cardholder chooses “CLR”, the transaction will be rejected and cancelled, and the process will need to be repeated for the correct amount.

d. All authorized military personnel who request Navy Cash privileges and enroll in Navy Cash consent in writing, using the Navy Cash enrollment form, to immediate collection against their pay for the face value of or resulting negative Navy Cash account balance due the U.S. Treasury funds pool from all dishonored transactions. With this procedure, dishonored transactions will not become a delinquent debt; therefore, there is no authority to assess a service charge (Reference DOD FMR, Volume 5, Chapter 4).

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Funds Transfer from Chip

Have user insert card. Then click the 'Get Chip Info' button.

Account Name: Account #:

Card Number: Account Status:

Card ID: Card Status:

Account Balance: Chip Balance / Limit: /

Social Security Number: (Last 4 Digits)

Please select a transfer destination.

☐ Merchant

☒ Cash

Procedure

1. Have user insert card.
2. Click the 'Get Chip Info.' button.
3. Verify cardholder's identity (except for Visitor card).
4. Select a funding source.
5. Specify a transfer amount.
6. Click the 'Submit' button.

Transfer Amount:

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8.4.9 Funds Transfer from Chip

To convert electronic value on the chip to cash or to transfer value to a merchant account, the Disbursing Officer clicks on the “Funds Transfer from Chip” link in the funds transfer options window.

a. Chip-to-Cash Transactions

(1) After the Disbursing Officer verifies ownership of the Navy Cash card, the cardholder inserts the card into the K22.

(2) The Disbursing Officer clicks “Get Chip Info”, and the Navy Cash application displays the card ID number and balance received from the K22 and then displays the account number and account name associated with the card.

(3) The Disbursing Officer chooses the funding destination, “Cash,” specifies the transfer amount requested by the cardholder, and then clicks the “Submit” button to initiate the funds transfer.

(4) The K22 prompts the cardholder for a PIN. The cardholder enters the PIN and presses OK.

(5) The K22 will display the amount for credit and ask the cardholder if the amount is correct. The cardholder will select either “OK” or “CLR”. If the cardholder chooses “OK”, the transaction is complete and the card can be removed. If the cardholder chooses “CLR”, the transaction will be rejected and cancelled. The transaction will need to be repeated for the correct amount.

(6) All transactions will be recorded on the Navy Cash server and added to the daily reports. In addition, all transactions will be manually recorded in accordance with paragraph 8.4.13 on the Daily Cash Transaction Ledger, which shall be kept in the safe.

b. Cash Out of Visitor Cards

(1) Visitor cards are reusable. When a cardholder no longer requires a visitor card, for example, checking off ship, leaving Navy service, arrival of permanent card, the card should be turned in to the disbursing office, and any remaining value on the chip shall be returned to the cardholder in accordance with paragraph 8.4.9.a. The return date shall be entered on the Card Issue Log and the card shall be returned to the “chip-only” spare Visitor Navy Cash card stock for re-issue.

(2) When the card is turned in, all of the value remaining on the chip must be cashed out. Any unused value remaining on a card that couldn’t be reimbursed to the visitor, for example, a card that is turned in after hours or “under the door” or after the visitor has left the ship and cannot be attributed to a specific individual, must be collected to the Treasury Department Receipt Account, Forfeiture of Unclaimed Money and Property, in accordance with DOD FMR, Volume 5, Chapter 6, Paragraph 0606. *If not cashed out, any value remaining on a card after it has been turned in will be handed over to Treasury and cannot be recovered.*

c. Chip to Merchant Account (Individual and Bulk Sales)

The Navy Cash application is designed to handle electronic value transfers from the chip to the various Navy Cash accounts held by retail merchants on the ship, for example, Wardroom, Chiefs Mess, ship's store. Because these transactions represent electronic merchant sales, they are handled completely within the Navy Cash application and do not affect the Disbursing Officer's accountability or other responsibilities for funds.

- (1) After the Disbursing Officer verifies ownership of the Navy Cash card, the cardholder inserts card into K22.
- (2) The Disbursing Officer clicks the "Get Chip Info" button, and the Navy Cash application displays the card ID number and balance received from the K22 and then displays the account number and account name associated with the card.
- (3) The Disbursing Officer chooses the funding destination, "Merchant", and the appropriate merchant account, specifies the sales amount requested by the cardholder, and then clicks the "Submit" button to initiate the sales transaction.
- (4) The K22 will prompt the cardholder for his or her PIN. After the PIN is entered, the cardholder presses OK.
- (5) The K22 will prompt the cardholder to verify the sales transaction amount. If the cardholder clicks OK, the transaction is completed. If the cardholder clicks CLR, the transaction is cancelled and the entire process needs to be repeated with the correct amount.
- (6) The Navy Cash server records the transaction, and it is included in the appropriate daily merchant transaction reports.

8.4.10 Individual Refund

- a. When an individual cardholder desires a refund from a merchant on the ship (for example, ship's store, MWR, General Mess), he or she must first obtain authorization (for example, from the Sales Officer, MWR Officer, Food Service Officer, or a designated representative) on a standard, serialized, Navy Cash Refund Chit. In addition, the approving merchant must record the refund on the Navy Cash Merchant Refund Log. A sample refund log and refund chit are included in paragraphs 8.15.13 and 8.15.14.
- b. The cardholder will then take the refund chit to the disbursing office and present it to the Disbursing Officer or Deputy. On ships with a separate Sales Officer, refunds for Ship's Store and vending will be taken care of at the sales office by the Sales Officer or Deputy.
 - (1) To access the chip on the cardholder's card and add the value of the refund, the Disbursing Officer (Sales Officer) clicks on the "Individual Refunds" link in the funds transfer options window.
 - (2) After the Disbursing Officer (Sales Officer) verifies ownership of the Navy Cash card, the cardholder inserts the card into the K22.

[illegible]

(3) The Disbursing Officer (Sales Officer) clicks the “Get Chip Info” button, and the Navy Cash application displays the card ID number and balance received from the K22 and then displays the account number and account name associated with the card.

(4) The Disbursing Officer (Sales Officer) then selects either “Chip Purchase Refund” or “Miscellaneous Refund” as the funding source.

(5) Chip Purchase Refund. This function allows the Disbursing Officer (Sales Officer) to select a single specific purchase transaction for the refund from a list of the cardholder's purchases. Multiple-item purchases are treated as a single total if all the items were purchased at the same time. To limit the number of transactions displayed when selecting the chip purchase refund option, the Disbursing Officer (Sales Officer) should either specify a date range ("From Date" and "To Date") or select a specific event (see paragraph 8.4.12, Bulk Refunds, for an explanation of events) and click the "Refresh" button. *In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).* When the transaction is selected, the transfer amount for the refund is specified by

the Navy Cash application. The chip purchase refund helps to ensure that a particular purchase is only refunded once. For purchases at vending machines or for a single item within a multiple-item purchase, the miscellaneous refund can be used, since the specific sales transaction may be difficult or impossible to identify (see paragraph (b) below).

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Individual Refund

Have user insert card. Then click the 'Get Chip Info' button.

Account Name: Account #:

Card Number: Account Status:

Card ID: Card Status:

Account Balance: Chip Balance / Limit: /

Social Security Number: (Last 4 Digits)

☐ Chip Purchase Refund ☒ Miscellaneous Refund

Refund

Transfer Amount: 800000008436 - GENERAL MESS - FOOD

Procedure

<ol style="list-style-type: none"> 1. Have user insert card. 2. Click the 'Get Chip Info' button. 3. Verify cardholder's identity. 4. Choose refund by either a purchase or by dollar amount. 	Miscellaneous Refund. <ol style="list-style-type: none"> 1. Enter dollar amount. 2. Choose a Merchant. 3. Click 'Submit' to Refund.
---	---

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(6) **Miscellaneous Refund.** This function allows the Disbursing Officer (Sales Officer) to specify a transfer amount for the refund and select a Navy Cash merchant (for example, vending soda) from which the refund should originate.

(a) The Disbursing Officer (Sales Officer) clicks the “Submit” button to initiate the funds transfers.

(b) The K22 will require the cardholder to enter his PIN and click OK.

(c) The K22 will display the amount for credit and ask if the amount is correct. The cardholder will select either “OK” or “CLR”. If the cardholder chooses “OK”, the

transaction is complete, and the card can be removed. If the cardholder chooses “CLR”, the transaction will be rejected and cancelled. The transaction will need to be repeated for the correct amount.

(d) This will return the amount of the refund to the card and deduct that amount from the originating merchant’s (for example, ship’s store, MWR) collections for that day. Individual refunds are credited on the ship to a cardholder’s chip account (electronic purse) immediately.

(e) The Navy Cash server records the transaction, and it is included in the appropriate daily merchant transaction reports for the day.

(f) The Disbursing Officer and other responsible individuals, for example, Sales Officer, MWR Officer, should verify that the amounts reported by the Navy Cash server are correct and match the approved chits. They should also verify that the amounts refunded plus the amounts deposited (for example, in ship’s store accounts, MWR bank account, or Navy Cash account) match the total collections (for example, ship’s store, MWR) for that day.

(g) The Disbursing Officer (Sales Officer) will retain one copy of the approved chit, an updated Refund Log, and the end of month reports summarizing all refunds. The original chit will be returned to the approving merchant for verification against the serialized logs.

8.4.11 Chip-to-Chip Corrections

a. Two cardholders can transfer electronic value from the chip on one cardholder’s Navy Cash card to the chip on the other cardholder’s card. Cardholders will conduct these transactions at the K80 Cashless ATMs following the instructions presented on the ATM screen.

b. The transfer is completed in two parts. First, the sending card initiates the transfer, the funds are removed from the card and placed into an escrow account, and the card is removed from the ATM. Second, the receiving card is put into the ATM, authenticated with PIN entry, and the funds are moved from the escrow account to the receiving card. The receiving card must be placed into the K80 and authenticated within 60 seconds (more time can be requested if needed). If the process is interrupted for any reason before it is completed, for example, a power failure at the K80 or time expires before the transaction is completed; the result of the transaction is stored in the escrow account on the Navy Cash server as an unmatched transaction.

c. The Navy Cash application can correct any unmatched electronic value transfers and return the value to the sending card. Because these transactions represent electronic transfer of value, they are handled completely within the Navy Cash application and do not affect the Disbursing Officer’s accountability or other responsibilities for funds.

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Chip to Chip Corrections

Have user insert card. Then click the 'Get Chip Info' button.

Account Name: Account #:

Card Number: Account Status:

Card ID: Card Status:

Account Balance: Chip Balance / Limit: /

Social Security Number: (Last 4 Digits)

Click on the 'Find' button to locate unmatched transactions for this card.

Procedure

1. Have user insert card into reader.
2. Click the 'Get Chip Info.' button.
3. Verify card holders identity.
4. Click the 'Find' button.
5. Select a transaction from the drop-down box.
6. Click the 'Submit' button.

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d. To access the chip on the cardholder's card and return the value of the unmatched transaction, the Disbursing Officer clicks on the "Chip-to-Chip Corrections" link in the funds transfer options window.

(1) After the Disbursing Officer verifies ownership of the "sending" Navy Cash card, the cardholder inserts card into K22 and enters his or her PIN.

(2) The Disbursing Officer then clicks the "Get Chip Info" button.

(3) The Disbursing Officer clicks the "Find" button to locate any unmatched transactions associated with this particular Navy Cash card.

(4) The Disbursing Officer selects the appropriate unmatched transaction and clicks "Submit" to return the electronic value to the sending card.

e. The Disbursing Officer should review the “Unmatched Chip-to-Chip Transaction Report” weekly to ensure that any unmatched electronic value transfers are corrected and the value is returned to the sending card.

f. If for some reason, an unmatched chip-to-chip transaction couldn’t be reimbursed to the cardholder, the overage must be collected to the Treasury Department Receipt Account, Forfeiture of Unclaimed Money and Property, in accordance with DOD FMR, Volume 5, Chapter 6, Paragraph 0606. For example, a visitor card may have been turned in after hours or “under the door” or after a visitor has left the ship and cannot be attributed to a specific individual, *If not cashed out, any value remaining on a card after it has been turned in will be handed over to Treasury and cannot be recovered.*

8.4.12 Bulk Refunds

a. Refunds for single cardholders and single transactions can be handled readily using the “Individual Refund” function in the Navy Cash application (see paragraph 8.4.10). However, when a large number of cardholders need a refund, handling the refunds individually would be time consuming. For example, MWR may sell a significant number of tickets to a concert or sporting event or series of tours that must be cancelled at the last minute because of operational requirements or a change in the ship’s schedule. The bulk refund function allows the Disbursing Officer to initiate a refund to everyone who purchased a ticket in a few simple steps. Bulk refunds are credited to each cardholder’s strip account (Navy/Marine Cash account) on the ship. This credit will be reflected ashore as soon as the ship completes its end-of-day processing between ship and shore. Purchases made with visitor cards, which do not have a strip account associated with them, must be refunded individually at the Navy Cash application (see paragraph 8.4.10 and the “Chip Purchase Refund” selecting a specific event).

b. Bulk Refunds consists of four basic parts, each of which will be discussed in turn.

- Event Processing
- Programming the K22 Point-Of-Sale (POS) Device
- Bulk Refunds
- Reporting

c. Event Processing. Although developed primarily for MWR, event processing allows any merchant on the ship to specify events for collections and reporting (see paragraph 8.4.27, Event Maintenance).

(1) To set up event processing, the merchant must coordinate with the Disbursing Officer, who will use the Event Maintenance function in the Navy Cash application to enter an event name and event description and create an event code.

(2) Event Codes. Event codes provide the ability to track events that are purchased using Navy/Marine Cash so that sales transaction data can be reported by event and a bulk refund can be performed at a later time if necessary. Once an event code is created, a merchant can use it during sales by selecting the appropriate function key on a K22 that has been configured with event codes, although selecting an event is not required to complete a sale. Event codes are not reusable.

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Bulk Refunds

Select Event for Refund

Merchant - A	Event	Event Desc
GM FOOD	4-2-2/8 - SUCCE	4-2-2/8 - SUCCESS
GM FOOD	6/8 SUCCESS	6/8 - SUCCESS
GM FOOD	0/0 - SUCCESS	0/0 - SUCCESS
GM FOOD	3/4 - SUCCESS	3/4 - SUCCESS
GM FOOD	4/4 - SUCCESS	4/4 - SUCCESS

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View Refund Request Status Details

Merchant - A	Event	Event Status
GM FOOD	4-2-2/8 - SUCCE	Processing Failed
GM FOOD	4-2-2/8 - SUCCE	Processed
GM FOOD	6/8 SUCCESS	Processed
GM FOOD	6/8 SUCCESS	Processed
GM FOOD	6/8 SUCCESS	Processed

Requestor Name:

Event Refunded:

Status: Status Date:

Status Description:

Event Description:

[Reset](#)

Procedure

To Refund an Event:

From the 'Select Event for Refund' box:

1. Select a Merchant/Event.
2. Click the 'Refund' button.

To Check Status of a Refunded Event:

From the 'View Refund Request Status Details' box:

1. Choose an Event being refunded.

To Refresh all the Data on the screen Click the 'Reset' button.

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d. Programming the K22 POS Device. Following the instructions in Chapter 2 (see paragraphs 2.3.3 and 2.3.9), the K22 can be programmed with up to three event codes for each of three merchants, with each event assigned to a different function key. When transactions are collected on a K22 that has been properly configured, the sales clerk will be able to indicate which event the cardholder is purchasing by selecting the appropriate function key. This event code information is then held in the database for reporting purposes and for a bulk refund if one should become necessary.

e. Bulk Refunds. When requested by an appropriate merchant, the Disbursing Officer can initiate a bulk refund on the ship using the Navy Cash application. For each event refunded, the full purchase amount will be credited to each cardholder's strip (Navy/Marine Cash) account on the ship. This credit will be reflected ashore after the next end-of-day round trip is completed. A bulk refund can only be initiated one time for any one event.

(1) To enter the “Bulk Refunds” function, the Disbursing Officer clicks on the “Bulk Refunds” link in the funds transfer options window.

(2) Select Event. To refund an event, select the appropriate event in the “Select Event for Refund” box and click the “Refund” button.

(3) Check Status. To check the status of a refunded event, look at the appropriate event in the “View Refund Request Status Details” box.

(a) Review Bulk Refund Exceptions Report. Although the status of a refund request may indicate “Processed Successfully”, the Disbursing Officer and MWR Officer must review the Bulk Refund Exceptions Report to ensure that all transactions were refunded.

(b) Visitor Cards. Purchases made with visitor cards, which do not have a strip (Navy/Marine Cash) account associated with them, will always be listed on the Bulk Refund Exceptions Report and must be refunded individually at the Navy Cash application (see paragraph 8.4.10 and the “Chip Purchase Refund” selecting a specific event). ,

f. Bulk Refund Reports.

(1) Bulk Refund Exceptions Report. The bulk refund procedure will generate a Bulk Refund Exceptions Report for transactions that it cannot refund, for example, purchases made with visitor cards or transactions that have already been refunded individually. This report will be placed automatically in the “Q:\files\navydata\report\ship\bulkrefund” directory.

(2) Merchant Reports. Merchant daily and monthly reports will group sales transaction data by event codes if one or more have been created (and used) for any “events” within a merchant’s sales, for example, a concert, golf tournament, cruise book, flower sales. If no event codes were indicated during sales, all sales transactions will be reported together.

NAVY CASH™ DAILY CASH TRANSACTION LEDGER					
DATE ①	CASH-TO-CHIP ②	CHIP-TO-CASH ③	PRINT CARDHOLDER NAME ④	CARDHOLDER SIGNATURE ⑤	
11/01/02	100.00				
11/01/02	60.00				
11/01/02	50.00				
11/01/02	50.00				
11/01/02		10.00			
11/01/02		5.00			
Total	260.00	15.00			
⑥ TOTAL CASH TO CHIP \$260.00		⑦ TOTAL CHIP TO CASH \$15.00		⑧ NET SUM FOR CHIP TRANSACTIONS \$245.00	

8.4.13 Daily Cash Transaction Ledger

Note: A cardholder's signature is required only for a chip-to-cash transaction. This form can be maintained electronically, provided all required signatures are obtained.

- a. If a cardholder uses cash (or check) to put monies on his or her card:
 - (1) In Block 1, enter the date of the transaction.
 - (2) In Block 2, enter the amount of the cash value added to the chip.
- b. If a cardholder converts electronic value on his or her card to cash:
 - (1) In Block 1, enter the date of the transaction.
 - (2) In Block 3, enter the amount of the cash value removed from the chip.
 - (3) In Blocks 4 and 5, have the cardholder print and sign his or her name for the amount of cash received.
- c. If a cardholder is deceased, injured, or an unauthorized absentee, a designated officer, or an inventory board appointed by the Commanding Officer presents the Navy Cash card, if available, to the Disbursing Officer. The Disbursing Officer will convert the electronic value to cash and prepare an ex-cash check in the cardholder's name. Any amount residing in the cardholder's Navy Cash account should be pushed back to the cardholder's DDA via the Customer Service Center at the TFA.
 - (1) In Block 1, enter the date of the transaction.
 - (2) In Block 3, enter the cash value on the chip.
 - (3) In Block 4, enter the ex-cash check number.
- d. Close out the Daily Cash Transaction Ledger as follows:
 - (1) Total the amounts entered in the column under Block 2.
 - (2) Enter the amount in Block 6, Total Cash to Chip.
 - (3) Total column 3 and enter the amount in Block 7, Total Chip to Cash.
 - (4) In Block 8, Net Sum for Chip Transactions, enter the difference between Blocks 6 and 7.
 - (5) This value should be the value recorded as an increase to line 6.2A and a decrease to line 6.9 of the DD 2657. The completed Daily Cash Transaction Ledger should be retained with the balanced DD 2657.
- e. A blank copy of the Daily Cash Transaction Ledger is included in paragraph 8.15.9.

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Card Maintenance

Have user insert card. Then click the 'Get Chip Info' button.

Account Name:

Account #:

Card Number:

Account Status:

Card ID:

Card Status:

Account Balance:

Chip Balance / Limit: /

Social Security Number: (Last 4 Digits)

Card Maintenance Options:

1. PIN Reset or Change.
Used to change or reset the PIN associated with a Navy Cash card.
2. Change Card Status.
Used to report a customer's Navy Cash card as lost, stolen, damaged or canceled. A new card may be issued using the 'Assign Replacement Card' option.
3. Unblock Card.
Used to unblock a customer's Navy Cash card when the PIN has been incorrectly entered more than three times.
4. Card Report.
Used to examine the transactions associated with a card over a specified date range.
5. New Enrollee Card Pick Up.
Used to confirm assignment of a new Navy Cash card to a new program enrollee.

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Reset or Change PIN

Have user insert card. Then click the 'Get Chip Info' button.

Account Name: Account #:

Card Number: Account Status:

Card ID: Card Status:

Account Balance: Chip Balance / Limit: /

Social Security Number: (Last 4 Digits)

Procedure

To CHANGE or RESET card PIN:

1. Insert card into reader.
2. Click the 'Get Chip Info.' button.
3. Verify users identity.
4. Click the 'Submit' button.
5. User will be prompted for new PIN.

Initiate PIN Change or Reset:

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8.4.14 Resetting or Changing the PIN

Cardholders who elect to reset or change the PIN associated with their Navy Cash cards would normally use the K80 and follow the screen prompts. To change a PIN at the disbursing office:

- a. The Disbursing Officer clicks on the “PIN Reset or Change” link in the Navy Cash application.
- b. The Disbursing Officer instructs the cardholder to insert the card into the K22 and clicks on the “Get Chip Info” button. The Disbursing Officer must then verify the information displayed and the cardholder’s identity and ownership of the card.
- c. The Disbursing Officer then clicks the “Submit” button to initiate the PIN change.

- d. The cardholder then follows instructions on the K22 and enters and reenters a new PIN.
- e. Successful PIN change will be indicated on the Navy Cash application screen.
- f. If a card is blocked, it must be unblocked before the PIN can be changed (see paragraph 8.4.16).

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Change Card Status

Card Not Present

Enter criteria to search:

Social Security Number: OR

MasterCard Number: OR

Card ID:

OR

Card Present

Insert card:

Customer Name:

Account Balance:

Card:

Report card status:

Procedure

If card present:	If card not present or chip is damaged:
1. Insert card.	1. Enter customer's Social Security Number, MasterCard number, Or enter Card ID for Visitor card.
2. Click 'Get Card Info' button.	2. Click 'Card Search' button.
3. Select the new status.	3. Select card from list.
4. Click the 'Update Card Status' button.	4. Select the new status.

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9/17/2003 7:15 PM

Start | NavyCash Disbursing Appl... | C:\Documents and Sett...

7:15 PM

8.4.15 Change Card Status

The “Change Card Status” screen can be used to “activate” a new permanent Navy Cash card that has been delivered to the ship and to report a card that has been lost, stolen, or damaged, or needs to be canceled.

a. Card Activation for Permanent Cards

(1) For security reasons and to prevent fraud, permanent Navy Cash cards are delivered to the ship in a “pendactive” status and must be activated before they will work. Occasionally, a cardholder will come to disbursing to report a card that no longer works, when, in fact, the card has never been activated. For example, the cardholder may have been given a new permanent Navy Cash card just as he or she was leaving a previous ship, and the card was

not activated at the time. Because the card does not work, the cardholder will not be able to do a ship check-in until the card has been activated.

(2) To activate a card, the Disbursing Officer first clicks on the “Change Card Status” link from the Card Maintenance menu in the Navy Cash application.

(3) If the cardholder has a temporary Navy Cardholder card, the Disbursing Officer must first insert the Navy Cardholder card into the K22 and click on the “Get Card Info” button so that the temporary card can be canceled before activating the new permanent card.

(a) To provide quicker access to any funds remaining on the chip of the temporary card, the cardholder can move the funds on the chip (electronic purse) to the strip (Navy/Marine Cash account) using the K80 Cashless ATM before coming to disbursing. Otherwise, the system will automatically do a chip-to-strip transfer to restore the value on the chip when the Disbursing Officer clicks the “Update Card Status” button in the step below, and the funds won’t be available in the Navy Cash account until the next end-of-day processing is completed between the ship and the shore.

(b) The Navy Cash application brings up the card ID number(s) associated with the search criteria. After verifying the cardholder’s identity and ownership of the temporary card, the Disbursing Officer selects the correct card in the “Cards Found” window, selects the “Canceled” status in the “Report Card Status” window, and clicks “Update Card Status” to initiate the change in card status.

(c) The Disbursing Officer must immediately destroy a canceled card in the presence of the cardholder. Cards can be destroyed by cutting them up or shredding them.

(4) The Disbursing Officer then inserts the new Permanent Navy Cash card into the K22 and clicks on the “Get Card Info” button.

(5) The Disbursing Officer selects the correct card in the “Cards Found” window, selects the “active” status in the “Report Card Status” window, and clicks “Update Card Status” to initiate the change in card status.

(6) The new Permanent Navy Cash card is now active and immediately usable on the ship. Since the active status of the card will not be reported to the TFA until the next end-of-day processing is initiated, the card will not be usable ashore until the end-of-day processing between the ship and the shore is completed.

b. Reporting Permanent and Temporary Cards Lost, Stolen, Damaged, or Canceled

(1) Lost, Stolen, or Damaged Cards. If a cardholder’s Navy Cash card is lost, stolen, or damaged, he or she must report to the disbursing office immediately so that the status of the old card can be reported appropriately as “Lost”, “Stolen”, or “Damaged” and a new card can be issued.

(2) Canceled Cards. If a cardholder is being discharged from the Navy or Marine Corps (see paragraph 8.4.19) or no longer desires to have a Navy/Marine Cash account or is simply turning in a temporary card in order to pick up a new permanent card, he or she must report to the disbursing office to turn in and cancel his or her card.

(a) Prior to reporting to the disbursing office, cardholders being discharged from the service or otherwise closing their Navy/Marine Cash accounts should move all the funds on their Navy/Marine Cash cards from the chip (electronic purse) and the strip (Navy/Marine Cash account) back to their home bank or credit union accounts using the K80 Cashless ATM. Alternatively, they may move all the funds on the strip to the chip and “cash out” the chip at the disbursing office in accordance with paragraph 8.4.9.

(b) For cardholders being discharged or closing their accounts, the Disbursing Officer must first verify that their Navy/Marine Cash card is empty before changing the card status to “Canceled”. For cardholders turning in a temporary card in order to pick up a new permanent card, the system will automatically start a chip-to-Navy Cash transfer on the ship to restore the value on the chip (see below and paragraph 8.4.15.a above).

(c) The Disbursing Officer must immediately destroy a canceled card, whether it is permanent or temporary, in the presence of the cardholder and notify the Customer Service Center via phone or email if an account is being closed. Cards can be destroyed by cutting them up or shredding them.

(3) The Disbursing Officer clicks on the “Change Card Status” link in the Navy Cash application.

(4) If the card is present

(a) The Disbursing Officer inserts the card into the K22 and clicks on the “Get Card Info” button.

(b) The Navy Cash application brings up the card ID number(s) and associated information. The cardholder’s name is displayed but cannot be modified. After verifying the cardholder’s identity and ownership of the card, the Disbursing Officer selects the correct card in the “Cards Found” window, selects the correct card status in the “Report Card Status” window, and clicks “Update Card Status” to initiate the change in card status.

(c) If the card’s status is being changed to “Canceled”, the system will automatically start a chip to Navy/Marine Cash (strip) transfer. This allows the system to move the exact amount on the chip to the individual’s Navy/Marine Cash account on the ship. The updated Navy/Marine Cash account balance will not be reflected on the shore until the next end-of-day processing is completed between the ship and the shore.

Note: If the cardholder has not checked in to the particular ship, his or her Navy/Marine Cash account balance cannot be displayed because the account balance information is not available on the shipboard server. The account balance can only be displayed after the individual cardholder has done a “Ship Check In” at the K80 Cashless ATM and a subsequent Navy Cash data transmission round trip has been completed.

(d) The K22 will require the cardholder to enter his PIN and click OK.

(e) The K22 will display the amount for credit and ask cardholder if amount is correct. The cardholder will select either “OK” or “CLR”. If the cardholder chooses “OK”, the chip to Navy Cash transfer is completed and the card can be removed. If the cardholder chooses “CLR”, the transaction will be rejected and cancelled, and the process will need to be repeated for the correct amount.

(5) If the card is not present (or the chip is damaged)

(a) The Disbursing Officer enters either the individual's SSN, the MasterCard number, or, for visitor cards, the card ID number (with just one criterion needed) and clicks the "Card Search" button. The MasterCard number can be used to search when a Temporary Navy Cardholder card is brought to the disbursing office and no one has signed the card, the chip is damaged and not readable, and there is no way to determine to whom the card belongs.

(b) The Navy Cash application brings up the card ID number(s) associated with the search criteria. After verifying the cardholder's identity and ownership of the card, the Disbursing Officer selects the correct card in the "Cards Found" window, selects the correct card status in the "Report Card Status" window, and clicks "Update Card Status" to initiate the change in card status.

(c) If the card's status is being changed to "Lost", "Stolen", "Damaged", or "Canceled", the system will automatically notify the shore-side when the next Navy Cash data transmission occurs to do a chip to Navy Cash transfer to restore the value on the chip. The balance that was on the chip at the close of the business day the card was reported lost, stolen, or damaged is transferred automatically by the shore-side to the cardholder's Navy/Marine Cash account. This action will not be completed until the next end-of-day processing is initiated from the ship, and the updated Navy/Marine Cash account balance will not be reflected on the ship until the end-of-day processing is completed between the ship and the shore.

(6) The system then changes the card's status, and the card is now "hotlisted" on the ship. All the card readers on the ship, for example, the K22s in the ship's store and post office and the CADs in the vending machines, will be updated with this hotlist information within five minutes, and, if the card is inserted into a K22 or CAD, the device will lock the card from further use and actually render the chip permanently unusable.

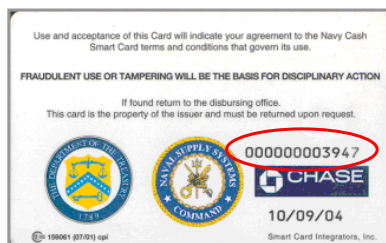
(7) Since the hotlisted status of the card is not "reported" to the TFA until the next end-of-day processing is initiated from the ship, the Disbursing Officer must also notify the Navy Cash Customer Service Center that the card has been hotlisted. A telephone call is the preferred way to notify the Customer Service Center, but email notification is also acceptable.

(8) To issue a replacement card, the Disbursing Officer then clicks on the "Assign Replacement Card" link in the Navy Cash application, which is described in paragraph 8.4.18.

c. Visitor Cards

(1) Reporting Lost, Stolen, or Damaged Visitor Cards

(a) If a cardholder's Navy Cash visitor card is lost, stolen, or damaged, he or she must report to the disbursing office immediately so that the status of the old card can be reported appropriately as "Lost", "Stolen", or "Damaged", any unused value remaining on the card can be restored, and a new card can be issued.



(b) The Disbursing Officer must enter the visitor card sequence number, which is printed on the lower right of the back of the card, and click the “Card Search” button in order for the system to bring up the correct card in the “Cards Found” window. If the card is lost or stolen, and the cardholder has not recorded the card number, the Disbursing Officer can refer to the Navy Cash Card Issue Log (see paragraph 8.3.1). The log contains the last four digits of the card number for temporary and permanent cards and the entire card sequence number for visitor cards.

(c) After verifying the cardholder’s identity and ownership of the card (refer to the Navy Cash Card Issue Log), the Disbursing Officer selects the correct card in the “Cards Found” window, selects the correct card status in the “Report Card Status” window, and clicks “Update Card Status” to initiate the change in card status.

(d) Visitor cards are not normally canceled but should be cashed out and turned in to disbursing when the visitor departs so that they can be reissued to another visitor.

(2) Restoring Value on Lost, Stolen, or Damaged Visitor Cards

(a) Because a Navy Cash Visitor Card is anonymous and does not have a Navy/Marine Cash account associated with it, the funds that were on the chip cannot be moved automatically from the chip to a Navy/Marine Cash strip account. There are three options available to retrieve funds from the visitor card.

(b) For each of these options, the Disbursing Officer must first change the card status of the “old” visitor card to “Lost”, “Stolen”, or “Damaged” as appropriate (see above).

(c) Move Funds to Disbursing Office Navy Cash (Strip) Account. The Disbursing Officer must provide the CSC the visitor card sequence number (from the lower right corner of the back of the card or from the Navy Cash Card Issue Log). The CSC can then debit the chip and credit the Disbursing Office Navy Cash (strip) merchant account. After the next round trip, the Disbursing Officer can take his or her merchant Navy Cash card to the K80, move the funds from the strip to the chip. Then, he or she can either cash out the chip and use the cash to fund a new visitor card; or cash out the chip and give the cardholder the cash; or go to the K80 Cashless ATM and do a chip-to-chip transfer from the Disbursing Officer’s merchant card to a new visitor card.

(d) Move Funds to Cardholder’s Navy Cash (Strip) Account. If the cardholder has a Navy Cash account, the Disbursing Officer can provide the CSC the visitor card sequence number (from the lower right corner of the back of the card or from the Navy Cash Card Issue Log). The CSC can then debit the chip and credit the cardholder’s strip account. After the next round trip, the cardholder can take his or her Navy Cash card to the K80 and move the funds from the strip to the chip or back to his or her home bank or credit union account.

(e) Move Funds to Cardholder’s Home Account. The CSC can “push” the funds remaining on the chip to a specified bank or credit union account. To accomplish this, the Disbursing Officer must forward the following information to the CSC via email (navycashcenter@ezpaymt.com). The CSC can debit the chip account and transfer the funds to

the bank or credit union account provided. The cardholder can fund a new visitor card by exchanging a personal check or cash at the disbursing office.

- Card number (from the lower right corner of the back of the card or from the Navy Cash Card Issue Log)
- Account number to which the funds should be transferred
- ABA (American Bankers Association) routing number for bank or credit union that holds the account
- Name on the account. This is the cardholder's name exactly as it is on the account, not the name of the bank.

DK1 Curt Maple
Anne Maple
 123 Pear Lane
 Anyplace, VA 20000

PAY TO THE ORDER OF **Depository Name**

ANYPLACE BANK
 Anyplace, VA 20000

For

ABA Routing Number

Account Number

1500-0000

1234

Do not include the check number.

1 250250025 2020200703 1234

\$ **1234**
 DOLLARS

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Unblock Card

Enter criteria to search:

Social Security Number: **OR**

MasterCard Number: **OR**

Card ID:

Customer Name:

Account Balance:

Cards found: (please select the one to unblock.)

Procedure

1. Enter the available search criteria.
2. Click the 'Card Search' button.
3. Verify users identity.
4. Have user insert card.
5. Click the 'Submit' button.

Initiate Unblock:

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8.4.16 Unblock Card

- If a cardholder's Navy Cash card becomes blocked because they entered their PIN incorrectly more than three times, he or she must report to the Disbursing Officer so that the card can be unblocked.
- The Disbursing Officer clicks on the "Unblock Card" link in the Navy Cash application and enters either the individual's SSN, the MasterCard number, or, for visitor cards, the card ID number (with just one criterion needed). The Disbursing Officer then clicks the "Card Search" button.
- The MasterCard number can be used to search when a Temporary Navy Cardholder card is brought to the disbursing office and no one has signed the card, the chip is damaged and not readable, and there is no way to determine to whom the card belongs.

d. The Navy Cash application brings up the card ID number(s) associated with the search criteria.

e. After verifying ownership of the Navy Cash card, the Disbursing Officer selects the correct card, instructs the cardholder to insert the card into the K22, and clicks the “Submit” button to initiate unblocking the card.

f. The cardholder then follows instructions presented on the K22.

g. Successful unblocking of the card will be indicated on the Navy Cash application screen. When a blocked card is inserted, the K22 may display the error codes “Card BlockedR09” or “Card BlockedR09A”. R09 is displayed the first time a blocked card is inserted into a K22, and R09A is displayed each subsequent time the card is inserted. Experience has shown that, when the error codes R09 or R09A are encountered, several unblock attempts may be required to successfully unblock the card. Disbursing personnel should attempt to unblock a card several times before deciding to replace the card.

h. If a cardholder entered his or her PIN incorrectly ten or more times prior to bringing it to the disbursing office to be unblocked, the card becomes permanently blocked and must be replaced as discussed in paragraph 8.4.18. If the K22 displays the error code “Unusable CardR7”, the card is permanently blocked, cannot be unblocked, and must be replaced.

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Card Report

Have user insert card. Then click the 'Get Chip Info' button.

Account Name: Account #:

Card Number: Account Status:

Card ID: Card Status:

Account Balance: Chip Balance / Limit: /

Social Security Number: (Last 4 Digits)

Customer First Name: and Search Results:

Customer Last Name: or

SSN: or

Card ID:

Start Date: End Date: Card ID:

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8.4.17 Card Report

- a. To view information on all chip transactions for a specific account, a Card Report can be generated which displays a breakdown of all transactions that have occurred on a chip.
- b. To generate the Card Report, the Disbursing Officer clicks on the Card Report link in the Navy Cash application.
- c. The Disbursing Officer then has the cardholder insert his or her card into the K22 and clicks the “Get Chip Info” button. If the card is not available to be inserted, a search can be created based on the prescribed search criteria. The Disbursing Officer must then identify the appropriate account from the search results listing.
- d. Once the account has been identified, the DISBO will select start and end dates for the report and click on the generate button. This will produce the report on screen. If a hardcopy printout is required, simply click on the Print button and a paper report will be generated.

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Account Maintenance Options.

1. Assign Replacement Card.
Used to replace a card which has been reported Lost, Stolen, Damaged or Canceled with a generic card.
2. Account Enrollment.
Used to collect enrollment information and allocate a generic card to the new enrollee.

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Assign Replacement Card

Enter a criteria to search:

Social Security Number: **OR**

Merchant ID:

Customer Name:

Cards found: (please select the card you wish to replace.)

Procedure

1. Enter the available search criteria.
2. Click the 'Card Search' button.
3. Select the card you wish to replace.
4. Place the Generic card into the reader.
5. Click the 'Get Chip Info.' button.
6. Click the 'Assign Card to Account.' button.

Note: the card ID will be displayed if and only if the card is unassigned. Otherwise the current assignment status will be displayed.

Account Name: Card Number:

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8.4.18 Assign Replacement Card

a. If a cardholder's Navy Cash card is lost, stolen, or damaged, he or she must report to the Disbursing Officer so that the status of the old card can be reported appropriately and a new card can be issued. Prior to issuing a replacement card, the Disbursing Officer must update the card status in accordance with paragraph 8.4.15, Change Card Status.

b. The Disbursing Officer clicks on the "Assign Replacement Card" link. To search for the appropriate card ID number, the Disbursing Officer enters an individual's SSN or selects an appropriate merchant from the drop down menu. The Disbursing Officer then clicks the "Card Search" button.

c. The Navy Cash application brings up the card(s) ID number(s) associated with the search criteria. The cardholder's name is displayed but cannot be modified. The Disbursing Officer then selects the card that needs to be replaced in the "Cards Found" window.

d. The Disbursing Officer shall document issuing the replacement card in the Navy Cash Card Issue Log, recording the last four digits of the card number, name and last four digits of the SSN of the card owner, issue date, signature of the recipient, and the name and signature of the issuer.

e. The Disbursing Officer inserts the new Navy Cash card into the K22 and clicks the “Get Card Info” button.

f. Navy Cash application receives the card ID number from the K22, which it then displays. The Disbursing Officer then clicks the “Assign Card to Account” button.

(1) Once the new card has been assigned to the account, it can be used on board ship immediately. Any funds available in the strip (Navy Cash) account can be transferred to the chip for use on the ship, and any funds remaining on the chip of the old card will be transferred to the strip account automatically when the next end-of-day processing is completed between the ship and the shore (see paragraph 8.4.15).

(2) The new card cannot be used ashore until the account information ashore has been updated with the new card number which occurs when the end-of-day processing is completed by the ship and the shore.

g. For security reasons and to prevent fraud, the new permanent Navy Cash card arrives on the ship in a “pendactive” status and must be activated before it will work (see paragraph 8.4.15.a, Card Activation).

8.4.19 Close or Suspend an Account Pending Transfer or Discharge?

a. Cash Out or Transfer Funds on Card. When a cardholder is being discharged from the Navy or Marine Corps, transferring to an activity that does not have Navy/Marine Cash, or no longer desires to have a Navy/Marine Cash account, he or she should move all the funds on the Navy/Marine Cash card from the chip (electronic purse) and the strip (Navy/Marine Cash account) back to his or her home bank or credit union account using the K80 Cashless ATM. Alternatively, he or she may move all the funds on the strip to the chip and “cash out” the chip at the disbursing office in accordance with paragraph 8.4.9.

b. 30 Days Prior to Transfer or Discharge. The disbursing office must work closely with the personnel office to keep track of cardholders who will be leaving the ship within 30 days.

(1) Review Negative Balance Report. The Disbursing Officer should review the daily Negative Balance Report on a daily basis and ensure cardholders within 30 days of transfer or discharge are not listed on the report. The amount of any negative balance in a Navy/Marine Cash account represents a debt to the U.S. Treasury funds pool. Even though the amount of that debt is not part of his or her accountability the Disbursing Officer is responsible for collecting on that debt. There are several options available to accomplish this (see paragraph 8.8.1). The Disbursing Officer should ensure that the cardholder’s access to their home bank or credit union account is blocked until the negative balance is cleared and the Navy/Marine Cash account is balanced (see paragraph 8.8.2).

(2) Prevent Unrecoverable Debt. The Disbursing Officer should make a judgment whether or not a negative balance condition is likely on a cardholder’s Navy/Marine Cash

account, for example, from an NSF or other returned transaction, taking into account pending transactions that have not yet been processed by the Navy Cash system. To prevent an unrecoverable debt from being posted to Navy Cash, the Disbursing Officer should evaluate the need to suspend the cardholder's Navy Cash account and block access to his or her home bank or credit union account or cancel the cardholder's permanent Navy Cash card and close the his or her Navy/Marine Cash account some time prior to his or her actual departure date. If necessary, the Disbursing Officer can issue a "chip-only" visitor card for use on the ship until the cardholder leaves the ship.

(3) Split Pay Option (SPO). The Disbursing Officer or Marine Admin Section is responsible for stopping a cardholder's SPO at least 30 days before he or she leaves the ship.

c. PCS Transfer. Cardholders transferring PCS (Permanent Change of Station) should be encouraged to keep their Navy/Marine Cash cards and accounts when they leave the ship, particularly as more and more ships in the fleet are equipped with Navy Cash. A Navy/Marine Cash Debit MasterCard® does not expire until three years from the date of issue, so it will remain valid after an individual leaves the ship. If a cardholder's next ship is Navy Cash equipped and his or her card is still valid, he or she can quickly get access to all Navy Cash capabilities.

(1) Suspend Navy/Marine Cash Account. If a cardholder elects to keep his or her Navy/Marine Cash card and account, he or she should transfer funds as described above from both the chip and the strip before leaving the ship.

(a) As a part of the checkout process, the disbursing office will contact the Customer Service Center (CSC) via phone or email and request that the cardholder's Navy/Marine Cash account be suspended, which will prevent online ATM withdrawals and online PIN-based and signature-based purchases ashore, and that the cardholder's access to their home bank or credit union be blocked, which will prevent Navy Cash access to the account from the ship.

(b) The cardholder should then retain his or her Navy/Marine Cash card until he or she reports to a Navy Cash equipped ship. Once on board the new ship, the cardholder must first complete a "Ship Check In" at a K80 Cashless ATM, and the ship must complete the next end-of-day processing between ship and shore. In the interim, he or she must also report to the disbursing office and request that they send an email or call the CSC asking that the cardholder's Navy/Marine Cash account be restored, which will allow online ATM withdrawals and online PIN-based and signature-based purchases ashore, and that the cardholder's access to their home bank or credit union be unblocked, which reinstates Navy Cash access to the account from the ship. Since end-of-day processing is normally completed each day, full access to Navy/Marine Cash capabilities should be available the next day.

(c) *Suspending an account* only prevents online ATM withdrawals and online PIN-based and signature-based purchases ashore. *Blocking access* (see paragraph 8.8.2) only prevents Navy Cash access to bank and credit union accounts from the ship; the cardholder can still use the card ashore, even when the Navy Cash account balance is negative, at merchants who process transactions in an offline mode. Neither blocking Navy Cash access to bank and credit union accounts nor suspending a Navy Cash account disables the chip on a Navy Cash card; the individual can still use the value on the chip to purchase things on the ship.

(2) Close Navy/Marine Cash Account. If a cardholder elects not to keep his or her Navy/Marine Cash card and account, he or she should transfer funds as described above from both the chip and the strip before leaving the ship.

(a) As a part of the checkout process, the cardholder should report to the disbursing office (and Admin Section for the Marine Corps) to notify them that he or she wants to close his or her Navy/Marine Cash account and to turn in his or her card.

(b) After verifying that the cardholder's Navy/Marine Cash card is empty, the Disbursing Officer should change the card status to "Canceled" in accordance with paragraph 8.4.15, Change Card Status.

(c) The disbursing office must then destroy, for example, cut up or shred, the card in the presence of the cardholder. The disbursing office must also notify the Customer Service Center via phone or email to close the account.

d. Discharge from Service. Cardholders being discharged from the Navy and Marine Corps will be required to close their Navy/Marine Cash accounts and turn in their Navy/Marine Cash cards in accordance with the basic procedures outlined above.

(1) Prior to the cardholder's discharge, the Disbursing Officer is responsible for ensuring that all negative Navy Cash balance conditions are cleared and that minimal possibilities exist for a future negative balance condition.

(2) If a cardholder is within the final 30 days of being discharged from the Navy or Marine Corps and has a negative Navy Cash balance, the Disbursing Officer's only option is to post a "DS01" indebtedness, Company Code D411179, to the cardholder's military pay account prior to the cardholder's separation date (see paragraph 8.8.1).

e. Disposition of Navy Cash Cards. If at all possible, the Disbursing Officer must recover permanent and temporary Navy Cash cards from individuals who are closing their Navy Cash accounts and cancel (see paragraph 8.4.15, Change Card Status) and destroy the cards in the presence of the cardholder. Visitor cards must also be recovered from anyone leaving the ship, so they can be reissued to another visitor.

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New Account Enrollment

Applicant Information:

*SSN: Title:

*First Name: *Middle Initial:

*Last Name: *Date of Birth (mmdd): 01 01

*Mother's Maiden Name: *Home Phone:

Email Address: *Military Branch: NAVY

*Pay Grade: E-1

Address:

*Address:

*City: *State: AA

*Zip Code: Country: USA

Bank Account Information:

ABA: Account Type: Checking

Account No: Account Name:

Procedure

1. Enter the required information.
2. Place the generic card into the card reader.
3. Click the 'Get Card Info.' button.
Note: the card ID will be displayed if the card is unassigned. Otherwise the current assignment status will be displayed and another generic card must be used.

4. Click the 'submit' button.
5. Place allocated generic card in a separate location. Enrollee may retrieve card when the application has been processed and returned from shore.

Get Card Info Reset

*Generic Card #:

Submit Reset

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8.4.20 Account Enrollment

a. To open a Navy Cash account, a person must be enrolled in the program. To enroll, he or she must fill out and sign an enrollment form and report to the disbursing office to turn in the form. The Disbursing Officer shall verify the ABA or routing number and the account number recorded on the form. If possible, the new enrollee should bring a cancelled check or deposit slip from the bank or credit union account he/she wants to associate with Navy Cash to verify account information. A sample Navy Cash enrollment form is included at Appendix F.

(1) Individuals who elect the Split Pay Option (SPO) can have a portion of their pay sent directly to their Navy Cash accounts each payday. Enrolling in Navy Cash and signing up for SPO are two separate actions. Signing up for SPO (see paragraph 8.4.31) does not automatically enroll an individual in Navy Cash; conversely, enrolling in Navy Cash does not automatically sign an individual up for SPO. The Disbursing Officer must ensure that individuals

are enrolled in Navy Cash before they sign up for SPO. Should the TFA be forced to reject SPO payroll payments for individuals who do not have Navy Cash accounts, the funds must be returned to DFAS Cleveland to be credited back to the individuals' Master Military Pay Accounts (MMPAs), which creates additional workload for the Disbursing Officer (see paragraph 8.4.31) and significantly delays receipt of SPO payroll amounts by these individuals.

(2) In accordance with paragraph 8.2.2, ships in homeports or operating for short periods in local OPAREAS should use bulk enrollment procedures whenever possible to enroll new personnel. After new enrollees complete and sign enrollment forms, Disbursing Officers should forward original signed forms to FSG FISC Norfolk or FISC San Diego as appropriate. The FSG will forward the enrollment data electronically to the TFA. The FSG will also forward the original signed forms to the TFA for recordkeeping purposes.

(3) Visitor cards can be issued to new enrollees for use until new permanent cards are delivered to the ship. Visitor cards can be used for a short period without significant inconvenience. If necessary, for individuals whose enrollments in Navy Cash have been completed ashore and who are waiting on delivery of new cards, split pay can be transferred to the chip on the visitor card using the Navy Cash application in accordance with the procedures in paragraph 8.4.8.

(4) When deployed away from homeport for an extended period, delivery of new permanent Navy Cash cards via mail can take several weeks. Temporary cards ensure individuals have immediate access to all Navy Cash capabilities, for example, transferring funds on the ship to the chip or Navy Cash (strip) account from bank or credit union account ashore. During extended deployments, the Disbursing Officer can use the Navy Cash application to enroll new personnel in accordance with paragraph c and following below. Currently, using the Navy Cash application to enroll new personnel requires use of a temporary card.

b. All authorized military personnel who request Navy Cash privileges and enroll in Navy Cash consent in writing, using the Navy Cash enrollment form, to immediate collection against their pay for the face value of or resulting negative Navy Cash account balance due the U.S. Treasury funds pool from all dishonored transactions returned for Non Sufficient Funds (NSF), closed accounts, inaccurate account information, or any other return reason. With this procedure, dishonored transactions will not become a delinquent debt; therefore, there is no authority to assess a service charge (Reference DOD FMR, Volume 5, Chapter 4).

c. When issuing a Navy Cash temporary card is required or desired, the Disbursing Officer clicks on the "New Account Enrollment" link in the Navy Cash application and enters the enrollment information into the on-screen enrollment form. If a required field is not filled in, the application will prompt the Disbursing Officer for the missing information. Required blocks are indicated with an asterisk (*). Some guidance for completing the enrollment fields is provided in the following subparagraphs.

(1) General Guidance. Use only letters and numbers in all fields of the "New Account Enrollment" screen. Do not use any commas, dashes, parentheses, periods, and special characters in any of the enrollment fields.

(2) Middle Initial. This is currently a one character mandatory field, which must have an entry before the user is allowed to continue to the next field. If the person being enrolled

does not have a middle initial, a dash (“-”) must be entered. If this field becomes non-mandatory after a future software change, it should then be left blank when the person being enrolled does not have a middle initial.

The diagram shows a check form with the following fields and annotations:

- Account Name:** DK1 Curt Maple, Anne Maple, 123 Pear Lane, Anyplace, VA 20000. An arrow points from this field to a circle labeled "Account Name".
- Depository Name:** PAY TO THE ORDER OF. An arrow points from this field to a circle labeled "Depository Name".
- Bank Information:** ANYPLACE BANK, Anyplace, VA 20000. An arrow points from this field to a circle labeled "ABA Routing Number".
- ABA Routing Number:** 250250025. An arrow points from this field to a circle labeled "ABA Routing Number".
- Account Number:** 2020200703. An arrow points from this field to a circle labeled "Account Number".
- Check Number:** 1234. An arrow points from this field to a circle labeled "Do not include the check number."
- Amount:** \$ 1500-0000. An arrow points from this field to a circle labeled "Do not include the check number."

The check number 1234 is also shown in the bottom right corner of the form.

(3) **Bank Account Name.** Enter the name of the person being enrolled **as it appears on his or her account or check**, not the name of the bank (depository name).

(4) **ABA Routing Number and Account Number.** The Disbursing Officer shall verify the ABA or routing number and the account number using the cancelled check or deposit slip provided by the cardholder and staple the cancelled check or deposit slip to the signed enrollment form.

(5) If either a bank account name, ABA routing number, or account number is entered, they must all be entered. If any one of these is missing, an error message will appear. If the Navy Federal Credit Union ABA routing number is entered, the system will check to see if the account number is a Share Savings account, that is, the eighth and ninth positions of the account number are zero, in which case an error message will be displayed.

d. The Disbursing Officer shall issue a temporary Navy Cash card to the new account holder from the stock of temporary Navy Cash cards available on the ship. Each card issued shall be noted in the Navy Cash Card Issue Log, which records the last four digits of the card number, name and last four digits of the SSN of the card owner, issue date, signature of the recipient, date returned for Visitor Navy Cash cards, and the name and signature of the issuer (see paragraph 8.3.1, Custody of Navy Cash Cards). The Navy Cash Card Issue Log shall be handled in accordance with sensitive personal data requirements. When a new supply of Navy Cash cards is required, the Disbursing Officer will re-order a new stock of temporary or visitor cards by emailing the Navy Cash Customer Service Center at navycashcenter@ezpaymt.com.

e. The Disbursing Officer inserts the new Navy Cash card into the K22 and clicks the “Get Card Info” button. The card ID number of the newly issued card will be displayed in the “Generic Card #” window if the card is unassigned. Otherwise, the current assignment status will

be displayed, and another temporary card must be used from stock. The new enrollment will not be reflected on the ship until a new account is established ashore and the new account information is updated on the ship, which occurs when the end-of-day processing “round trip” is completed between ship and shore.

f. The Disbursing Officer then clicks “Submit” to initiate enrollment of a new account holder in Navy Cash.

g. The original, hardcopy enrollment form, signed by the individual (with a cancelled check or deposit slip if available) must be mailed to the TFA:

JPMorgan Chase
P.O. Box 30210
Tampa, FL 33630

Or sent overnight, for example, by FEDEX or UPS, to

JPMorgan Chase
10430 Highland Manor Drive
F3-1505
Tampa, FL 33610
Attn: Transaction Services Unit (TSU)
(813) 432-4640

A copy of the enrollment form, signed by the individual, (and the cancelled check or deposit slip if available) shall be maintained on board ship for reference. Enrollment forms can be purged from the shipboard file three years from the date of signature, unless the individual is still on the ship.

h. Definition of terms:

Title = rank, rate, or title, for example, OS2, LT, Mr., Ms.

Phone = home phone number

Pay Grade = E1–E9, O1–O10

Address = address to which the permanent Navy Cash card should be mailed.

Normally, the ship’s address for personnel stationed aboard ship (cards will be sent to the Disbursing Officer). Members of ship’s company should include their assigned division on line 2 of the address block on the enrollment form when they enroll. To make it easier to track down individuals who are not part of ship’s company, they should include their company name or command name on line 2 of the address block.

Generic Card # = card number on Navy Cash Card taken from the stock of cards held by the Disbursing Officer (see paragraph 8.3.1, Custody of Navy Cash Cards).

The following information can be found on a personal check or deposit slip associated with a cardholder’s Direct Deposit Account.

ABA = transit routing number or bank routing indicator—the first nine numbers in the micro line (MICR) at the bottom of the check or on the savings account deposit slip.

Account No = as listed on check in the remaining numbers of the micro line (MICR) or savings account deposit slip.

Account Name = Name of the individual as listed on check or deposit slip.

i. Permanent Navy/Marine Cash cards should arrive at the FISC Logistics Support Center (LSC) about 10 business days after the TFA receives the enrollment data electronically. Contact the ship's Logistics Support Representative (LSR) to check the status of any card shipments.

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Operations Options.

1. Indicate end-of-day.
Used to launch EOD scripts, transfer data and generate EOD-specific reports. This will end all business transactions for that particular day and begin recording all subsequent transactions for the next business day.
2. View Reports.
Used to generate, save or print Disbursing and Application reports.
3. ROM II Reporting.
Used to generate a report on discrepancies between ROM II and NavyCash.
4. Safe Bank Transactions.
Used to facilitate the deposit of funds to the Bank or the Safe. This option enables the Disbursing Officer to make adjustments to the check and cash amounts in the Safe Audit Summary Report (SASR) in order to force-balance the Navy Cash application prior to completing the 'Indicate End-of-Day' function. The reason for the out-of-balance condition can be investigated after the fact as required.
5. Operator ID Maintenance.
Used to register new or modify existing system operators.
6. Vending and Ship's Store.
Used to indicate End of Period for configured Vending Merchants. In addition, you can bind CADs to Vending Machines.
7. Event Maintenance.
Used to enter/update Events in Navycash.

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Indicate End-of-Day

Check for Logged in Operators:

End of Day Values

Last End Date Time: Check Balance:

Cash Balance:

☐ Indicate End of Month. Month: Year:

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8.4.21 Indicate End of Day

NOTE: When this function is exercised under the Duty Log-in, it will complete the automatic system back-ups, process the batch file, connect to Navy Cash Shore facility, transfer all ship transactions, and retrieve shore updates. This will be completed with minimal user requirements and will be the only functionality available to the duty personnel.

a. At end of business day or whenever appropriate, the Disbursing Officer, or designated representative, must perform the “Indicate End of Day” function. This will end all business transactions for that particular day and begin recording all subsequent transactions on the next business day.

b. The Disbursing Officer clicks on the “Indicate End-of-Day” link on the Navy Cash application.

c. The Disbursing Officer then clicks the “Submit” button next to the “Check for Logged in Operators” tag.

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Indicate End-of-Day

Check for Logged in Operators:

First Name	Last Name
Bob	Smith
CAROL	LENTZ
CAROL	LENTZ
CAROL	LENTZ
CAROL	LENTZ
CAROL	LENTZ
CAROL	LENTZ
CAROL	LENTZ
CAROL	LENTZ
DISBO	DISBO
DISBO	DISBO
DISBO	DISBO

NavyCash Disbursing Application

? 20 operators remain logged on.
Sales activity from any retail outlet that occurs after EOD is indicated will appear on reports from the next batch.
Do you wish to continue?

Last End Date Time: Check Balance:
Cash Balance:

☐ Indicate End of Month. Month: Year: 2005

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d. If operators are logged on, for example, in the ship's store, post office, MWR, Wardroom, or Chiefs Mess, a message is displayed that informs the Disbursing Officer who is still logged on. It is not mandatory to delay End-Of-Day (EOD) processing if operators are still logged in; however, if transactions occur during EOD processing, some transactions may be posted to the next day's business. It is always recommended that all operators either log out or suspend business until the DISBO completes the EOD process. The Disbursing Officer can contact the operator and request that they log out immediately or the Disbursing Officer can proceed with the EOD process. Any transactions entered by that operator after EOD will appear on the next business day. To proceed with the EOD process, click the “Yes” button.

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Indicate End-of-Day

Check for Logged in Operators:

Run Date: 6/21/2005
Run Time: 10:54:19 AM
Report Name: NC_SHIP_114

NAVY DISBURSING
Safe Audit Summary Report
Location: DL3800
Start Date: 04/04/2005 21:42:53
End Date: 6/21/2005 10:54:19 AM
Merchant ID: 800000008448

Transaction Type: **Safe - Deposit**

Start Bal. *****
Total: *****

NavyCash Disbursing Application

Please verify that you wish to indicate EOD with the following balances:

Cash Balance = 1027.98
Check Balance = 3.02

End of Day Values

Last End Date Time: 04/04/2005 21:42:53 Check Balance: 3.02
Cash Balance: 1027.98

☐ Indicate End of Month. Month: 06 Year: 2005

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e. The Safe Audit Summary Report (SASR) will be displayed, and the “End of Day Values” frame will be enabled, which will contain the check balance, cash balance, and EOD date and time (a non-editable variable). In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).

f. At this point, the Disbursing Officer should have closed out the Daily Cash Transaction Ledger in accordance with paragraph 8.4.13. The total in block 7 of the ledger should match the sum totals generated by the SASR. If the balances do not match, the Disbursing Officer shall make every effort to identify the correct totals to be reported for the day.

g. The Disbursing Officer clicks the “Submit” button to start the actual EOD process. If that particular EOD will also be considered the End Of Month (EOM) cutoff, the Disbursing Officer must check the “Indicate End of Month” block, and then enter the month and year being closed. The “Indicate End of Month” block will be grayed out and cannot be used until the Sales

Officer has performed the EOM process at all vending machines and indicated EOM for each vending and ship's store merchant (parent) in the disbursing application (see paragraph 8.4.26).

h. The Disbursing Officer is then prompted for verification of EOD. This gives the Disbursing Officer an opportunity to back out of the action if necessary.

i. If the Disbursing Officer's actual cash or manual ledgers do not balance, every effort should be made to determine the cause. If the cause is not discovered and corrected immediately, a balancing transaction can be entered in accordance with paragraph 8.4.24. This process will balance the Navy Cash report and allow the DISBO to complete the end of day and return the system to normal use. However, the out-of-balance condition needs to be investigated and handled in an expeditious manner. If a shortage (loss of funds/loss of accountability) or an overage occurs, it should be handled as prescribed in Chapter 6 of DODFMR Volume 5. The correction will be documented on the Safe Audit Reports for future reference.

j. Once the balances have been verified, the DISBO will click "OK" in the verification window. After verification, an EOD completion message is displayed.

k. The Disbursing Officer will record the daily totals from the SASR cash column on the DD 2657 as an increase/decrease to line 6.2A, U.S. Currency on Hand. The total from the check column will be entered on line 6.3B, Other Undeposited Instruments On Hand. The value from the total column will be entered on line 6.9, "Other", but will have the opposite sign. Disbursing Agents will record the transaction on the DD 2665 as increases to line 17, US Currency on Hand, or 20, US Negotiable Instruments on Hand, as appropriate and an opposite entry to line 31, Other. Sample DD 2657 entries are included in paragraph 8.10.

l. Since the entries on the DD 2657 are logged in section II and opposite in value, there will be no increase in total accountability. However, when the electronic funds are reported as deposited at the end of the month, the overall accountability will be updated and correct. All funds that are being carried on line 6.9 can be supported by the SASR, and therefore are auditable. If required, a detailed report can be generated under the "View Reports" paragraph, 8.4.22. This report will display every transaction recorded on the server for any given period.

m. The supporting SASR should be kept on file with the DD 2657.

n. Shore Reports. Successful processing of the EOD batch (round trip) sends a series of reports to the ship from the shore side. These shore reports are generated automatically, and, when they are received, the Navy Cash system places them into a shore reports directory by date, with one sub-directory for each report date. On the Navy Cash application workstation or laptop, the shore reports can be found in the S:\files\navydata\report\shore directory, which maps to the Q:\files\navydata\report\shore directory on the Navy/Marine Cash server. The "Shore Reports" folder on the Navy Cash application desktop provides a short cut to the shore report directory. Sample reports are shown in paragraph 8.15. *In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).*

(1) Reports have been named using the following convention:

<UIC>_<REPORT TYPE>_<REPORT
NAME>_<D/M>_yyyymmdd_HHMMSS.txt, where:

UIC = Ship's Unit Identification Code

Report Type = TRAN – Transaction Report, FRAU – Fraud Report,
OPER- Operational Report, SETT – Settlement Report

Report Name = Name of report

D/M = Daily or Monthly

Yyyymmdd = year/month/day report generated (GMT)

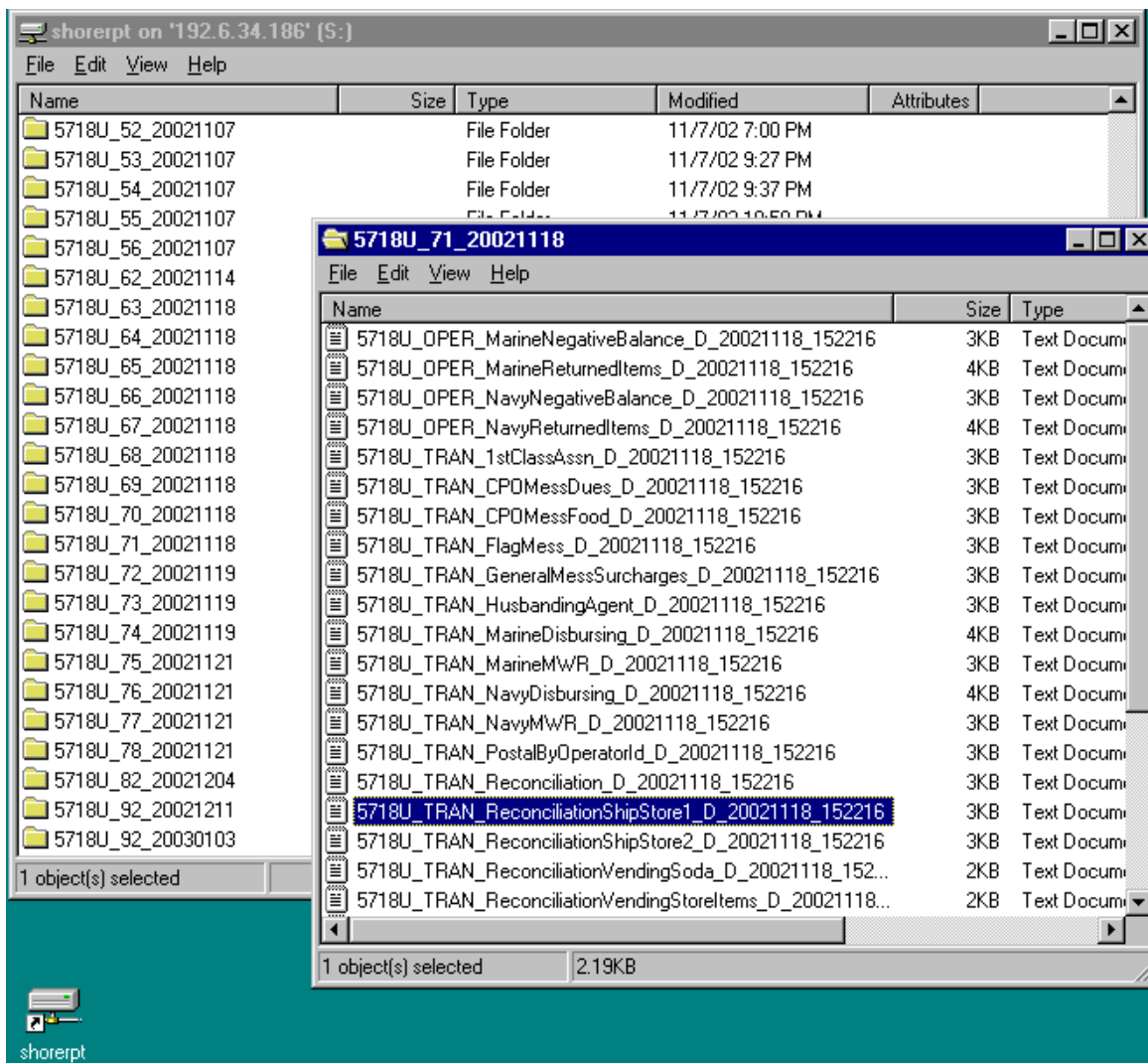
Hhmmss = hour/minute/second report generated (GMT)

.txt = Text file

Example:

R21452_TRAN_Ship_Merchant_Settle_D_20041209_000736.txt

R21198_TRAN_ShipStore_D_20010828_171708.txt



(2) Transaction Reports. Transaction reports will be generated for all ship merchants, for example:

- (a) Wardroom
- (b) CPO Mess Dues
- (c) General Mess
- (d) Flag Mess
- (e) Commanding Officer's Mess
- (f) First Class Petty Officer Association
- (g) MWR
- (h) Post Office — Metered Mail
- (i) Post Office — Money Orders
- (j) Post Office — Stamps
- (k) Ship's Store
- (l) Foreign Vendors
- (m) Vending Store Items (Snack, Phone Cards, Soap)
- (n) Vending Soda
- (o) Transaction Summary
- (p) Negative Balances
- (q) Returned Items

(3) Merchant Settlement Reports. Merchant settlement reports are generated for all merchants, whether they settle to bank or credit union accounts ashore or to merchant Navy Cash (strip) accounts. For merchants who elect to settle on a weekly basis, deposits are initiated using the following schedule: on the 8th, 15th, 22nd, and 28th of each month. The deposit on the 8th of the month will include any transactions that posted on the 29th, 30th, and 31st of the previous month. Funds are normally available the next business day after the transactions are posted.

(4) Reconciliation Reports. Reconciliation reports, which are generated for all merchants, segregate transactions that were collected in the offline mode but were not processed on the same day they were collected. Reported separately, these collections can then be added to the totals for the appropriate day if desired.

(5) Print Reports. The Disbursing Officer can view and print reports at any time by accessing the shore report directories and sub-directories. Reports should be printed in "Landscape" format using WordPad™ software. A printer is not provided with the Navy Cash system. The Disbursing Officer must print reports sharing an already existing printer local to the server or workstation in the disbursing office, for example, the ATMs-at-Sea printer. Reports can also be saved electronically and sent via email.

(6) Review Reports. The Disbursing Officer and other responsible individuals, such as the Sales Officer, MWR Officer, and Chiefs' Mess Treasurer, should compare the daily reports with reports from their existing accounting systems, for example, ROM II for ship's store, to verify accuracy. A Navy Cash generated report states the collections that have been recorded to any particular activity. Therefore, the report serves the same function for an accountable officer as a signed page in the NS 470 or a deposit ticket.

(7) Negative Balances. The Disbursing Officer shall review the Negative Balance Report and the Returned Items Detail Report on a daily basis. Guidelines for handling negative Navy Cash account balances are contained in paragraph 8.8 and Appendix L.

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NAVY CASH

View Reports

Click on the Report you wish to view.

Disbursement Office Reports

- [Safe Bank Transactions](#)
- [Safe Audit Summary Report](#)
- [Safe Audit Detail Report](#)
- [Disbo Transaction Summary Report](#)
- [Payroll Report](#)
- [Disbo Transaction Report](#)

Application Reports

- [Operator History Report](#)
- [Merchant Sales Summary](#)
- [Chip to Chip Transaction Report](#)
- [Non Vending Sales Report](#)
- [EOD Report](#)
- [MSO Summary Report](#)
- [Assigned Generic Card Report](#)
- [MSO Detail Report](#)
- [Display Server DateTime](#)

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8.4.22 View Reports

a. The Disbursing Officer, or Deputy, can click on the “View Reports” link on the Navy Cash application to select the report menu and display the reports that can be generated as needed on the ship. To select, view, and print a report, click on the report desired, fill in the start and end dates for the inclusive period, and click the “Generate” button. Sample reports are shown in paragraph 8.15.

Safe Bank Transaction Report	Lists all deposits to bank (withdrawals) and deposits to safe (deposits) at disbursing office
Safe Audit Detail Report	Details all disbursing transactions—cash to chip, check to chip, safe bank, and chip to cash
Payroll Report	Lists Split Pay Option (SPO) payroll for last payday
Safe Audit Summary Report	Summarizes cumulative transactions in disbursing
Disbo Transaction Summary Report	Summarizes all transactions in disbursing
Disbo Transaction Detail Report	Details all transactions in disbursing
Operator History Report	Lists all Navy Cash application operator log-ons and log-offs
Chip-to-Chip Transaction Report	Lists all unsuccessful chip-to-chip transactions—used to research unmatched chip-to-chip transfers
EOD Report	Displays status of all end-of-day requests (batches)
Assigned Generic Card Report	Lists all temporary cards assigned
Display Server Date Time	Displays current server date and time —Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC))—also located on bottom right corner of desktop
Merchant Sales Summary Report	Summarizes the total sales and transaction counts for each merchant—used for Sales End of Month (EOM)
Non-Vending Sales Report	Details transactions by operator for each merchant
MSO Summary Report	Summarizes merchant sales totals by operator
MSO Detail Report	Details merchant sales by operator—can be extracted by merchant or by operator or both and can be used to research discrepancies and provide sales report by merchant outside of shore reports

b. Review Reports. The Disbursing Officer and other accountable individuals, such as the Sales Officer, MWR Officer, and Chiefs’ Mess Treasurer, are responsible for comparing the daily reports with reports from their existing accounting systems to verify accuracy. This review is normally accomplished with the shore reports (see paragraph 8.4.21.n), which are generated automatically by the EOD process and sent to the ship when the EOD round trip is completed.

However, to check total sales figures for a particular day before the shore reports are received on the ship, a Merchant Sales Summary Report can be generated by entering the correct start and end dates in the “View Reports” link. *In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).* The more detailed Non-Vending Sales Report, MSO Summary Report, and MSO Detail Report can be generated in the same way.

c. Printing Reports. A printer is not provided with the Navy Cash system. The Disbursing Officer must print reports sharing an already existing printer local to the server or workstation in the disbursing office, for example, the ATMs-at-Sea printer. Reports can also be saved electronically and sent via email.

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ROM II - Navy Cash Comparison Reports

ROM II Start Date: (mm/dd/yyyy hh:mm:ss)

ROM II End Date: (mm/dd/yyyy hh:mm:ss)

Sales Merchant ID:

[Load ROM II File](#)

[Generate](#) [Print](#) [Save](#)

Procedure

To Load ROM II Data	To Run Reports
1. Click on the "Load ROM II File" button.	1. Enter starting and ending ROM II date and time.
	2. Select merchant or default to All Sales Merchants.
	3. Click on the "Generate" button.

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8.4.23 ROM II Reporting

- a. At the end of each day, the Sales Officer, or designated assistant, should compare the end-of-day reports generated by the ROM II back office and the Navy Cash system. The totals from both reports for electronic sales in the ship's store must match. Any differences must be investigated. The ROM II Reporting function and the ROM II/Navy Cash Comparison Reports provide an automated tool to compare the ROM II and Navy Cash daily transaction reports.
- b. To generate a ROM II/Navy Cash Comparison Report, the Disbursing Officer or Sales Officer clicks on the "ROM II Reporting" link on the Navy Cash application.
- c. The Disbursing Officer or Sales Officer then inserts the floppy disk with the ROM II file ("special disk"), clicks on the "Load ROM II File" button, then double clicks on "sales.txt" to load the file, and clicks the "Yes" button to verify that this is the correct file to load.
- d. After the file data is successfully loaded, the "ROM II Start Date" and "ROM II End Date" are defined by the date range of ROM II file just imported, and the actual ROM II times will be displayed. ROM II times are normally set to ship local time. Navy Cash dates and times are set to GMT (Coordinated Universal Time (UTC)).
- e. In the "Sales Merchant ID" block, the Disbursing Officer or Sales Officer then scrolls down and selects the appropriate merchant, for example, Ship's Store #1.
- f. To generate a ROM II/Navy Cash Comparison Report, the Disbursing Officer or Sales Officer clicks on the "Generate" button. A report can be run without loading a ROM II file, by entering an appropriate "ROM II Start Date" and "ROM II End Date" (*In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC))*), selecting an appropriate "Sales Merchant ID" and clicking on the "Generate" button. If a report is run without loading a ROM II file, all transactions will appear in the "Navy Cash Transactions *Not* in ROM II" section of the report (see paragraph g.(2) below).
- g. The ROM II/Navy Cash Comparison Report consists of four sections.
 - (1) ROM II Transactions *Not* in Navy Cash. This section delineates any ROM II transactions that were included in the ROM II file but were not reported in the Navy Cash system in the time period specified by the ROM II start and end dates.
 - (2) Navy Cash Transactions *Not* in ROM II. This section delineates any Navy Cash transactions that were not included in the ROM II file for the time period specified in the ROM II start and end dates.
 - (3) Navy Cash and ROM II Transactions with Different Dollar Amounts. This section delineates transactions that were matched in ROM II and Navy Cash by transaction IDs, but the dollar amounts differ between ROM II and Navy Cash.

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ROM II - Navy Cash Comparison Reports

ROM II Start Date: 03/30/2004 14:00:01 (mm/dd/yyyy hh:mm:ss)

ROM II End Date: 03/30/2004 15:44:14 (mm/dd/yyyy hh:mm:ss)

Sales Merchant ID: 800000008436 - GENERAL MESS - F

Load ROM II File

Run Date: 06/21/2005
Run Time: 10:58:23
Report Name: ROM II Exception Report

Navy Cash
Sales Office
Location: DL3800
ROM II Start Date:
ROM II End Date:

ROM II Transactions

Merchant ID: 800000008458 - SHIP STORE #1
Point Of Sale Terminal # 00001002

ROM II Transaction Date	ROM II Transaction Amount
03/30/2004 14:27:41	\$1.20
Total for Point Of Sale Terminal # 00001002: \$1.20	
Total for Merchant 800000008458: \$1.20	

Generate Print Save

Procedure
To Load ROM II Data
1. Click on the 'Load ROM II File' button.

To Run Reports
1. Enter starting and ending ROM II date and time.
2. Select merchant or default to All Sales Merchants.
3. Click on the 'Generate' button.

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(4) Transactions that failed in ROM II but succeeded in Navy Cash. This section delineates transactions that were included in the ROM II file and marked by ROM II as failed transactions but that were matched in ROM II and Navy Cash by transaction IDs and were reported as valid transactions in the Navy Cash system.

h. The ROM II/Navy Cash Comparison Report can be used as a tool in investigating and resolving any differences between the ROM II and Navy Cash daily transaction reports as required by paragraph 7.3.11. A sample report is included at paragraph 8.15.4.

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Safe Bank Transactions

Safe to Bank Deposits and Withdrawals

Cash Amount: Transaction Date:

Check Amount: Transaction Type:

Deposit Ticket:

Procedure

Safe Bank Transactions Options

<p>To ADD funds to safe: (negative safe balance)</p> <ol style="list-style-type: none"> 1. Enter amount of adjustment in the Cash Amount and/or Check Amount fields. 2. Select Transaction Type: Deposit to Safe. 3. Click the 'Submit' button. 	<p>To REMOVE funds from safe: (positive safe balance)</p> <ol style="list-style-type: none"> 1. Enter amount of adjustment in the Cash Amount and/or Check Amount fields. 2. Select Transaction Type: Deposit to Bank. 3. Enter 'N/A' for Deposit Ticket. 4. Click the 'Submit' button.
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8.4.24 Safe Bank Transactions

a. The “Safe Bank Transaction” functionality enables the Disbursing Officer to make adjustments to cash amount in the Safe Audit Summary Report (SASR) in order to change the balance reported by the Navy Cash application. This functionality will be used primarily during the “End-of-Month” process to reset the SASR to a zero balance, as described in paragraph 8.9.n. In addition, this functionality can be used to create adjustments to the SASR when an out of balance condition exists. This action should be used as a last resort and only as a temporary fix to continue with the “End-of-Day” process when the out-of-balance condition cannot be rectified. The Disbursing Officer should go back and complete all required actions for an out of balance condition, as stated in Chapter 6 of the DODFMR Volume 5.

b. To initiate the transaction, the Disbursing Officer, or Deputy, clicks on the “Safe Bank Transaction” link on the Navy Cash application.

c. The Disbursing Officer enters the amount of cash that would be needed to zero out or “balance” the system and selects the appropriate “Transaction Type”. The “Transaction Type” drop down menu lists “Deposit to Bank”, which subtracts the designated amount from the DISBO account to balance the total if the SASR amount is positive, and “Deposit to Safe”, which adds the designated amount from the DISBO account to balance the total if the SASR amount is negative.

d. After the adjustments are completed, the Disbursing Officer clicks the “Submit” button to adjust the system value.

e. The Disbursing Officer then returns to the “Indicate End-of-Day” function described in paragraph 8.4.21, Indicate End of Day, to complete the process for that particular day. All Safe Bank transactions will be identified on the SASR for that day.

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Operator ID Maintenance

Currently Configured Operators: [List Configured Operators](#)

Operator ID	Last Name	First Name
*****	*****	*****
1001	DISBO	DL
9876	ENROLLEE1	SIT001
2002	SAILOR	SAM
5001	SAILOR	TEST
5002	SAILOR	TEST
5555	SI	TEST
1002	SMITH	JOHN
5003	TEST	NAVY
*****	*****	*****

Operator ID: Merchant ID: User ID: ☒ Add as Disbursing User

First Name: Social Security Number: Last Name:

First Name	Middle Name
*****	*****
JILL	
JILLY	
JOE	
SMITH	TAMONT

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8.4.25 Operator ID Maintenance

a. Within Navy Cash, each operator, for example, in the ship's store, post office, CPO mess, wardroom, disbursing office, or MWR, must be identified by a unique operator ID number. New operators must be registered at the disbursing office. In order to be assigned an operator ID, an individual must be a Navy/Marine Cash cardholder. Once ship's store operator IDs are established in Navy Cash, they must be entered into the ROM II back office.

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Operator ID Maintenance

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Operator ID	Last Name	First Name
*****	*****	*****
1001	DISBO	DL
9876	ENROLLEE1	SIT001
2002	SAILOR	SAM
5001	SAILOR	TEST
5002	SAILOR	TEST
5555	SI	TEST
1002	SMITH	JOHN
5003	TEST	NAVY
*****	*****	*****

Operator ID: Merchant ID:

User ID: ☒ Delete this Operator ☐ Add as Disbursing User.

First Name: Social Security Number:

Last Name:

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b. To display all operators within the Navy Cash system, the Disbursing Officer clicks on the "Operator ID Maintenance" link in the Navy Cash application and clicks the "List Configured Operators" button.

c. To add an operator, the Disbursing Officer enters the first and last name of the new operator and assigns a four-digit number. This number must be unique within the Navy Cash

application on each ship. Once a number has been assigned to an operator, it cannot be reused even if that operator is deleted. However, the number can be duplicated on different ships. Upon clicking “Submit”, the Disbursing Officer will be prompted to verify information for the operator being added, which is accomplished by clicking the “Yes” or “No” button as appropriate.

d. If an individual is going to be added to the Navy Cash application user list, the “Add as Disbursing User” block must be checked (see paragraph 8.4.33.c.(8)).

e. To delete an operator, the Disbursing Officer selects the appropriate name in the list of configured operators and clicks in the “Delete This Operator” box. At this point, the Disbursing Officer will be prompted to verify that is the operator to delete, which is accomplished by clicking the “Yes” or “No” button as appropriate.

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Vending and Ship's Store

Merchants and Vending Machines.

800000007954	- VENDING SODA	- 06/21/05 15:19:26
VMSODA0000000003	- Lab Room - No CAD Assigned	- 06/21/05 15:19:16
800000008458	- SHIP STORE #1	- 06/21/05 15:19:37
800000008460	- SHIP STORE #2	- 06/21/05 15:17:37
800000008464	- VENDING STORE ITEMS	- 06/21/05 15:17:28
VMSIMAX0000000001	- Maximus CAD JE - CAD # 0070C20588350000	- 06/21/05 15:19:16
800000011315	- VENDING STAMPS	- 06/21/05 15:17:16
VMSTAMP0000000002	- MAIN HALL - No CAD Assigned	- 06/21/05 15:18:57
VMSTAMP0000000003	- NAVY LAB - No CAD Assigned	- 06/21/05 15:18:57

☐ Indicate End of Period for Vending Merchant

End of Period Month: End of Period Year:

Vending Machine ID:

Machine Location:

CAD Terminal ID:

Procedure

- One or more of this merchant's vending machines have not yet indicated EOP. Please complete EOP for all vending machines before indicating EOP for the merchant.
- Merchant: This merchant is ready for its EOP.
Vending Machine: This vending machine is ready for its EOP.
- This merchant and all of its vending machines, if any, have indicated their EOPs.

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8.4.26 Vending and Ship's Store—Vending Maintenance and End of Month

The “Vending and Ship's Store” link in the Navy Cash application is used to:

- Add, change, or remove a CAD or vending machine or modify the description of a vending machine, actions which are described under “Vending Maintenance” below.
- Close out the vending machines and the ship's store at the end of the month or at the end of a specified period, actions which are described under “End of Month” below.

a. Vending Maintenance

(1) Navy Cash “ties” or “links” specific CADs to specific vending machines in the Navy Cash system database so that sales transactions are credited to the correct merchant. The Navy Cash application requires that each CAD be identified by a unique CAD Terminal ID number. Whenever a CAD is added, changed, or removed, it must be linked within the Navy Cash application as discussed in the following subparagraphs.

(2) To display all operating CADs within the Navy Cash system, the Disbursing Officer or Sales Officer clicks on the “Vending and Ship's Store” link in the menu on the left-hand side of the Navy Cash application screen. The “Vending and Ship's Store” screen displays all the merchants, all the vending machines associated with each merchant, and the Terminal ID numbers for the CADs “tied” to each of the vending machines.

(3) Adding a Vending Machine and CAD.

(a) To add a new vending machine and CAD to the Navy/Marine Cash system, the Disbursing Officer or Sales Officer first highlights (selects) the appropriate merchant in the “Merchants and Vending Machines” window on the “Vending and Ship's Store” screen.

(b) A description of the new vending machine, for example, Candy #3, is entered in the “Vending Machine ID” box, and the location of the new machine on the ship is entered in the “Machine Location” box.

(c) The Disbursing Officer or Sales Officer then selects (highlights) the appropriate 16-digit alphanumeric CAD Terminal ID number for the new CAD from the “CAD Terminal ID” drop-down box.

- When a CAD is installed in a vending machine, the CAD Terminal ID number is transmitted automatically from the CAD to the system and listed as unassigned until it is assigned to the appropriate vending machine when the next step is completed.
- If there are multiple unassigned CADs, the correct 16-digit CAD Terminal ID numbers can be verified at the CADs themselves by pressing the right-hand button of the three hidden buttons. The “No Card” side of the CAD template depicts where the buttons are located on the CAD (see Appendix A, Vending Maintenance).

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Vending and Ship's Store

Merchants and Vending Machines.

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VMSODA0000000003	- Lab Room - No CAD Assigned	- 06/21/05 15:19:16
800000008458	- SHIP STORE #1	- 06/21/05 15:19:37
800000008460	- SHIP STORE #2	- 06/21/05 15:17:37
800000008464	- VENDING STORE ITEMS	- 06/21/05 15:17:28
VMSIMAX0000000001	- Maximus CAD JE - CAD # 0070C20588350000	- 06/21/05 15:19:16
800000011315	- VENDING STAMPS	- 06/21/05 15:17:16
VMSTAMP0000000002	- MAIN HALL - No CAD Assigned	
VMSTAMPS0000000003	- NAVY LAB - No CAD Assigned	- 06/21/05 15:18:57

☐ Indicate End of Period for VENDING SODA

End of Period Month: End of Period Year:

Vending Machine ID:

Machine Location:

CAD Terminal ID:

Procedure

- One or more of this merchant's vending machines have not yet indicated EOP. Please complete EOP for all vending machines before indicating EOP for the merchant.
- Merchant: This merchant is ready for its EOP.
Vending Machine: This vending machine is ready for its EOP.
- This merchant and all of its vending machines, if any, have indicated their EOPs.

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(d) Once all the information is entered or selected, the Disbursing Officer or Sales Officer clicks the “Add Vending Machine” button to update the system. At this time the Disbursing Officer or Sales Officer will be prompted to verify information for the CAD and vending machine being added, which is accomplished by clicking the “OK” or “Cancel” button as appropriate. If the “Cancel” button is clicked, the change is not made, and the Disbursing Officer or Sales Officer either exits this portion of the application or re-enters the information for the change desired. No transactions can occur at the vending machine until the CAD is associated with the vending machine in the Navy Cash application.

(e) It is the responsibility of the ship to install any new vending machine and pull the cabling from the nearest Navy Cash router to the new machine. The Navy Cash depot and field support contractor can advise the ship on the nearest available router. Any costs associated with this effort, including travel, will be borne by the ship. The ship can contract directly with the Navy Cash depot and field support contractor to pull cable, hook up the

equipment, or come on board after the installation is complete to set up the new machine in the Navy Cash system configuration.

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Vending and Ship's Store

Merchants and Vending Machines.

800000007954	- VENDING SODA	- 06/21/05 15:19:26
VMSODA0000000003	- Lab Room - No CAD Assigned	- 06/21/05 15:19:16
800000008458	- SHIP STORE #1	- 06/21/05 15:19:37
800000008460	- SHIP STORE #2	- 06/21/05 15:17:37
800000008464	- VENDING STORE ITEMS	- 06/21/05 15:17:28
VMSIMAX0000000001	- Maximus CAD JE - CAD # 0070C20588350000	- 06/21/05 15:19:16
800000011315	- VENDING STAMPS	- 06/21/05 15:17:16
VMSTAMP0000000002	- MAIN HALL - No CAD Assigned	
VMSTAMP0000000003	- NAVY LAB - No CAD Assigned	- 06/21/05 15:18:57

☐ Indicate End of Period for VMSTAMP0000000002

Vending Machine ID:

Machine Location:

CAD Terminal ID:

Procedure

- One or more of this merchant's vending machines have not yet indicated EOP. Please complete EOP for all vending machines before indicating EOP for the merchant.
- Merchant: This merchant is ready for its EOP.
Vending Machine: This vending machine is ready for its EOP.
- This merchant and all of its vending machines, if any, have indicated their EOPs.

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(4) Updating Vending Machine Information, Changing a CAD, or Removing a Vending Machine.

(a) To update vending machine information, change a CAD, or remove a vending machine from the system, the Disbursing Officer or Sales Officer first highlights (selects) the appropriate vending machine in the “Merchants and Vending Machines” window on the “Vending and Ship’s Store” screen.

(b) To remove a vending machine, the Disbursing Officer or Sales Officer clicks the “Remove Vending Machine” button. At this time the Disbursing Officer or Sales Officer will be prompted to verify removing the vending machine, which is accomplished by clicking the “OK” or “Cancel” button as appropriate. If the “Cancel” button is clicked, the

change is not made, and the Disbursing Officer or Sales Officer either exits this portion of the application or re-enters the information for the change desired. If the “OK” button is clicked, the vending machine and associated CAD are removed from the system.

(c) To update vending machine location, the Disbursing Officer or Sales Officer selects (highlights) the entry in the “Machine Location” box and enters the new location information.

(d) To change a CAD, the Disbursing Officer or Sales Officer selects (highlights) the appropriate 16-digit alphanumeric CAD Terminal ID number for the new CAD from the “CAD Terminal ID” drop-down box.

- When a CAD is installed in a vending machine, the CAD Terminal ID number is transmitted automatically from the CAD to the system and listed as unassigned until it is assigned to the appropriate vending machine when the next step is completed.
- If there are multiple unassigned CADs, the 16-digit CAD Terminal ID numbers can be verified at the CADs themselves by pressing the right-hand button of the three hidden buttons. The “No Card” side of the CAD template depicts where the buttons are located on the CAD (see Appendix A, Vending Maintenance).

(e) Once the updated vending machine information is entered or the new CAD Terminal ID is selected, the Disbursing Officer or Sales Officer clicks the “Update Vending Machine Data” button to update the system. At this time, the Disbursing Officer or Sales Officer will be prompted to verify the updated information, which is accomplished by clicking the “OK” or “Cancel” button as appropriate. If the “Cancel” button is clicked, the change is not made, and the Disbursing Officer or Sales Officer either exits this portion of the application or re-enters the information for the change desired. When changing the CAD, clicking the “OK” button removes the previous (old) CAD from the system.

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Vending and Ship's Store

Merchants and Vending Machines.

800000007954 - VENDING SODA - 06/21/05 15:19:26
VMSODA0000000003 - Lab Room - No CAD Assigned - 06/21/05 15:19:16
800000008458 - SHIP STORE #1 - 06/21/05 15:19:37
800000008460 - SHIP STORE #2 - 06/21/05 15:17:37
800000008464 - VENDING STORE ITEMS - 06/21/05 15:17:28
VMSIMAX0000000001 - Maximus CAD JE - CAD # 0070C20588350000 - 06/21/05 15:19:16
800000011315 - VENDING STAMPS - 06/21/05 15:17:16
VMSTAMP0000000002 - MAIN HALL - No CAD Assigned
VMSTAMP0000000003 - NAVY LAB - No CAD Assigned - 06/21/05 15:18:57

☐ Indicate End of Period for Vending Merchant

End of Period Month: End of Period Year:

Vending Machine ID:

Machine Location:

CAD Terminal ID:

Procedure

- One or more of this merchant's vending machines have not yet indicated EOP. Please complete EOP for all vending machines before indicating EOP for the merchant.
- Merchant: This merchant is ready for its EOP.
Vending Machine: This vending machine is ready for its EOP.
- This merchant and all of its vending machines, if any, have indicated their EOPs.

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b. End of Month for Vending Machines and Ship's Store

In order to make certain that the Disbursing Officer's Statement of Accountability (SF 1219) is prepared and submitted on time at the end of each month, the Navy/Marine Cash End-Of-Month (EOM) process must start early. The EOM process generally begins in the sales office with the EOM for vending machines and ship's store five days before the actual end of the month (see paragraph 8.9). Each month, the Sales Officer and Disbursing Officer should coordinate to establish a closeout date for the month.

It is common practice, especially on larger ships, to specify different End-Of-Month (EOM) or End-of-Period (EOP) closing dates for different vending machines. To assist in closing out each month, the Navy Cash application allows different EOM closing dates to be specified for each vending machine.

(1) The Navy Cash application enforces a specific sequence of steps for closing out each month or period.

(a) First, all the vending machines for a particular merchant must be closed out.

(b) Second, all the merchants must be closed out, to include both vending merchants and ship's store(s).

(c) Third, an EOM can be performed.

(2) The "Indicate End of Month" field on the "Indicate End of Day" screen (see paragraph 8.4.21) will remain grayed out until all vending machines and merchants are closed out in the proper sequence. In this way, an EOM cannot be initiated before all the vending machines and merchants are closed out.

(3) The EOM process for vending and ship's store is performed in two phases.

(a) Phase one is performed at the vending machine using the CAD template and merchant card to activate the CAD EOM function (see Appendix A, Vending Maintenance and Sales End of Month) and includes a physical inventory for each machine. This is the first step in the sequence for closing out each month, and all vending machines for a particular merchant must be closed out before proceeding to phase two.

(b) Phase two is performed at the sales office or disbursing office using the Navy Cash application to activate EOM for each merchant (parent) (see Appendix A, Vending Maintenance and Sales End of Month). This is the second step in the sequence for closing out each month, and all the merchants, including both vending and ship's store, must be closed out before the actual end of month can be performed.

(4) To initiate EOM for each merchant (parent) (phase 2), the Sales Officer clicks on the "Vending and Ship's Store" link in the menu on the left-hand side of the Navy Cash application screen. The "Merchants and Vending Machines" box displays all the merchants, all the vending machines associated with each merchant (if any), and the Terminal ID numbers for the CADs "tied" to each of the vending machines.

- A yellow traffic sign next to a vending machine indicates that an EOM must be performed at the vending machine (see Appendix A, Vending Maintenance).
- If an EOM has been performed at a vending machine, a green traffic light will be displayed next to the vending machine.
- If an EOM has been performed on all vending machines associated with a merchant (parent), a yellow traffic sign will be displayed next to the merchant.
- A red warning sign indicates that one or more of a merchant's vending machines have not indicated EOM. EOM must be completed at all vending machines before EOM for the merchant can be initiated.
- A green traffic light icon displayed next to a merchant indicates that the merchant and all of its vending machines (if any) have indicated their EOMs.



(5) After all the vending machines for a particular merchant display the green traffic light icon, a yellow traffic sign will be displayed next to the merchant, and the Sales Officer can initiate an EOM for that merchant (parent).

- (a) Highlight specific merchant in “Merchants and Vending Machines” box.
- (b) Click the check box next to “Indicate End of Period for *Merchant*”.
- (c) Verify the “End of Period Month” and “End of Period Year” by scrolling down the respective menus.
- (d) Click on the “Indicate EOP” button.
- (e) When the prompt is displayed, verify that EOM is desired for the specified merchant by clicking the “OK” or “Cancel” button as appropriate.
- (f) Print the screen to record the vending EOM date and time. In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).

(6) The procedure in paragraph (5) above is followed until all merchants, including ship’s store are closed out. A green traffic light icon displayed next to a merchant indicates that the merchant and all of its vending machines (if any) have indicated their EOMs.

(7) The EOM indicators are sent to the TFA whenever the Disbursing Officer performs the next “Indicate End of Day” function.

(8) Once the EOM process has been completed for all vending and ship’s store merchants, the Sales Officer should notify the Disbursing Officer. Once all vending and ship’s store merchants have been properly closed out, the “Indicate End of Month” field on the “Indicate End of Day” screen (see paragraph 8.4.21) will no longer be grayed out. The Disbursing Officer can then complete the third step in the sequence for closing out each month at the next appropriate end of day (see paragraph 8.4.21.g) . If ROM II inventories do not balance with Navy Cash collections, any or all machines can be re-inventoried by simply restarting the inventory process at Phase 1 Step 2 (see Appendix A). When the vending machine operator inserts the Merchant Card into the CAD and presses the right-hand button on the CAD to activate the EOM function, the date and time stamp in the Navy Cash system will be reset to the new date and time. If a recount is necessary after the Disbursing Officer has completed the EOM, the Disbursing Officer must reinitiate the EOM in order to incorporate the new numbers.

(9) EOM reports will not be available until the Disbursing Officer completes the EOM process by clicking the “Indicate End of Month” check box at the next appropriate end of day.

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Listing of Existing Events to be Updated

Merchant - A	Event	Event Desc	Event Exp Date
NAVY MWR	CONCERT	PAUL MCCARTNEY ...	07/21/2005

Display Expired Events: ☐ [Refresh](#)

Add or Update an Event

* Merchant: 800000008450 - NAVY MWR

* Event:

* Event Description:

* Expiration Date: 07/21/2005 (mm/dd/yyyy)

[Add](#) [Reset](#)

Procedure

To Update an existing Event:

From the 'Listing of existing Events to be updated' box:

1. Choose an existing Event by using the scroll bar or typing the merchant name.
2. Single Click an Event you want to update.

From the 'Add or Update an Event' box:

3. Change any of the fields and click Update.

To Add a new Event:

From the 'Add or Update an Event' box:

1. Choose a Merchant.
2. Enter a short description of the Event for promotion (required).
3. Enter a long description of the Event for promotion (required).
4. Please enter an expiration date for this Event (when the promotion ends) (required).

* required field

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8.4.27 Event Maintenance

When a large number of cardholders need a refund, handling the refunds individually would be time consuming. For example, MWR may sell a significant number of tickets to a concert or sporting event or series of tours that must be cancelled at the last minute because of operational requirements or a change in the ship's schedule. Event processing allows a merchant to make sales collections for specific events, report transactions by event, and request a refund through the Disbursing Officer for everyone who purchased the event if a bulk refund should become necessary (see paragraph 8.4.12, Bulk Refunds). Event maintenance allows the Disbursing Officer to establish and update event processing for any merchant on the ship.

a. Add a New Event

(1) In the "Add or Update an Event" box, choose a merchant from the "Merchant" field by using the scroll bar.

(2) Enter a short description of the event in the “Event” field and a long description of the event in the “Event Description” field. The short description will be what is displayed on the K22 screen as the “Event Code” during sales transactions, and the K22 screen is limited to 20 characters (including spaces). Therefore, the short description, or event code, should be generated accordingly. For example, a series of tours sponsored by MWR on one particular day of an extended port visit might be indicated simply as TOUR A 040211, TOUR B 040211, and TOUR C 040211, where “A”, “B”, and “C” distinguish the three tours and “040211” indicates the year, month, and day of the tours. The long description can be used to provide a more detailed explanation of the events.

(3) Enter an estimated expiration date for the event in the “Expiration Date” field and click the “Update” or “Reset” button to save the new event. The default date displayed in the “Expiration Date” field is 30 days from the current date. After the expiration date, the event will no longer be sent to the K22 by the Navy/Marine Cash server.

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Event Maintenance

Listing of Existing Events to be Updated

Merchant - A	Event	Event Desc	Event Exp Date
NAVY MWR	CONCERT	PAUL MCCARTNEY...	07/21/2005

Display Expired Events ☐ [Refresh](#)

Add or Update an Event

* Merchant: 800000008450 - NAVY MWR

* Event:

* Event Description:

* Expiration Date: 07/21/2005 (mm/dd/yyyy)

[Add](#) [Reset](#)

Procedure

To Update an existing Event:

From the 'Listing of existing Events to be updated' box:

1. Choose an existing Event by using the scroll bar or typing the merchant name.
2. Single Click an Event you want to update.
3. Change any of the fields and click Update.

To Add a new Event:

From the 'Add or Update an Event' box:

1. Choose a Merchant.
2. Enter a short description of the Event for promotion (required).
3. Enter a long description of the Event for promotion (required).
4. Please enter an expiration date for this Event (when the promotion ends) (required).

* required field

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b. Update an Existing Event

(1) In the “Listing of Existing Events to be Updated” box, choose an event by using the scroll bar or by typing or selecting the merchant name in the “Merchant” field in the “Add or Update an Event” box.

(2) Click on the event to be updated. This will populate the fields in the “Add or Update an Event” box.

(3) Change any of the fields in the “Add or Update an Event” box, and click the “Update” or “Reset” button to save the changes.



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Utilities

Utility Options.

1. View Log.
Allows read-only access to the configured file directories:
Application Log files - C:\Program Files\DispoApp\Log
Enrollment files - C:\Program Files\DispoApp\Enrollment
Listener Log file - C:\Program Files\DispoApp\Report
Saved Report files - C:\Program Files\DispoApp\Report
Processed Split Pay files - C:\Program Files\DispoApp\Payroll
2. View Storage Usage.
Displays current disk usage.
3. NDC Selection.
Allows the user to select the network operations center (NOC) with which data transfer occurs.
4. Process Split Pay Data File.
Allows the user to process split pay data files. Note: the data file MUST be on diskette.
5. Access Level Editor.
Allows the Disbursing Officer to establish access levels and alter the functionality available to a user.

Navy Cash customer service contact information.

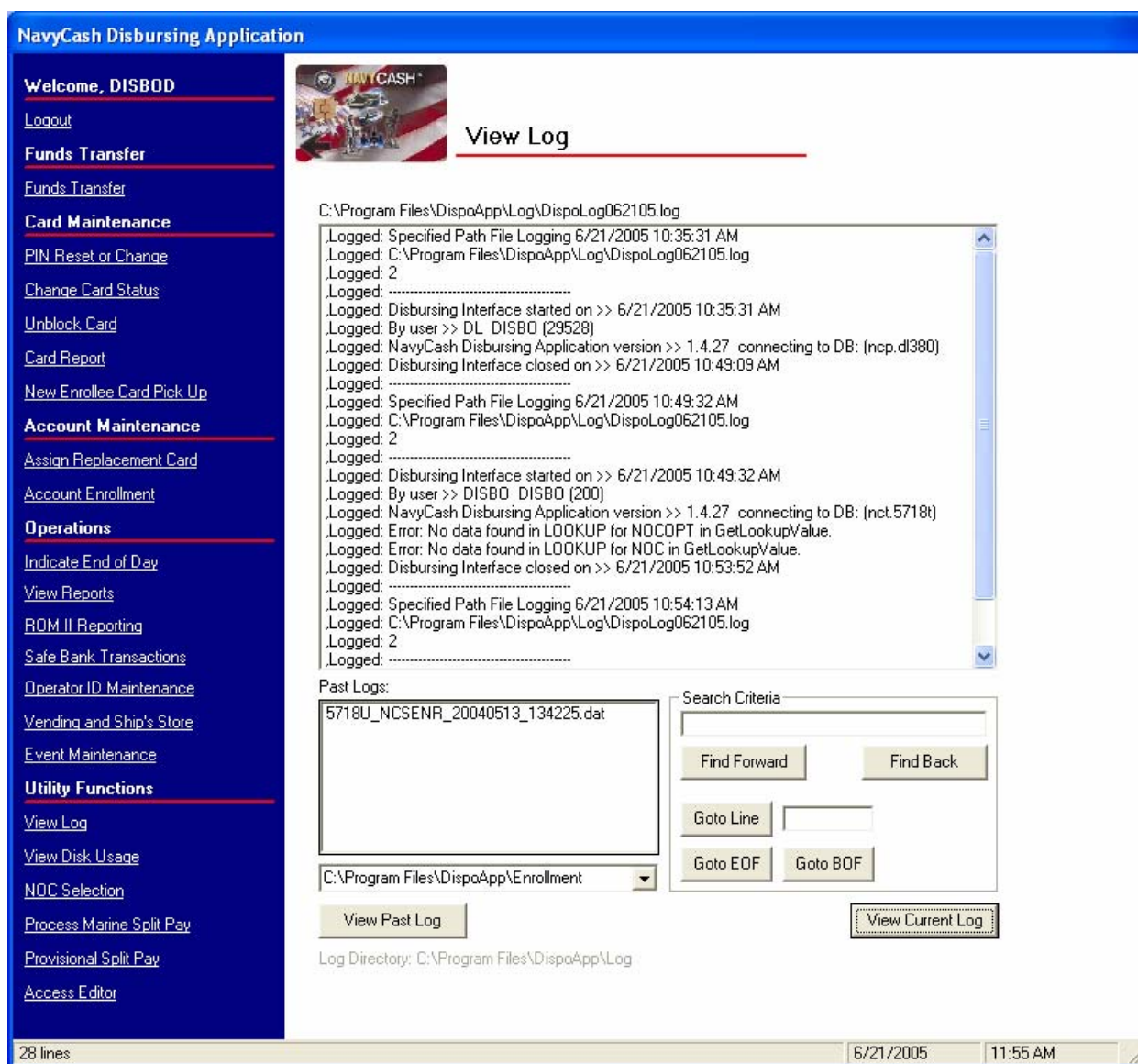
Telephone number:
1-866-6NAVYCASH (For Disbursing and Merchant calls.)
1-866-662-8922
1-866-3NAVYCASH (For Card Holder calls.)
1-866-362-8922

Fax:
1-866-CHASE01
1-866-242-7301

E-mail address: navycash@ezpaymt.com

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8.4.28 View Log

The “View Log” link in the Navy Cash application provides access to both current and historical records of system actions and error conditions. It is used primarily for troubleshooting problems with the Navy Cash application.

- a. To view the current log, click on the “View Current Log” button.
- b. To view a past log, highlight the desired log in the “Past Logs” window and then click on the “View Past Log” button.

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View Storage Usage

View Storage Usage

A:\ Drive type: Removable

Remaining disk space unknown

C:\ Drive type: Fixed drive

Total bytes	=	39,670,521,856
Free bytes	=	16,293,527,552
Available bytes	=	16,293,527,552

D:\ Drive type: CD rom

Remaining disk space unknown

Free bytes	=	16,293,527,552
Available bytes	=	16,293,527,552

H:\ Drive type: Remote mapped drive

Total bytes	=	196,015,468,544
Free bytes	=	54,098,497,536
Available bytes	=	54,098,497,536

[Get System Data](#)

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8.4.29 View Disk Usage

The “View Disk Usage” link in the Navy Cash application displays the current state of disk storage use within the system. It is used primarily for troubleshooting problems with the Navy Cash application.

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NOC Selection

Current NOC Selection: WEBT (192.6.22.128)

Change NOC selection

WEBT - 192.6.34.99

Submit

Note: Changing the NOC selection will effect transfer of data from the ship to the shore. Please make sure that the current selection reflects the position status of the ship - underway or docked.

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8.4.30 Network Operations Center (NOC) Selection

- a. Currently, the flow of data off the ship can move along two paths, depending on the location of the ship. The Disbursing Officer is responsible for selecting the appropriate path for the Navy Cash system. Each ship will have a primary and a secondary path to communicate with the shore system.
- b. To change the communication flow path, the Disbursing Officer must click on the NOC Selection link in the Navy Cash application.
- c. The current NOC selection will be displayed at the top of the screen. To change the selection, click on the down arrow to drop down the selection menu. The Disbursing Officer will then select either PRNOC or UARNOC.

(1) PRNOC is used for all ships that are based on the West coast or are Forward Deployed Navy Forces (FDNF). Their satellite communications (SATCOM) are terminated with the Pacific Region NOC (PRNOC).

(2) UARNOC is used for all ships that are based on the East coast. Their SATCOM communications are terminated with the Unified Atlantic Region NOC (UARNOC).

(3) In the event of a failure of Navy Cash communications at one of the NOCs, the Disbursing Officer can select the other NOC as a secondary communications path.

(4) The IP addresses associated with each selection are displayed in the drop-down menu to assist in any communications troubleshooting that may be required (PRNOC 205.56.145.20 and UARNOC 205.56.129.35).

8.4.31 Process Split Pay File

Individuals who elect the Split Pay Option (SPO) can have a portion of their pay sent directly to their Navy Cash accounts each payday. Enrolling in Navy Cash and signing up for SPO are two separate actions. Signing up for SPO does not automatically enroll an individual in Navy Cash (see paragraph 8.4.21); conversely, enrolling in Navy Cash does not automatically sign an individual up for SPO.

a. Navy Option

(1) The procedures for Navy Cash SPO follow the procedures in place today for non-Navy Cash ships. The cardholder continues to sign a locally generated form for authorization (see paragraph 8.15.15 for a sample SPO enrollment/disenrollment form), and an HM series FID is generated in the DJMS system. However, all payroll functions are now accomplished between DFAS Cleveland and the TFA. The SPO payroll dollars will continue to appear on the pay message, **but require no action by the ship.**

(2) **Failed Navy Cash SPO Payments.** The Disbursing Officer must ensure that individuals are enrolled in Navy Cash before they sign up for SPO. Should the TFA be forced to reject SPO payroll payments, for individuals that do not have Navy Cash accounts, for example, the funds will be returned to DFAS Cleveland to be credited back to the individuals' Master Military Pay Accounts (MMPAs). This creates additional workload for the Disbursing Officer and significantly delays receipt of SPO payroll amounts for these individuals. The TFA will initiate the return of funds to the FRB of Boston. The FRB will issue a DT in the amount of the SPO to be returned. FRB will notify the individual's ship that a DT has been issued. Since the FRB reported the DT, the Disbursing Officer must do the following:

- (a) Post the DT on line 4.2 of the DD Form 2657.
- (b) Prepare a DD Form 1131 to credit back the SPO to the MPN.
- (c) 17x1453.2202 011 12600/0 000022 2D 000000071130
- (d) Post the DD Form 1131 on line 4.1B of the DD Form 2657.
- (e) Post the DT to the SODA.

(3) In the event of a communications interruption around payday, which is normally held on the 1st and the 15th of the month, the Disbursing Officer has the option to run a provisional SPO payroll on the ship (see paragraph 8.4.32). Cardholders who are enrolled in SPO can be given a “provisional credit” in the amount of their last SPO payroll amounts (or updated amount if a change has been entered since the last payday), which the Navy/Marine Cash system keeps as a part of their profile information on the ship. When communications are restored, the Navy/Marine Cash system synchronizes Navy/Marine Cash accounts between ship and shore so that Navy/Marine Cash accounts on the ship reflect the correct balances.

b. Marine Corps Option

The USMC Disbursing Officer operating on board deployed U.S. Navy ships will have SPO functionality and will be required to create and process all SPO payrolls locally.

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Process Split Pay File

Place diskette containing split pay data in the floppy drive and click the 'Load' button.

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(1) The Disbursing Officer will determine the amount of total Marine split pay going to Navy Cash and then create an SF 5515 debit voucher in this amount. The 5515 will also include the appropriate Disbursing Station Symbol Number (DSSN). The Disbursing Officer will sign and image this 5515 and email it to the Federal Reserve Bank (FRB) Boston to Jon Colvin, jon.colvin@bos.frb.org, 617-973-5909. The deployed Disbursing Officer will also mail a copy of the 5515 to FRB Boston.

(2) The Disbursing Officer will then generate a Split Payroll file using the RAPTRS system and transfer it to a floppy disk. When completed, the floppy disk is inserted into the disk drive on the Marine Cash workstation in order to upload the payroll file to the Navy Cash system on board ship. When the end-of-day processing is completed, the system forwards the payroll file to the Navy Cash back-end ashore for processing by the TFA.

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Process Split Pay File

Place diskette containing split pay data in the floppy drive and click the 'Load' button.

Process

19991209log.zip
6092C910.at1
6092C969.at2
DeviceLevelOrderData.class
Dshah.id
Kearsarge6092C969.at1
PersonalAppVw.html
SBABU.ID
Truman6092C911.at1

Please click on the 'Process' button.

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(3) At the Marine Cash workstation, the Disbursing Officer clicks on the “Process Marine Split Pay” link in the Navy Cash application. The Disbursing Officer then inserts the disk containing the payroll file and clicks on the “Load” button.

(4) The Disbursing Officer then selects and highlights the correct payroll file (.at1 file) and clicks on the “Process” button.

(5) Prior to processing the payroll file, the application will ask the Disbursing Officer if he or she is sure that the specified file is the correct payroll file. The Disbursing Officer confirms that the file is correct by clicking on “Yes”.

(6) This runs the application that encrypts the SSN on each record (field transport key) and copies the data file off the disk and moves it to a directory for transmission off the ship.

(7) When the end of day runs, the payroll information file is automatically encrypted (file transport key), zipped, and pushed to the TFA.

(8) The TFA will credit the amounts indicated in the file to the individual Marines’ Navy Cash accounts. (At this point, the TFA has credited value into the Navy Cash system, but no corresponding value has been deposited in the Navy Cash funds pool.)

(9) The SF 5515 sent via email to FRB Boston authorizes the transfer of funds from the FRB to the TFA. FRB Boston will enter the 5515 into CashLink, which will debit the Disbursing Officer’s DSSN. FRB Boston will credit (via wire or ACH) the funds pool account at TFA in an amount equal to the 5515 debit voucher.

The routing number and account number for the Navy Cash funds pool are:

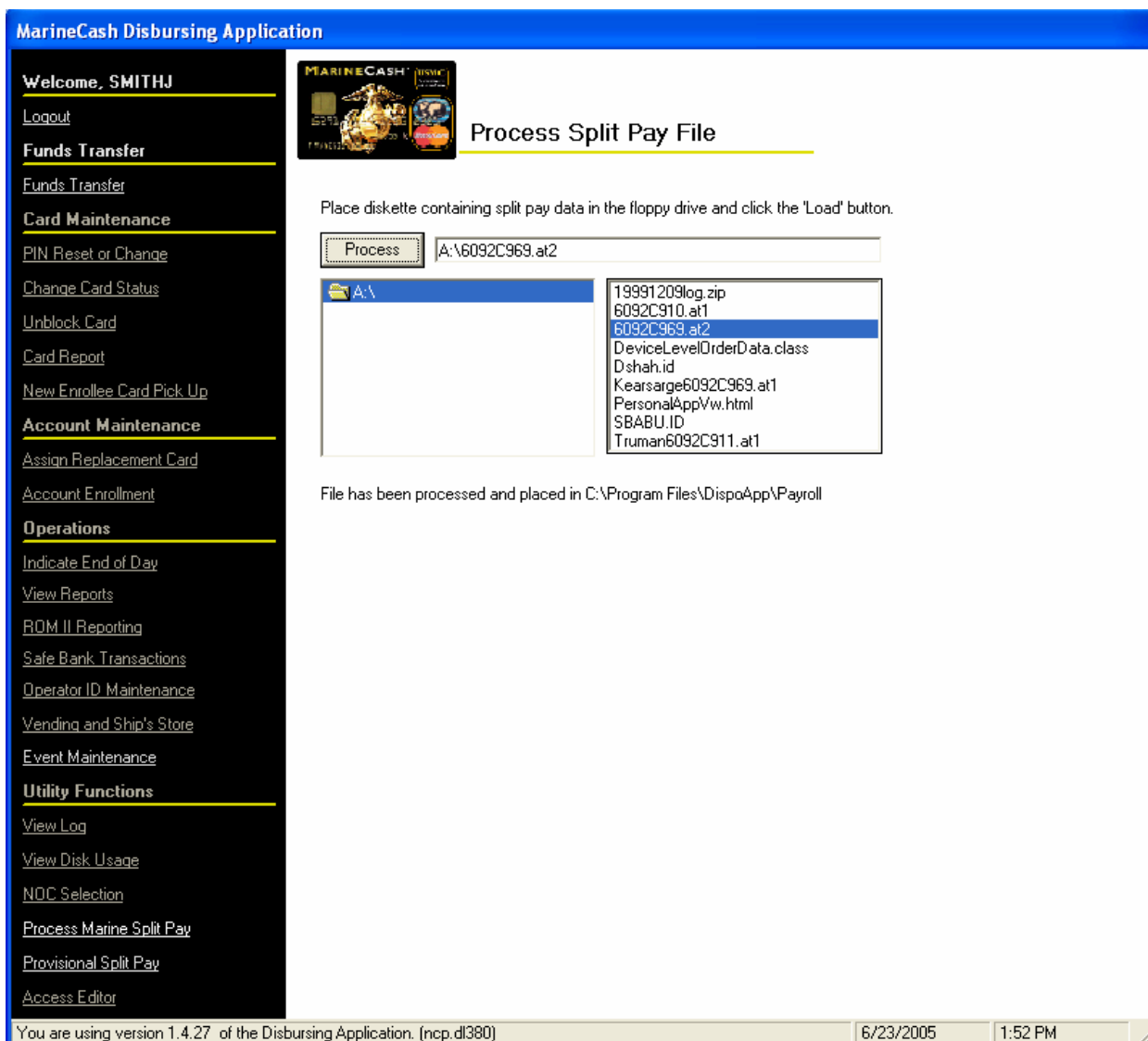
ABA Routing Number: 021000021

Account Number: 323152589

(10) The USMC Disbursing Officer will subsequently validate the SF 5515 amount by reviewing CashLink reports.

(11) FRB Boston will subsequently validate the emailed image of the 5515 when the hard copy arrives by mail.

(12) No third-party validation of the Disbursing Officer’s emailed 5515 is possible as the Deployed Disbursing Officer creates and has ownership of the Marine split pay information. Any risk in this process is mitigated by the fact that the Deployed Disbursing Officer’s email will always result in the transfer of funds from FRB Boston to the Navy Cash funds pool. No other funds transfers will be possible using this approach.

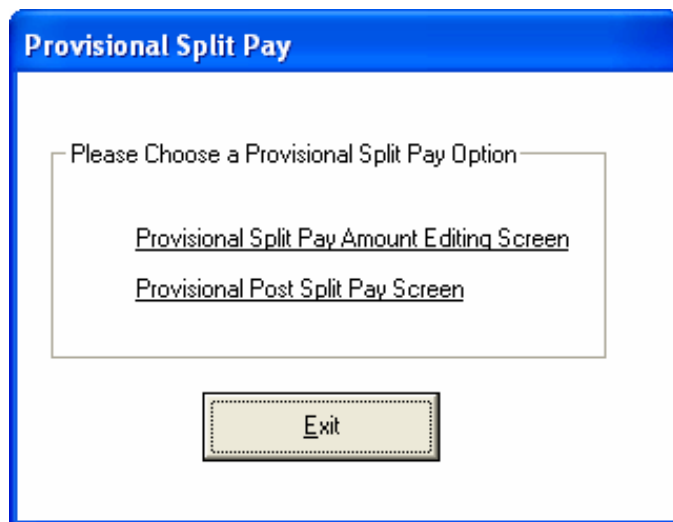


8.4.32 Provisional Split Pay

a. In the event of a communications interruption around payday, which is normally held on the 1st and the 15th of the month, the Disbursing Officer has the option to run a provisional Split Pay Option (SPO) payroll on the ship. Cardholders who are enrolled in SPO can be given a “provisional credit” in the amount of their SPO payroll amounts. The Navy/Marine Cash system on the ship keeps the previous SPO payroll amounts as a part of each cardholder’s profile information and provides the Disbursing Officer the ability to update the SPO payroll amounts.

b. Even when the Navy/Marine Cash system cannot communicate with the shore side, DFAS Cleveland will still send the actual Navy split pay file to the Navy/Marine Cash back end ashore for processing. When communications are restored, the Navy/Marine Cash system synchronizes Navy/Marine Cash accounts between ship and shore and reconciles Navy/Marine Cash accounts on the ship so they reflect the correct balances.

c. The “Provisional Split Pay” function consists of three basic parts, each of which will be discussed in turn.



- Updating Previous Split Pay Data
- Running Provisional Split Pay
- Reporting

d. Updating Previous Split Pay data. If communications have been a problem and, as payday approaches, it appears that a provisional split pay request may be necessary, the Disbursing Officer can update a cardholder’s SPO information in the Navy/Marine Cash database on the ship to reflect any changes entered into DJMS since the last SPO payroll file was posted, to include adding a Navy/Marine Cash cardholder who was not previously receiving split pay. This capability helps to ensure that the proper SPO amount is credited to a cardholder’s Navy/Marine Cash account should a provisional split pay request become necessary. The Disbursing Officer should refer to the SPO message received from DFAS Cleveland for that particular payday if at all possible.

(1) To access the provisional split pay functions, the Disbursing Officer clicks on the “Provisional Split Pay” link in the Navy Cash application. A window is then displayed that presents the two provisional split pay options, the first of which is Provisional Split Pay Amount Editing. To update previous split pay data, the Disbursing Officer clicks on the “Provisional Split Pay Amount Editing” link in the provisional split pay options window.

(2) Filter Options.

(a) To view only the Navy/Marine Cash cardholders on the ship who are participating in the Split Pay Option (SPO), click on the “Show Only Split Pay Cardholders” check box to insert the “check” mark, and click the “Refresh” button.

(b) To view all the Navy/Marine Cash cardholders on the ship, click on the “Show Only Split Pay Cardholders” check box to remove the “check” mark, and click the “Refresh” button.

(c) To view a single Navy/Marine Cash cardholder, enter an SSN in the “Social Security Number” box, and click the “Refresh” button.

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Provisional Split Pay Amount Editing

Name - A	SSN	Pay Amount	Date Modified
BAILEY, DAVID	0002	150.00	06/22/2005
BAILY, BEETLE A	1001	50.00	01/09/2005

Filters

Show only Split Pay Cardholders ☒ [Refresh](#)

Payroll Amount: Social Security Number:

[Print](#) [Submit](#)

Procedure

Filter Options

1. View all ship Cardholders by removing the check on 'Show only Split Pay Personnel' box.
2. View only ship Cardholders participating in SPO by clicking on 'Show only Split Pay Cardholders' box.
3. View a single Cardholder by entering SSN.
4. Press the Refresh button to filter the list.

Update Payroll Amount

1. Click on Cardholder to be updated or type in Social Security Number.
2. Change the dollar amount in the 'Payroll Amount' box.
3. Click the Submit button to record your change.

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(3) Update Payroll Amount. To update the payroll amount for an individual Navy/ Marine Cash cardholder:

(a) Click on the cardholder whose payroll amount is to be updated; or enter an SSN in the “Social Security Number” box, and click the “Refresh” button.

(b) Change the dollar amount in the “Payroll Amount” box, and click the “Submit” button to save the change.

(c) This change updates the Navy/Marine Cash database on the ship only and is normally used only to reflect any changes entered into DJMS since the last SPO payroll file was posted.

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Provisional Post Split Pay

Previous Split Pay Requests

Pay Date - D	User	Status	Status Date	Status Description
01/01/04	DISBO ,DL	Processed Successf...	03/17/04 19:55:52	2 of 2 enrollees tota
01/01/05	DISBO ,DL	Processed Successf...	01/09/05 18:40:38	2 of 2 enrollees tota
01/01/05	DISBO ,DL	Processed Successf...	02/10/05 18:01:00	0 of 0 enrollees tota
01/15/04	DISBO ,DL	Processed Successf...	03/17/04 20:03:36	2 of 2 enrollees tota
01/15/04	DISBO ,DL	Processing Failed	03/30/04 18:20:09	0 of 0 enrollees tota
02/01/04	DISBO ,DL	Processed Successf...	03/30/04 21:41:29	1 of 1 enrollees tota
02/01/04	DISBO ,DL	Cancelled	12/15/04 19:59:05	

Submit a Split Pay Request

Month: Day: Year:

Procedure

Viewing Split Pay Requests

1. If there is no Status Date, then the request has not yet been processed.
2. For all Summary and Exception Details, please refer to log files in directory:
Q:\files\navydata\report\ship\pspo\ by date.

Submitting a Split Pay Request

1. You cannot skip a pay period.
2. You cannot have more than one Pay Request for a Paydate that is in a 'Not yet processed' State.
3. You cannot skip a Paydate.
4. You can only have one future Paydate.

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e. **Running Provisional Split Pay.** If the Navy/Marine Cash system cannot communicate with the shore side on or just before payday, the Disbursing Officer has the option to submit a provisional split pay request. Before submitting a request, the Disbursing Officer should update cardholder SPO information in the Navy/Marine Cash database on the ship to reflect any changes entered into DJMS since the last SPO payroll file was posted to ensure that the proper SPO amount is credited to each cardholder's Navy/Marine Cash account (see paragraph d above).

(1) To access the provisional split pay functions, the Disbursing Officer clicks on the "Provisional Split Pay" link in the Navy Cash application. A window is then displayed that presents the two options, the second of which is Post Provisional Split Pay. To run provisional split pay, the Disbursing Officer clicks on the "Post Provisional Split Pay" link in the provisional split pay options window.

(2) View Split Pay Requests.

(a) To check the status of a provisional split pay request, look at the appropriate split pay request in the “Previous Split Pay Requests” box. If there is no “Status Date” provided, then the request has not been processed.

(b) The status displayed only represents the status of processing the provisional split pay request on the ship. It does not represent the status of synchronization with the back end ashore. A status of “Processed Successfully” indicates that provisional split pay has been successfully applied to Navy/Marine Cash account balances on the ship.

(3) Submit Split Pay Request. To submit a provisional split pay request:

(a) After ensuring cardholder SPO information in the Navy/Marine Cash database on the ship has been updated as necessary to reflect any changes entered into DJMS since the last SPO payroll file was posted (see paragraph d above), enter the date of the payday being requested for provisional split pay, and click the “Submit” button. The default date displayed is always the date of the previous payday from today’s date.

(b) There cannot be more than one pay request for a pay date that is in a “Not Yet Processed” status. A request for the same pay period cannot be submitted until the processing of that request has been completed. A provisional split pay request might be submitted a second time to credit the Navy/Marine Cash account of a cardholder who was added to split pay through the “Provisional Split Pay Amount Editing” screen (see paragraph d above) after the request was run initially.

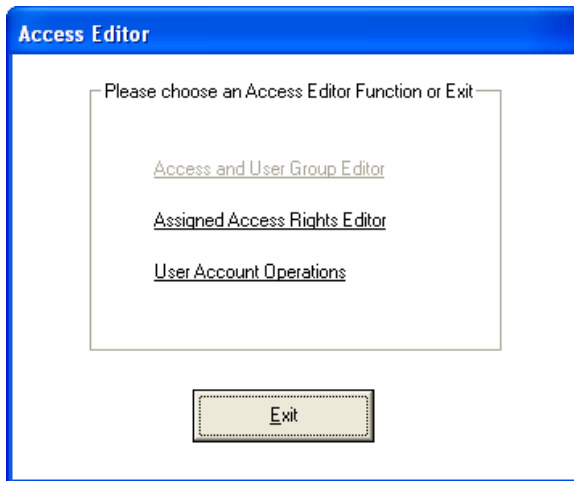
(c) A pay date cannot be skipped. Requests for provisional split pay must be run in date order. If the last successfully processed provisional split pay request displayed in the “Previous Split Pay Requests” box was 15 September 2003, the Disbursing Officer could first go back and run the 15 September 2003 provisional split pay request again to pick up any cardholders who were not paid for that pay period. Once the 1 October 2003 provisional split pay request has been submitted and processed successfully, the previous 15 September 2003 pay period cannot be run again.

(d) There can only be one future pay date. Continuing the example above, once the 15 October 2003 provisional split pay request displays a status of “Processed Successfully”, the Disbursing Officer could submit a provisional split pay request for 1 November 2003 but could not submit a request for another future date after 1 November 2003.

f. Reporting. When communications are restored and the provisional split pay file is received ashore as a part of the normal end-of-day processing, it is posted to cardholder Navy/Marine Cash accounts and reversed immediately. The cardholder accounts will already reflect the actual split pay payroll from DFAS Cleveland. Any differences will be reflected in the Provisional Split Pay Exceptions Report. This detailed report, and other summary reports, will be placed in the provisional split pay option log files in the “Q:\files\navydata\report\ship\spso\by date” directory.

8.4.33 Access Editor–Access Control for Navy Cash Application

The Disbursing Officer can control who has access to the various functions within the Navy Cash application. Individual operators are assigned to one of six “User Groups”. These user groups essentially represent six levels of access rights. The access rights for each user group are initially set to default settings, a sample of which is shown in the table included under paragraph “a” below. The Disbursing Officer can tailor the access rights for an individual operator by either adding or deleting specific access rights.



To access the access editor functions, the Disbursing Officer clicks on the “Access Editor” link in the Navy Cash application. A window is then displayed that presents the access editor options that are available to the Disbursing Officer, each of which will be discussed in turn.

- Assigned Access Rights Editor
- User Account Operations

a. Default Settings. The table below shows the current default settings for access rights to the Navy Cash application.

	Level 1 Disbursing Officer/Deputy	Level 2 Marine Disbursing Officer/Deputy	Level 3 Agent Cashier	Level 4 Duty Person (Duty DK, Duty Supply, CDO)	Level 5 Refunds (Ship's Store, MWR, etc.)	Level 6 Duty ADP
Funds Transfer						
Funds Transfer to Chip	•	•	•			
Funds Transfer from Chip	•	•	•			
Chip to Chip Corrections	•	•				
Card Maintenance						
PIN Reset or Change	•	•				
Change Card Status	•	•	•	•		
Unblock Card	•	•	•	•		
Card Report	•	•	•	•		
New Enrollee Card Pick Up	•	•	•			
Account Maintenance						
Assign Replacement Card	•	•	•			
Account Enrollment	•	•				
Operations						
Indicate End-Of-Day	•					
Weekend Indicate End-Of-Day	•			•		•
Safe Closeout	•	•				
View Reports	•	•	•			
Safe Bank Transactions	•	•				
Operator ID Maintenance	•					
Vending Maintenance	•					
Utility Functions						
View Log	•					
View Disk Usage	•					
NOC Selection	•					
Process Split Pay File	•	•				
Access Editor	•					
Refunds	•	•	•		•	
Backups / Troubleshooting	•					•

Set Look and Feel Attributes

Group Membership

Group:

- Navy Disbursing Office
- Marine Disbursing Office
- Agent Cashier
- Duty Personnel
- Refunds
- DDP ANP

Add Remove Retrieve

Group Membership:

DISBOD

User Name:

- NCAPP
- DISBOD
- SMITHJ
- SAILORS
- ENROLLES
- FFFT

Cumulative Access Rights for User:

- View Reports
- NOC Selection
- Process Marine Split Pay
- View Disk Usage
- View Log
- ADD USER GROUP

Group Access

User Group:

- Navy Disbursing Office
- Marine Disbursing Off
- Agent Cashier
- Duty Personnel
- Refunds
- DDP ANP

Add Remove Retrieve

Group Access:

- Account Maintenance
- Account Enrollment
- Allow Add Group Member Right
- ADD_USER_GROUP
- ALTER_USER_GROUP
- Assign Replacement Card
- Card Maintenance

Access List:

ACCESS_EDIT	- Access Editor	-
ACCESS_USER_GROUP_EDITOR	- Access and User Group Editor	-
ACCOUNT_MAINTENANCE	- Account Maintenance	-
ACCT_ENROLL	- Account Enrollment	-
ADD_DATABASE_USER	- Add Application User	-
ADD_GROUP_MEMBER	- Allow Add Group Member Right	-
ADD_USER_GROUP	-	-

Exit

b. Assigned Access Rights Editor

(1) The Disbursing Officer clicks on the “Access Editor” link on the Navy Cash application and then on the “Assigned Access Rights Editor” link on the “Access Editor” screen.

(2) Group Membership. Group access rights can be modified, that is, “Add”, “Remove”, or “Retrieve”, within the “Group Membership” section of the Assigned Access Rights Editor screen.

(3) Group Access Rights. The access rights for groups can be added or removed by highlighting individual rights in the “Cumulative Access Rights for User” window and selecting “Add” or “Remove”.

(a) To add an individual to a user group, click on the individual's user name in the "User Name" box, using the scroll bar if necessary to find the user name.

NOTE: User names are assigned by the Navy Cash application when a new Navy Cash application user is added (see paragraph 8.4.33.c(8)).

(b) Click on the appropriate user group in the "Group" box in the "Group Membership" section and click on the "Add" button. The application will ask the Disbursing Officer to verify that he or she wants to add the indicated user to the indicated user group. When the Disbursing Officer clicks the "OK" button, the application then displays a status box to indicate that the operation was successful. Clear the status box by clicking the "OK" button.

(4) Group Access. Within the "Group Access" section of the Assigned Access Rights Editor screen, the access rights for an entire group can be added or removed by the Disbursing Officer. Normally, the group access rights would not be modified.

Set Look and Feel Attributes

User Operations

List Active Users

User Name	Account Name	Operator ID
DISBOD	DISBO, DL	1001
SAILORS	SAILOR, SAM	2002
SMITHJ	SMITH, JOHN	1002

Specified User: SMITHJ

Unlock Account Lock Account Reset Password Change Password

Add New Disbursing Application User

First Name:

Last Name:

Search Reset Add User

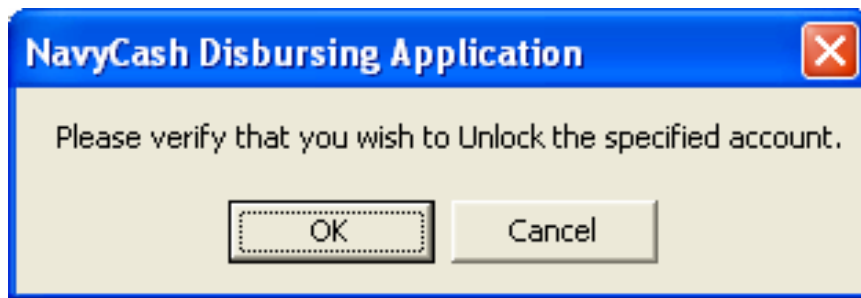
Exit

c. User Account Operations

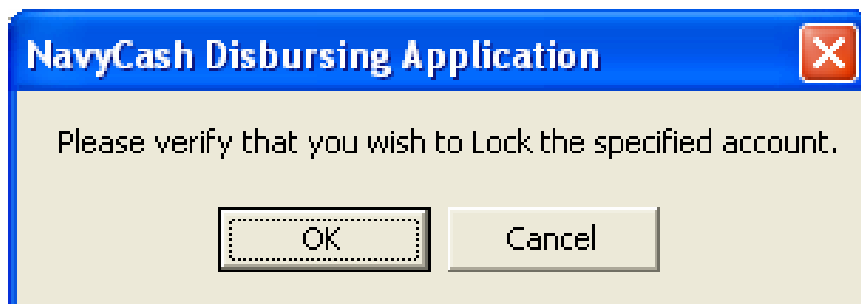
(1) The Disbursing Officer clicks on the "Access Editor" link on the Navy Cash application and then on the "User Account Operations" link on the "Access Editor" screen.

(2) Click on the "List Active Users" button to display all currently active Navy Cash application users.

(3) The status of each account, for example, locked, open, expired, is listed in the "Status" column on the far right. Use the scroll bar to view the "Status" column.



(4) Unlock Account. To unlock a locked user account, for example, a user account is automatically locked if the password is entered incorrectly three times, the Disbursing Officer specifies a user by clicking on the user name and then clicking on the "Unlock" button. The application will ask the Disbursing Officer to verify that he or she wants to "Unlock" the specified account by clicking the "OK" button. When you click the "OK" button, the application then displays a status box that indicates that the operation was successful. Clear the status box by clicking the "OK" button.



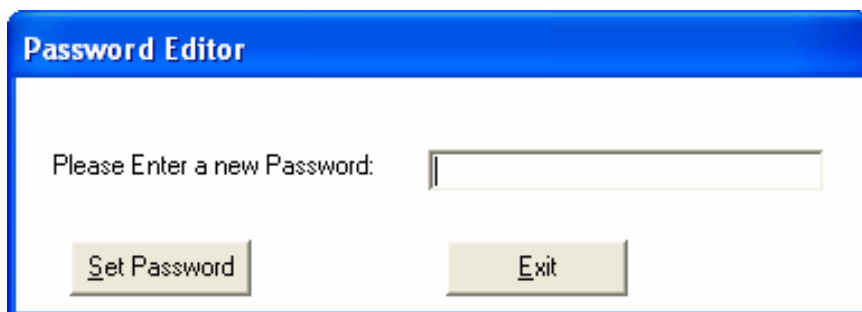
(5) Lock Account. To lock a user out of the Navy Cash application, for example, if a user will be on temporary duty away from the ship for an extended period, specify a user by clicking on the user name and then clicking on the "Lock" button. The application will ask the Disbursing Officer to verify that he or she wants to "Lock" the specified account by clicking the "OK" button. When you click the "OK" button, the application then displays a status box that indicates that the operation was successful. Clear the status box by clicking the "OK" button.



(6) Reset Password. To reset the password on a user account, the Disbursing Officer specifies a user by clicking on the user name and then clicking on the “Reset Password” button. The user is then prompted for a new password, which becomes effective upon the next log on.

NOTE: After the new password is set, the Navy Cash application will display an error and terminate. Simply restart the Navy Cash application and log on.

Password Control. Access to the Navy Cash application is controlled by password. Passwords must be a minimum of 8 characters and less than 16 characters in length and must begin with an alphabetic character and should use three of four character sets, that is, upper-case letters, lower-case letters, numbers, and special characters. Passwords should be changed every six months.



(7) Change Password. To change the password on a user account, the Disbursing Officer specifies a user by clicking on the user name and then clicking on the “Change Password” button. The user is then prompted for a new password, which becomes effective upon the next log on.

NOTE: Again, passwords must be less than 16 but at least 8 characters in length and must begin with an alphabetic character. Passwords should use three of four character sets, that is, upper-case letters, lower-case letters, numbers, and special characters, and should be changed every six months.

NavyCash Disbursing Application

Welcome, DISBOD

Logout

Funds Transfer

Funds Transfer

Card Maintenance

PIN Reset or

Change Card

Unblock Card

Card Report

New Enrolled

Account Management

Assign Replacement

Account Enrollment

Operations

Indicate End

View Reports

RDM II Repor

Safe Bank Tr

Operator ID M

Vending and

Event Mainte

Utility Functions

View Log

View Disk Usage

NOC Selection

Process Marine Split Pay

Provisional Split Pay

Access Editor

Utilities

Set Look and Feel Attributes

User Operations

User Name

DISBOD

SAILORS

SMITHJ

NavyCash Disbursing Application

Please verify that you wish to create a new user account for

SMITH, ROBERT A

OK Cancel

List Active Users

Select User.

Unlock Account Lock Account Reset Password Change Password

Add New Disbursing Application User

First Name:

Last Name: smith

Search Reset

SMITH, JILL - 5410

SMITH, JILLY - 5009

SMITH, JOE - 4804

SMITH, SAMUEL LAMONT - 2700

SMITH, JOHN A - 13564

SMITH, ROBERT A - 165810

Add User

Exit

1-866-6NAVYCASH (For Disbursing and Merchant calls.)

1-866-662-8922

1-866-3NAVYCASH (For Card Holder calls.)

1-866-362-8922

Fax: 1-866-CHASE01

1-866-242-7301

E-mail address: navycash@ezpaymt.com

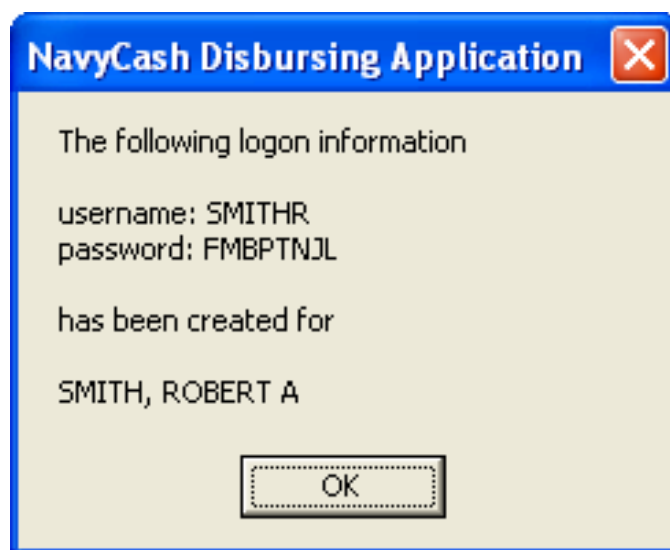
You are using version 1.4.27 of the Disbursing Application. (ncp.dl380)

6/23/2005 2:05 PM

(8) Add New Navy Cash Application User

NOTE: An individual must be a Navy Cash cardholder and have an Operator ID assigned with the “Add as Disbursing User” block checked (see paragraph 8.4.25.d, Operator ID Maintenance) in order to be added to the Navy Cash application user list.

(a) In the “First Name” and “Last Name” text boxes, the Disbursing Officer enters the individual’s first and / or last name. Click on the “Search” button and select the desired individual by clicking on the appropriate name in the adjacent list box. If no entries are found, the list box will be empty, and the specified individual is probably not a Navy Cash cardholder.



(b) Click on the “Add User” button. The application will ask the Disbursing Officer to verify that he or she wants to create a new user account for the specified individual by clicking the “OK” button. A successful operation will be indicated by a status box that displays the username and password created by the system for the new user. Before clicking the “OK” button, which will clear the status box, write this information down for the new user. The user should destroy this written note once he or she has memorized the username and password. If an error message is displayed, write down the displayed message and contact the Navy Cash Customer Service Center (see paragraph 8.14).

(c) Create an Operator ID for the new user through the Navy Cash application “Operator ID Maintenance” screen (see paragraph 8.4.25).

(d) Add the new user’s username to the appropriate user group through the Navy Cash application “Access Editor” screen and the “Assigned Access Rights Editor” functionality (see paragraph 8.4.33).

8.5 Navy Cash and Vendors

8.5.1 Money Exchange by Vendors in a Foreign Port

The Navy Cash system can be used to accommodate the exchange of foreign currency on board ships during a port visit.

a. Preparation

(1) Before the sale of currency begins, an exchange rate will be agreed upon with the currency exchange vendor that will remain in effect throughout the port visit. Once established, the exchange rate will not be changed.

(2) The currency exchange vendor will maintain a currency exchange log and record each transaction. A sample “Currency Exchange Log” is included at paragraph 8.15.18. The vendor may use his or her own log as long as the information recorded includes the basic information delineated in the sample log.

(3) When a ship pulls into a port, the Disbursing Officer will provide the vendor a sufficient number of copies of the Currency Exchange Log and issue the vendor a battery-operated K22 POS device, in accordance with Chapter 2 of this SOP. Each K22 will be set to an operator ID number that the Disbursing Officer has previously assigned for vendors. The vendor will use the K22 to record transactions and collect value from the cardholders' Navy Cash cards in exchange for foreign currency.

b. End-of-Day Closeout

(1) At the end of each day or at the end of the port visit, the vendor will bring the K22 and the currency exchange logs back to the disbursing office. The Disbursing Officer or Deputy will make copies of the logs and then plug the K22 into an available "download box" or serial port, for example, in the disbursing office or sales office. When the K22 comes on-line with the Navy Cash server, the sales information contained on the K22 will be automatically uploaded to the Navy Cash server.

(2) The server will record the information, and the Disbursing Officer can then use the Navy Cash system to generate a Merchant Sales Summary Report indicating the total amount of money collected by the vendor.

(3) If the Merchant Sales Summary Report generated by the Navy Cash system and the vendor's currency exchange logs agree, the Disbursing Officer will cut an ex-cash remittance check to the vendor for the amount of the money exchanged.

(4) The Disbursing Officer will increase line 2.1B and line 6.9 of the DD 2657 by the amount of the check. In addition, the Disbursing Officer will update the check issue log and all other applicable documentation required by DODFMR Volume 5. At the end of the month, a Navy Cash SF 215 Deposit Ticket will be prepared in accordance with paragraph 8.9.j. This information will be recorded on the SODA, and all other required documents.

c. End-of-Day Reconciliation

(1) If the Merchant Sales Summary Report generated by the Navy Cash system and the vendor's currency exchange logs do not agree, the Disbursing Officer must reconcile the differences before cutting the ex-cash remittance check to the vendor.

(2) The Disbursing Officer will use the Navy Cash system to generate a Merchant Sales by Operator (MSO) Detail Report for the time period covered by the currency exchange logs presented by the vendor and using the operator ID number that was assigned to the K22 used by the vendor.

(3) There are two primary out-of-balance conditions that can occur. It is possible, however, to experience combinations of these two basic error conditions, and this must be considered when conducting the investigation.

(a) Shortage. The total sales amount on the vendor's currency exchange log is greater than the total amount collected on the Merchant Sales Summary Report. Sales are overstated, or collections are understated. This condition occurs when a currency exchange sale was recorded but the currency or electronic cash was not collected, for example, an individual could have removed his or her Navy Cash card before the transactions was completed, or the amount collected was less than the amount of the sale. If cash (currency) is involved, it is

possible that a cashier made change incorrectly during the transaction or that money was miscounted, misplaced, lost, or stolen.

(b) Overage. The total sales amount on the vendor's currency exchange log is less than total amount collected on the Merchant Sales Summary Report. Sales are understated, or collections are overstated. This condition occurs when currency or electronic cash was collected but a sale was never recorded or was recorded at an amount less than the currency or electronic cash collected. If cash (currency) is involved, it is possible that the cashier made change incorrectly or that the money was miscounted.

(4) For either out of balance condition, the Disbursing Officer must compare the Navy Cash MSO Detail Report for the currency exchange vendor, which lists every Navy Cash transaction the vendor performed that day, and the vendor's currency exchange log to determine, through a process of elimination, which transactions are missing or were recorded at incorrect amounts. Probable error conditions and corrective actions:

(a) Condition: The MSO Detail Report shows a Navy Cash collection transaction but a corresponding entry in the vendor's currency exchange log does not exist. Corrective Action: The Disbursing Officer will first confirm that the collection reported on the MSO Detail Report is correct. If correct, the vendor will make a corresponding entry in the currency exchange log. If incorrect, the Disbursing Officer will reverse the Navy Cash collection by issuing a refund to the member in the amount of the original erroneous collection in Navy Cash or currency as appropriate.

(b) Condition: The MSO Detail Report shows a collection transaction but recorded at an amount different than what is recorded in the currency exchange log. Corrective Action: The Disbursing Officer will determine the correct amount for the transaction and, if the correct transaction amount is greater than the amount collected, the currency exchange log will be corrected and the Disbursing Officer will contact the member and request payment of the difference in Navy Cash or currency as appropriate. If the correct transaction amount is less than the amount collected, the currency exchange log will be corrected and the Disbursing Officer will refund the difference to the member in Navy Cash or currency as appropriate.

(c) Condition: The currency exchange log shows a collection transaction occurred on the day of reconciliation but a corresponding transaction was not been recorded in the MSO Detail Report. Corrective Action: The Disbursing Officer will confirm that the collection entry in the currency exchange log is correct. If correct, payment was never made, and the Disbursing Officer must contact the cardholder and request payment in Navy Cash or currency as appropriate. If incorrect, the currency exchange vendor will reverse (cancel) the entry in the currency exchange log.

(5) If the investigation reveals that cash (currency) was lost, misplaced, or stolen, it should be handled in accordance with Chapter 6 of DODFMR Volume 5 and existing procedures (which are outside the scope of Navy Cash).

(6) Once the MSO Detail Report and Currency Exchange Log agree, the reconciliation is successful, and the Disbursing Officer can cut a check to the vendor for the amount of the money exchanged (see paragraphs 8.5.1.b. (3) and (4) above).

(7) The Disbursing Officer will maintain any Merchant Sales Summary or MSO Detail Reports and any reconciliation worksheets associated with currency exchange on file for 12 months.

8.5.2 Concessionaire Sales by Vendors in a Foreign Port

a. In some foreign ports, certain vendors are contracted by the Navy Exchange (NEX) Europe District and the NEX Yokosuka, Japan, to sell merchandise on board ships. As part of the agreement, the ship and the NEX get a percentage of the sales. The Navy Cash system can be used to accommodate these sales.

b. The following ports are supported with concessionaire sales:

- (1) Australia: Sidney, Perth
- (2) Bahrain: Manama
- (3) Bosnia: Split, Rejeka, Dubrovnik
- (4) Egypt: Suez Canal
- (5) England: Portsmouth
- (6) France: Cannes, Marseille
- (7) Greece: Rhodes, Souda Bay
- (8) Italy: Naples, Civitavecchia, La Maddalena, Bari, Brindisi, Augusta Bay, Catania, Palermo, Genova, La Spezia, Livorno, Gaeta
- (9) Israel: Haifa
- (10) Philippines: Subic Bay
- (11) Singapore
- (12) Spain: Rota, Palma, Malaga, Barcelona, Tarragona
- (13) Turkey: Antalya, Izmir

c. When the ship pulls into port, the Sales Officer will check out the appropriate number of battery-operated K22 POS devices from the disbursing office to issue to each vendor in accordance with Chapter 2 of this SOP. Each K22 will use one of the operator ID numbers that the Disbursing Officer previously assigned for vendors. The vendor will be responsible for this device and use it to record transactions and collect value from the cardholders' Navy Cash cards. If possible, the Sales Officer will set the vendors up with the K22s in the on-line mode, which will allow for real time reporting of Navy Cash transactions to the Navy Cash server.

d. At the end of each day or at the end of the port visit, each vendor will report to the Sales Officer and present the K22 and all appropriate paperwork. The Sales Officer will take each K22 to one of the available Navy Cash "download boxes" or serial ports, for example, in the disbursing office or sales office. When plugged in, the K22 will automatically upload sales information to the Navy Cash server.

e. At the end of the current business day, the Navy Cash server will generate a report showing the name/number of the vendor account, the number of transactions, and the total dollar value. The Sales Officer will compare this report to the merchant's records and the total of the SS-141's to verify that the amounts reported by the Navy Cash server are correct.

f. The Sales Officer will compute the commission due the NEX and the ship based on the percentage contained in the concessionaire's contract. Once the commission value is determined and verified, the Sales Officer will create two separate SF 1034's, Public Vouchers for Purchases and Services Other Than Personal, one for the net amount due the vendor (total sales receipts less commission) and one for the 50 percent of the commission due the NEX. The Line of Accounting (LOA) cited will be Ship's Store Profits Navy (SSPN). The Sales Officer will record the 50 percent of the commission collected for the ship as a contribution to SSPN in the ROM II system following the procedures outlined in the ROM II user's guide.

g. The SF 1034's will be given to the Disbursing Officer, who will cut ex-cash remittance checks in the amount of the SF 1034's for the vendor and for the NEX. The Disbursing Officer will increase line 2.1B and line 6.9 of the DD 2657 by the amount of the checks. In addition, the Disbursing Officer will update the check issue log and all other applicable documentation required by DOD FMR Volume 5. The Sales Officer will be responsible for delivering the checks to the vendor and to the NEX.

h. The 50 percent of the commission due the ship will be documented with a Navy Cash SF 215, and the information will be recorded on the SODA and all other required documents. The Disbursing Officer will report the monies due the ship (50 percent of the commission) as a collection under SSPN. The SF 215 will be prepared in accordance with paragraph 8.9.j.

8.5.3 Creating New Merchants In Navy Cash

a. To create a new merchant within Navy Cash (for example, First Class Association established, second ship's store opened), the Disbursing Officer must contact the Customer Service Center at the TFA and have the new merchant enrolled ashore.

b. In the request, the Disbursing Officer must include the information needed to enroll the new merchant (see paragraph 8.4.20) to include the bank or credit union name, routing number and account number for the settlement account. Once the merchant is enrolled, the new account information will be updated on the ship when the next end-of-day processing round trip is completed between ship and shore. The new merchant's Navy Cash merchant card will be forwarded to the ship automatically.

c. It is the responsibility of the ship to install any new equipment and pull the cabling from the nearest Navy Cash router to the new equipment. The Navy Cash depot and field support contractor can advise the ship on the nearest available router. Any costs associated with this effort, including travel, will be borne by the ship. The ship can contract directly with the Navy Cash depot and field support contractor to pull cable, hook up the equipment, or come on board after the installation is complete to set up the new equipment in the Navy Cash system configuration.

8.6 Miscellaneous Payments to Navy Cash Card

The disbursing office will follow existing procedures to pay laundry claims, travel reimbursements, or other miscellaneous payments. Whether a payment is made by check or cash, the value can be added to the cardholder's Navy Cash card following the "Funds Transfer to Chip" procedures in paragraph 8.4.8 above.

8.7 Collections from Portable K22 Point of Sale Devices

a. When a LAN drop is not accessible, the Disbursing Officer will issue the merchant a hand-held battery-operated K22 point of sale device in accordance with Chapter 2 of this SOP. The merchant will be accountable for this device and use it to collect value from the cardholders' Navy Cash cards. The user will be required to sign out the K22 on a locally generated and maintained custody log. Since a portable K22 stores the value of sales transactions, it should be protected like a cash box. When being transported off the ship and over water, the K22 should be carried in a waterproof container equipped with a flotation device.

b. At the end of each business day, the merchant will upload the information from the K22 to the Navy Cash server by simply plugging the K22 into any Navy Cash serial drop. The information will be uploaded automatically. Paragraph 2.3.1 contains more detailed procedures.

c. At the end of the current business day, the Navy Cash server will generate a report showing the name of the merchant account to which the money will be settled, the number of transactions, and the total dollar value.

d. The Disbursing Officer and the responsible individual should compare this report to the merchant's records to verify that the amounts reported by the Navy Cash server are correct.

e. When the daily files are sent ashore as a part of the end-of-day process, the TFA will settle the appropriate amount of money from the funds pool to the appropriate account.

8.8 Electronic Transfers Dishonored and Returned

The characteristics of the Navy Cash system allow a cardholder to transfer value onto his or her Navy Cash card from a bank or credit union account and spend that money on board ship before the TFA is able to transfer the funds from the cardholder's account ashore into the Navy Cash funds pool. Therefore, the potential exists for a cardholder to execute a transaction to his or her DDA without having the funds to back it or to a DDA that has been closed or inaccurately identified, for example, incorrect account number. The Automated Clearing House (ACH) Return Codes and Notification Codes are included in paragraph 8.15.16.

The Commanding Officer will be responsible for establishing a Navy Cash policy for the command that will identify the limits on size, number, suspension of a cardholder's card for misuse, and disciplinary repercussions associated with Non Sufficient Funds (NSF) or other returned transactions. Suggested Courses of Action (COAs) for returned transactions that result in a negative Navy/Marine Cash account balance are presented in Appendix L. When a transaction is returned for whatever reason, it will be dealt with in the following manner.

8.8.1 Negative Navy Cash Balance

a. Treasury Financial Agent Action. Upon receipt of a returned transaction, the TFA will reverse the credit (apply a negative credit for the same value) to the cardholder's Navy Cash account. If the cardholder has moved the funds from the Navy Cash account to their chip account, a negative Navy Cash balance may result. The TFA will also put a temporary block on the cardholder's DDA access to prevent additional transactions from being requested, dishonored, and returned prior to clearing the negative balance. Once the transaction has been cleared, access to the DDA will be unblocked and restored.

b. Negative Balance Report. The account will be added to the Negative Balance Report, which is sent to the Disbursing Officer on a daily basis.

c. Disbursing Officer Action. The amount of a negative balance represents a debt to the U.S. Treasury funds pool. Even though the amount of that debt is not part of his or her accountability, the Disbursing Officer is responsible for collecting on that debt. The Disbursing Officer shall:

(1) On a daily basis, review the daily Negative Balance Report.

(d) Immediately notify in writing any cardholder who appears on the report, for example, via e-mail (include the cardholder's chain of command for second and third occurrences). Once notified, the cardholder shall report to the Disbursing Officer within two working days to establish how his or her Navy Cash balance will be restored to \$0 or greater.

(2) Collect the amount of the negative balance within 10 working days after receipt of the Negative Balance Report. Apply a pay checkage (DS01) to the individual's pay account if there is no response from the cardholder within the prescribed period.

(3) Within five working days of the receipt of the pertinent Negative Balance Report, recommend, through the individual's chain of command, any disciplinary action considered necessary (see Appendix L).

(4) Ensure cardholders within 30 days of transfer or discharge are not listed on the Negative Balance Report. See paragraph 8.4.19, Close or Suspend an Account Pending Transfer or Discharge?

(5) There are several options available to collect on the amount of the negative balance. The Disbursing Officer should ensure that the cardholder's access to their home bank or credit union account is blocked until the negative balance is cleared and the Navy Cash account is balanced (see paragraph 8.8.2).

(a) Check or Cash. The cardholder may ask to settle the indebtedness by providing cash to the Disbursing Officer (or a personal check if the Disbursing Officer is willing to accept it). The Disbursing Officer will forward those funds to the TFA by mailing a U.S. Treasury check, along with a list of the cardholder(s) and the amount(s) that are covered by that check, to the following address:

JPMorgan Chase
P.O. Box 30210
Tampa, FL 33630

Or by sending it overnight, for example, by FEDEX or UPS, to

JPMorgan Chase
10430 Highland Manor Drive
F3-1505
Tampa, FL 33610
Attn: Transaction Services Unit (TSU)
(813) 432-4640

(b) Chip to Navy Cash Account Transfer. The Disbursing Officer can have the cardholder put the cash on the chip on the cardholder's Navy Cash card, then escort the cardholder to the K80 Cashless ATM, and verify that the cardholder moves the funds from the chip to the Navy Cash account (strip). Depending on the size of the negative balance, this may need to occur several times to clear the negative balance.

(c) Change or Initiate Split Pay Option (SPO). The Disbursing Officer may, with the approval of the cardholder, change or initiate the cardholder's split pay payroll amount, which is transferred directly to the cardholder's Navy Cash account (strip) on payday, to cover the amount of the negative balance. Depending on the size of the negative balance, these "collections" may be spaced out over several pay periods until the negative balance is cleared.

(d) Immediate Collection from Pay. The Disbursing Officer can initiate an immediate collection from pay to clear the amount of any negative Navy/Marine Cash balance. The Disbursing Officer may post an indebtedness to the cardholder's military pay account using the "DS01" Format Identifier in the DJMS system in accordance with the DJMS Procedural Training Guide. The Company Code for Navy Cash is D411179. When DFAS-CL receives the information from the DJMS system, the debt will be reconciled with the TFA via a collection from the cardholder's military pay account. Depending on the size of the negative balance, these collections may be spaced out over several pay periods until the negative balance is cleared. This option is also appropriate for cardholders who have left the ship but are still in the service.

(e) If a cardholder is within the final 30 days of being discharged from the Navy or Marine Corps and has a negative Navy Cash balance, the Disbursing Officer's only option is to post a "DS01" indebtedness to the cardholder's military pay account, and it must be posted prior to the cardholder's separation date. (See paragraph 8.4.19 for procedures when a cardholder is leaving the service or transferring to an activity that does not have Navy Cash.)

(f) Out-of-Service Debt. Even if a member leaves the service before settling a negative account balance, the Defense Finance and Accounting Service (DFAS), Directorate of Debt and Claims Management, and the Department of the Treasury, Financial Management Service, are responsible for collecting delinquent debts owed the government by former military members. Debt collection procedures for the Government are detailed in Book 31 of the Code of Federal Regulations, Chapter 9, Parts 900-904. A debt notice will be sent through the U.S. Postal Service using the mailing address provided by the Master Military Pay Account. If the Postal Service returns the debt notice as undeliverable, an attempt will be made to obtain a current mailing address through the commercial credit bureau network and various other government databases. Whether or not a current mailing address is found, DFAS and Treasury are required by law to continue with the debt collection process. Thus, even if they cannot contact the former member, the debt must be reported to commercial credit bureaus as a "collection account", and the former member's Federal income tax refund will be offset by the Department of the Treasury for payment towards the debt. They are also required by law to report the delinquent account to private collection agencies through the Department of the Treasury.

d. Automated Controls. To prevent cardholders from abusing the system, Navy Cash has established returned transaction thresholds. Every time a cardholder posts an NSF transaction to the Navy Cash system, a "counter" records the event. When a cardholder's counter reaches a limit of three NSF transactions, the ability to access their DDA account from the Navy Cash system is blocked. Once the DDA functionality is removed from a cardholder's Navy Cash

account, the only way it can be restored is upon a request to the Customer Service Center (CSC) from an authorized Disbursing Officer or Disbursing Clerk. It is important to realize that every NSF transaction advances the counter. It is also important to note that these controls do not go into place until the bank receives the information. Therefore, the cardholder may have the opportunity to create multiple NSF transactions prior to controls being implemented.

8.8.2 Blocking and Unblocking Access to Home Accounts

An authorized Disbursing Officer or Disbursing Clerk can block or unblock a cardholder's ACH access to their home bank or credit union account on the Navy Cash Disbursing web site (www.navycashcenter.com). An authorized Disbursing Officer or Disbursing Clerk can also contact the CSC by phone or email and request the blocking or unblocking of a cardholder's access to their home bank or credit union account.

a. When a Navy Cash Customer Service Representative (CSR) is asked to block the ACH privileges of a Navy or Marine Cash cardholder or the Disbursing Officer or his designated representative blocks these privileges on the Navy Cash web site, the account information is updated as follows on the web site (www.navycashcenter.com):

(1) The "ACH Allowed" flag is set to "N".

(2) The "ACH Decline Count" is set to "99".

(3) The "99" code indicates that the ACH privileges on the account were deliberately blocked by either a CSR or authorized disbursing personnel. Even if the account balance returns to \$0 or greater, the blockage is not removed.

(4) This "99" account blockage can only be removed by authorized disbursing personnel or by the CSR at the request of authorized disbursing personnel.

b. When an ACH transaction is returned with a code other than R01/R09/NSF, the account is automatically blocked, and account information is updated as follows on the web site:

(1) The "ACH Allowed" flag is set to "N".

(2) The "ACH Decline Count" is set to "98".

(3) Note that the "98" indicates that the ACH privileges were blocked automatically due to an ACH return other than NSF, for example, an invalid account number, a closed account, or an account that is not authorized for ACH transactions, such as a Navy Federal Credit Union (NFCU) savings account. It is expected that if ACH privileges are blocked immediately for these types of returned transactions, account balances will not go as far into a negative status for what may well be an inadvertent error in recording account information.

(4) This "98" account blockage can only be removed by authorized disbursing personnel or by the CSR at the request of authorized disbursing personnel. The request should include new or updated home bank or credit union account information that has been validated by the disbursing office so that any errors in the account information on file can be corrected.

c. The current capability to block access through the Navy Cash web site requires a round trip before it is effective on the ship. *Blocking access* only prevents Navy Cash access to bank and credit union accounts from the ship. The cardholder can still use the card for signature-

based purchases ashore, even when the Navy Cash account balance is negative, at merchants who process transactions in an offline mode. *Suspending an account* (see paragraph 8.4.19.c) only prevents online ATM withdrawals and online PIN-based and signature-based purchases ashore. Neither blocking Navy Cash access to bank and credit union accounts nor suspending a Navy cash account disables the chip on a Navy Cash card; the individual can still use the value on the chip to purchase things on the ship.

USS NEVERSAIL Disbursing Officer: LTJG Smith DSSN: 9999						These Columns Are for Navy Cash Proof Dept Use Only		Date and Time Stamp for Navy Cash Proof Reports			
END OF MONTH: MAY 2004					Indicate From & To Date and Time Stamp						
To view sample entries Click the TAB below "EOM SAMPLE ENTRIES"											
DISBURSING ACTIVITY				Ship Totals		Shore Totals		Variance			
Disbursing Activity: Enter Amount if DD 2657 Line 6.9 is positive				\$9,169.35		4/29/2004 11:47:15 to 05/27/2004 10:38:48		\$9,169.35		\$0.00	
Disbursing Activity: Enter Amount if DD 2657 Line 6.9 is negative				\$0.00				\$0.00		\$0.00	
Note: Post this amount in line 6.9 before transferring it to line 6.2				\$0.00				\$0.00		\$0.00	
\$26.00 chip to cash originally recorded as 1st class association				\$0.00				\$0.00		\$0.00	
Taxi Company				(\$286.00)				(\$286.00)		\$0.00	
TOTALS				\$8,883.35				\$8,883.35		\$0.00	
FOOD SERVICE COLLECTIONS											
Food Service Collection				MPN - 1731453.2241				\$45,696.00		(\$1.50)	
Food Service Surcharges				OMN - 1731804.2241				\$196.35		\$1.50	
TOTALS (NAVSUP 1359)				\$45,892.35				\$45,892.35		\$0.00	
SHIP STORE											
Ship Store # 1				\$10,902.40		04/28/2004 11:33:52 to 5/3/2004 15:17:28		\$10,902.40		\$0.00	
Ship Store # Refund (negative entry)				\$0.00				\$0.00		\$0.00	
Ship Store # 2				\$47,639.09		04/28/2004 11:34:10 to 5/4/2004 15:43:25		\$47,668.34		(\$29.25)	
Ship Store # Refund (negative entry)				\$0.00		04/28/2004 11:34:10 to 5/4/2004 15:43:25		(\$29.25)		\$29.25	
TOTALS				\$58,541.49				\$58,541.49		\$0.00	
SHIP STORE COLLECTION:											
Share of Profit Received from Concessionaires				17X8723.2301				\$0.00		\$0.00	
Hangar Bay Sales								\$0.00		\$0.00	
TOTALS				\$0.00				\$0.00		\$0.00	
VENDING SODA:											
Vending Soda				\$0.00				\$0.00		\$0.00	
Vending Soda # 1				\$557.00		04/26/2004 19:40:10 to 05/14/2004 15:12:42		\$557.00		\$0.00	
Vending Soda # 2				\$932.00		04/26/2004 19:41:55 to 05/14/2004 15:12:26		\$932.00		\$0.00	
Vending Soda # 3				\$1,719.50		04/26/2004 19:43:15 to 05/14/2004 15:10:03		\$1,719.50		\$0.00	
Vending Soda # 4				\$1,410.00		04/26/2004 22:15:41 to 05/14/2004 15:08:49		\$1,410.00		\$0.00	
Vending Soda # 5				\$480.00		04/26/2004 19:45:34 to 05/14/2004 15:07:24		\$480.00		\$0.00	
Vending Soda # 6				\$2,576.50		04/26/2004 20:27:52 to 05/14/2004 15:00:36		\$2,576.50		\$0.00	
Vending Soda # 7				\$2,238.90		04/26/2004 20:26:49 to 05/14/2004 15:05:09		\$2,238.90		\$0.00	
Vending Soda # 8				\$824.50		04/26/2004 20:26:17 to 05/14/2004 15:05:50		\$824.50		\$0.00	
Vending Soda # 9				\$1,286.00		04/26/2004 20:25:06 to 05/14/2004 15:01:39		\$1,286.00		\$0.00	
Vending Soda # 10				\$1,600.00		04/26/2004 20:23:03 to 05/14/2004 15:03:47		\$1,600.00		\$0.00	
Vending Soda # 11				\$3,082.50		04/26/2004 21:04:32 to 05/14/2004 14:34:44		\$3,082.50		\$0.00	
Vending Soda # 12				\$2,832.50		04/26/2004 21:05:43 to 05/14/2004 14:32:55		\$2,832.50		\$0.00	
Vending Soda Refund (negative entry)				\$0.00				\$0.00		\$0.00	
Vending Soda # 1 Refund (negative entry)				\$0.00				\$0.00		\$0.00	
Vending Soda # 2 Refund (negative entry)				\$0.00				\$0.00		\$0.00	
Vending Soda # 3 Refund (negative entry)				\$0.00				\$0.00		\$0.00	
Vending Soda # 4 Refund (negative entry)				\$0.00				\$0.00		\$0.00	
Vending Soda # 5 Refund (negative entry)				\$0.00				\$0.00		\$0.00	
Vending Soda # 6 Refund (negative entry)				\$0.00				\$0.00		\$0.00	
Vending Soda # 7 Refund (negative entry)				\$0.00				\$0.00		\$0.00	
Vending Soda # 8 Refund (negative entry)				\$0.00				\$0.00		\$0.00	
Vending Soda # 9 Refund (negative entry)				\$0.00				\$0.00		\$0.00	
Vending Soda # 10 Refund (negative entry)				\$0.00				\$0.00		\$0.00	
Vending Soda # 11 Refund (negative entry)				\$0.00				\$0.00		\$0.00	
Vending Soda # 12 Refund (negative entry)				\$0.00				\$0.00		\$0.00	
TOTALS				\$19,539.40				\$19,539.40		\$0.00	

Figure 1. End-of-Month Spreadsheet Part 1

8.9 EOM Reconciliation and Reporting of eFunds in Disbursing Officer's Safe

a. As a part of the end-of-month process, the Disbursing Officer is responsible for coordinating all Navy/Marine Cash collections that must be registered to a Line of Accounting (LOA) through the SF 1219 Statement of Accountability, for example, the sale of meals in the general mess and the sale of merchandise in the ship's store and vending machines. In order to make certain that the Disbursing Officer's Statement of Accountability (SF 1219) is prepared

and submitted on time at the end of each month, the Navy/Marine Cash End-Of-Month (EOM) process must start early. The Disbursing Officer and Sales Officer should coordinate to establish a closeout date each month. The EOM process generally begins in the sales office five days before the actual end of month. At the same time, the disbursing office and food service office should begin to pull together the figures needed to meet their monthly reporting responsibilities. The Navy/Marine Cash collections in S-2, S-3, and S-4 divisions should be entered into the EOM spreadsheet (see Figure 1, End-of-Month Spreadsheet) and emailed to the TFA as detailed below, to ensure that the Navy/Marine Cash figures on the ship match the Navy/Marine Cash figures ashore before they are posted to the Food Service Officer's NS 1359, Monthly General Mess Operating Statement, the Sales Officer's DD 1149, Cash Memorandum of Sales, and the Disbursing Officer's SF 1219, Statement of Accountability. An early start in S-2, S-3, and S-4 divisions ensures that the Disbursing Officer's monthly returns are submitted on time.

VENDING STORE ITEMS:									
Vending Candy					\$0.00		\$0.00	\$0.00	
Vending Candy # 1					\$1,352.80	04/26/2004 19:47:10 to 05/14/2004 15:23:59	\$1,352.80	\$0.00	04/26/2004 19:47:10 to 05/14/2004 15:23:59
Vending Candy # 2					\$1,731.30	04/26/2004 19:48:05 to 05/14/2004 15:23:20	\$1,731.30	\$0.00	04/26/2004 19:48:05 to 05/14/2004 15:23:20
Vending Candy # 3					\$1,524.35	04/26/2004 19:49:29 to 05/14/2004 15:27:10	\$1,524.35	\$0.00	04/26/2004 19:49:29 to 05/14/2004 15:27:10
Vending Candy # 4					\$1,649.10	04/26/2004 19:50:46 to 05/14/2004 15:22:21	\$1,649.10	\$0.00	04/26/2004 19:50:46 to 05/14/2004 15:22:21
Vending Candy # 5					\$2,055.65	04/26/2004 19:52:26 to 05/14/2004 15:21:25	\$2,055.65	\$0.00	04/26/2004 19:52:26 to 05/14/2004 15:21:25
Vending Candy # 6					\$2,868.35	04/26/2004 20:59:42 to 05/14/2004 14:28:37	\$2,868.35	\$0.00	04/26/2004 20:59:42 to 05/14/2004 14:28:37
Vending Candy # 7					\$2,050.55	04/26/2004 21:07:27 to 05/14/2004 14:30:56	\$2,050.55	\$0.00	04/26/2004 21:07:27 to 05/14/2004 14:30:56
Vending Candy Refund (negative entry)					\$0.00		\$0.00	\$0.00	
Vending Candy # 1 Refund (negative entry)					\$0.00		\$0.00	\$0.00	
Vending Candy # 2 Refund (negative entry)					\$0.00		\$0.00	\$0.00	
Vending Candy # 3 Refund (negative entry)					\$0.00		\$0.00	\$0.00	
Vending Candy # 4 Refund (negative entry)					\$0.00		\$0.00	\$0.00	
Vending Candy # 5 Refund (negative entry)					\$0.00		\$0.00	\$0.00	
Vending Candy # 6 Refund (negative entry)					\$0.00		\$0.00	\$0.00	
Vending Candy # 7 Refund (negative entry)					\$0.00		\$0.00	\$0.00	
TOTALS					\$13,232.10		\$13,232.10	\$0.00	
PHONE CARD:									
Phone Card Vending Sales									
Phone Card # 1 Vending Sales					\$14,980.00	04/26/2004 18:33:41 to 05/14/2004 09:56:11	\$14,980.00	\$0.00	04/26/2004 18:33:41 to 05/14/2004 09:56:11
Phone Card # 2 Vending Sales					\$2,640.00	04/26/2004 18:13:33 to 05/14/2004 09:50:51	\$2,640.00	\$0.00	04/26/2004 18:13:33 to 05/14/2004 09:50:51
Phone Card # 1 Vending Sales Refund (negative entry)					\$0.00		\$0.00	\$0.00	
Phone Card # 2 Vending Sales Refund (negative entry)					\$0.00		\$0.00	\$0.00	
TOTALS					\$17,620.00		\$17,620.00	\$0.00	
Total Disbursing Activity - Positive					\$8,883.35		\$8,883.35	\$0.00	
Total Disbursing Activity - Negative					\$0.00		\$0.00	\$0.00	
Total Disbursing Activity					\$8,883.35		\$8,883.35	\$0.00	
Total Merchant Sales - DD 1149					\$108,932.99		\$108,932.99	\$0.00	
Total Food Service Collection - NAVSUP 1359					\$45,892.35		\$45,892.35	\$0.00	
Total Merchant and Food Service Sales - (DD 1149 + NAVSUP 1359)					\$154,825.34		\$154,825.34	\$0.00	
						TOTAL VARIANCE (-/+)			
DEPOSIT ACTIVITY									
DT/DV	NUMBER	DATE	AMOUNT						
SF 215	460118	05/28/04	\$108,932.99	97X4930.NC1A	Ship Store sales				
SF 215			\$0.00	17X8723.2301	Share profit from concessionaires				
SF 215	460117	05/28/04	\$45,694.50	1731453.2241	Food Service Collection				
SF 215	460116	05/28/04	\$197.85	1731804.2241	Food Service Surcharges				
SF 5515	58659	5/28/2004	\$8,883.35		If there is a figure here, no other deposit ticket(s) are required, only this DEBIT VOUCHER				
SF 5515					ALL Cash to Chip transactions				
SF 5515					ALL Cash to Chip transactions				
Note: Make corresponding entries on your SF 1219 for these deposit/debit vouchers on line 4.2A									
FOR NAVY CASH PROOF USE ONLY									
SF 215	460118	5/28/2004	(\$108,932.99)						
SF 215	460117	5/28/2004	(\$45,694.50)						
SF 215	460116	5/28/2004	(\$197.85)						
SF 5515	58659	5/28/2004	\$8,883.35						
NET DEBIT/CREDIT TO DDA			(\$145,941.99)						

Figure 1. End-of-Month Spreadsheet Part 2

b. After the Ship's Store and vending operations have been closed out following the guidance in paragraph 8.4.26 and Appendix A, the Sales Officer will fill out the sales related fields in the Navy Cash EOM spreadsheet and send it as an email attachment to the TFA ("to"

navycashfin@ezpaymt.com), using the format in Figure 1, End-of-Month Spreadsheet. *(The navycashfin@ezpaymt.com address should be used only for EOM emails. Other emails from the disbursing office or shipboard merchants should be sent to navycashcenter@ezpaymt.com. Emails from cardholders should be sent to navycash@ezpaymet.com.)*

c. The TFA will confirm the figures for the month and send back the spreadsheet, indicating that the figures match or do not match. The TFA will use the columns on the right side of the spreadsheet to list the Navy Cash shore figures. If the figures do not match, the TFA will contact the Sales Officer and work with him or her to resolve the discrepancies. When all discrepancies have been resolved, the Sales Officer will create the DD 1149 using the ROM II system and present a copy to the Disbursing Officer for his or her end-of-month returns.

d. At the end of the accounting period (month) all electronic funds transactions from Disbursing and Sales should be recorded on the DD 2657, Daily Statement of Accountability, line 6.9 and line 4.1E respectively. The accumulated end of month Navy Cash transactions from line 6.9 are removed and included as Deposits Presented or Mailed to the Bank on line 4.2A. Upon receipt of the formal collection voucher DD 1149, the accumulated Navy Cash sales transactions will be recorded on line 4.1E. The Disbursing Officer should prepare SF 215s/5515s for the total Navy Cash transactions reflected on line 6.9 and 4.1E. Generally, the merchant activity will be larger than the disbursing activity, and both an SF 215 and an SF 5515 will be prepared. If the disbursing activity is larger than the merchant activity, only an SF 5515 will be prepared for the difference.

e. Prior to preparing the 215s/5515s, the Disbursing Officer will fill out the disbursing related fields in the Navy Cash EOM spreadsheet and send it as an email attachment to the TFA ("to" navycashfin@ezpaymt.com), using the format in Figure 1, End-of-Month Spreadsheet. *(The navycashfin@ezpaymt.com email address should be used only for emails related to EOM. Any other emails from the disbursing office or shipboard merchants should be sent to navycashcenter@ezpaymt.com. Cardholder emails should be sent to navycash@ezpaymet.com.)*

f. The TFA will confirm the figures for the month and send back the spreadsheet, indicating that the figures match or do not match. The TFA will use the columns on the right side of the spreadsheet to list the Navy Cash shore figures. If the figures do not match, the TFA will contact the Disbursing Officer and work with him or her to resolve the discrepancies.

g. When all discrepancies have been resolved, the Disbursing Officer will fill in the "Deposit Activity" blocks (voucher number and date) in the lower left corner of the EOM spreadsheet and send it as an email attachment to the TFA. They will confirm the figures for the month and send back the spreadsheet, indicating that the figures match or do not match. the TFA will use the columns on the right side of the spreadsheet to list the Navy Cash shore figures. If the figures do not match, the TFA will contact the Disbursing Officer and work with him or her to resolve the discrepancies.

h. When all discrepancies have been resolved, the TFA will enter the figures into the CashLink system. The transactions are confirmed as soon as they are entered into CashLink. The Disbursing Officer will use these figures to prepare the hard copy SF 215 Deposit Tickets and SF 5515 Debit Vouchers and to submit the SF 1219 in accordance with existing procedures. DFAS will later use CashLink to compare the SF-215/5515 numbers to the SF 1219 numbers.

i. For ease of tracking and identification, use the pre-assigned numbers from the corresponding hard-copy SF 215 Deposit Tickets and SF 5515 Debit Vouchers when filling out the EOM spreadsheet.

j. SF 215 Deposit Ticket. When preparing the hard copy SF 215, use the next numbered voucher in sequence and prepare the voucher as follows (see Figure 3, Example of Standard Form (SF) 215 Deposit Ticket).

(1) Block 2: Enter date electronic SF 215/5515 emailed to the TFA.

(2) Block 7: Enter a two digit identifier from the following numbering scheme to identify the origin of the deposit. *Note: If the amount is positive, an SF 215 will be created, and, if the amount is negative, an SF 5515 will be generated.*

00 = All cash to chip transactions

If the Safe Cash Balance is a negative prepare an SF 215

If the Safe Cash Balance is a positive prepare an SF 5515

01 = Ship's Store collections to the NWCF

02 = Ship's Store collections to the SSPN account

03 = Food Service collections to the SIK account (Sales)

04 = Food Service collections to the SIK account (Surcharges)

05 – 99 are reserved for future use.

(3) Block 9: Enter "NAVY CASH ELECTRONIC FUNDS" and your ship's name, for example, USS NEVERSAIL (DDG 10).

(4) **Do not mail the SF 215**. The original SF 215 will be placed in the retained returns, and a copy will be placed in the monthly returns.

STANDARD FORM 215 (REV. 8-90) PRESCRIBED BY DEPT. OF TREASURY 1 TFM 5-1080 215-100		DEPOSIT TICKET		DEPARTMENT OF THE TREASURY FINANCIAL MANAGEMENT SERVICE NSN 7540-01-019-8452	
DEPOSIT NUMBER	DATE PRESENTED OR MAILED TO BANK M M C D Y Y	6-DIGIT OR 4-DIGIT AGENCY LOCATION CODE (ALC)	AMOUNT		
(1) 692386	(2) 0 3 2 8 0 3	(3) 8 782	(4) 23,994.90		
SINGLE SPACE ALL ENTRIES ON THIS LINE USE NO NAME PERCENTAGES—OMIT \$ SIGN					
(5) AGENCY USE					
(6) DEPOSITOR'S TITLE, DEPARTMENT OR AGENCY AND ADDRESS NAVY CASH ELECTRONIC FUNDS USS NEVERSALE DDG 10			(7) NAME AND ADDRESS OF DEPOSITARY 01 = SHIP STORE (NWCF) I HEREBY CERTIFY THAT THE ABOVE ACCOUNT HAS BEEN RECEIVED FOR DEPOSIT IN THE ACCOUNT OF THE U.S. TREASURY ON THE DATE SHOWN SUBJECT TO ADJUSTMENT OF SPECIAL INDEBIT ITEMS INCLUDED THEREIN M M C D Y Y AUTHORIZED SIGNATURE * CONFIRMED DATE		
DEPOSITARY FORWARD THIS DOCUMENT WITH STATEMENT OR TRANSCRIPT OF THE U.S. TREASURY ACCOUNT OF THE SAME DATE			ORIGINAL		

Figure 3. Example of Standard Form (SF) 215 Deposit Ticket

k. SF 5515 Debit Voucher. When preparing the hard copy SF 5515, use the next numbered voucher in sequence and prepare the voucher as follows (see Figure 4, Example of Standard Form (SF) 5515 Debit Voucher).

(1) Block 2: Enter date electronic SF 215/5515 emailed to the TFA.

(2) Block 7: Enter a two digit identifier from the following numbering scheme to identify the origin of the debit. *Note: If the amount is positive, an SF 215 will be created, and, if the amount is negative, an SF 5515 will be generated.*

00 = All cash to chip transactions

If the Safe Cash Balance is a negative prepare an SF 215

If the Safe Cash Balance is a positive prepare an SF 5515

01 = Ship's Store collections to the NWCF

02 = Ship's Store collections to the SSPN account

03 = Food Service collections to the SIK account (Sales)

04 = Food Service collections to the SIK account (Surcharges)

05 – 99 are reserved for future use.

(3) Block 9: Enter “NAVY CASH ELECTRONIC FUNDS” and your ship’s name, for example, USS NEVERSAIL (DDG 10).

(4) **Do not mail** the original hard copy SF 5515 unless told to do so. The original SF 215 will be placed in the retained returns, and a copy will be placed in the monthly returns.

STANDARD FORM 5515 (Rev. 5-78) REAUTHORIZED BY DEPT. OF THE TREASURY 17PM 5-2000		DEBIT VOUCHER		DEPARTMENT OF THE TREASURY FINANCIAL MANAGEMENT SERVICE	
VOUCHER NUMBER (1) 30557		DATE PRESENTED OR MAILED TO BANK (2) 03-28-03		DEBIT OR CREDIT AGENCY LOCATION CODE (ALC) (3) 00008782	
				AMOUNT (4) 18,353.85	
(5) <input type="checkbox"/> UNCOLLECTIBLE ITEM <input checked="" type="checkbox"/> OTHER <small>(Enter in Block 6)</small>		(6) DEPOSITARY USE (7) NAME AND ADDRESS OF DEPOSITARY 00 = CASH TO CHIP TRANSACTIONS			
NAVY CASH ELECTRONIC FUNDS USS NEVERSALE DDG-10		(8) I CERTIFY THAT THE ABOVE AMOUNT HAS BEEN DEBITED TO THE ACCOUNT OF THE TREASURY ON THE DATE SHOWN. UNCOLLECTIBLE ITEMS HAVE BEEN RETURNED TO THE DEPOSITOR OR APPROPRIATE NOTICE GIVEN.			
(9) DEPOSITOR'S TITLE, DEPARTMENT OR AGENCY AND ADDRESS DEPOSITARY FORWARD THIS DOCUMENT WITH STATEMENT OR TRANSCRIPT OF THE U.S. TREASURY ACCOUNT OF THE SAME DATE		AUTHORIZED SIGNATURE ORIGINAL			

Figure 4. Example of Standard Form (SF) 5515 Debit Voucher

l. The same procedure should be repeated for sales to the General Mess, Hangar Bay Sales (used for flower sales), Foreign Concessionaire, Husbanding Agent, and any other miscellaneous collections for the month. All entries to the DD 2657 will be made as prescribed above, and the appropriate collection voucher would be used, for example, NS 1359, Monthly General Mess Summary Document.

m. Personal checks that are exchanged for electronic credit on the Navy Cash card will be treated the same as cash. The transactions will be recorded as “CASH” on the Navy Cash Server AND on the Daily Cash Transaction Ledger. The Daily Cash Transaction Ledger will be kept in the safe. These checks should be deposited and reported in accordance with the DODFMR Vol.5.

n. To reset the Safe Bank Transactions Report for the next month’s reports, the Disbursing Officer will zero out the Safe Audit Summary Report (SASR) starting balance by entering a “Deposit To Bank” transaction type for the total amount being carried on the SASR at the end of the month. This action shall be done in accordance with paragraph 8.4.24, Safe Bank Transactions.

8.10 Sample Disbursing Forms

8.10.1 DD 2657, Daily Statement of Accountability

March 26, 2001:

- 1) Cash to Chip transactions totaling \$300.00 for the day
 - a) Line 6.2A increases by \$300
 - b) Line 6.9 decreases by \$300
- 2) Note that overall accountability does not change – cash justified by Navy Cash server report

March 27, 2001:

- 1) Chip to Cash transactions totaling \$200.00 for the day
 - a) Line 6.2A decreases by \$200
 - b) Line 6.9 increases by \$200
- 2) Note that overall accountability does not change – cash justified by Navy Cash server report

March 28, 2001:

- 1) Ex-Cash check cut to money exchange personnel in foreign port for \$200
 - a) Line 2.1B increase by \$200
 - b) Line 4.2A increase by \$200
 - c) Serial number issued to deposit in accordance with paragraph 8.9.j

March 31, 2001:

- 1) End of Month collections done from Ship Store and General Mess
 - a) Ship store turns in collection for \$600
 - b) General Mess turns in collection for \$200
 - c) Line 4.1E increased by \$800
 - d) Line 4.2A increased by \$800
 - e) Serial number issued to deposit in accordance with paragraph 8.9.j
- 2) Chip transactions zeroed out and funds reported
 - a) Line 6.9 increased \$100
 - b) Line 4.2A decreased by \$100
 - c) Serial number issued to deposit in accordance with paragraph 8.9.j
 - d) Note that overall accountability is updated for the month

SAMPLE DD 2657 DATED 26 MAR 01

DAILY STATEMENT OF ACCOUNTABILITY		DSSN 5555	DATE 010326
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SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY

a.LINE	b.DESCRPTION	c.TODAY	d.MONTH-TO-DATE
1.0	ACCOUNTABILITY - Beginning of Day	1000.00	1000.00
2.1A	CHECKS ISSUED IN PAYMENT OF VOUCHERS	0.00	0.00
2.1B	CHECKS ISSUED - ALL OTHERS	0.00	0.00
2.3	OTHER TRANSACTIONS (Do not report on SF 1219)	0.00	0.00
2.34	DISCREPANCIES IN DO ACCOUNT - CREDITS (Do not use)		
2.36	PAYMENTS BY ANOTHER DO (Do not use)		
2.37	TRANSFERS FROM OTHER DOs	0.00	0.00
2.8	OPAC PAYMENTS AND COLLECTIONS	0.00	0.00
2.9	TOTAL ACCOUNTABILITY INCREASES	0.00	0.00
3.0	GROSS ACCOUNTABILITY	1000.00	1000.00
4.1A	Gross Disbursements	0.00	0.00
4.1B	Less - Refunds	0.00	0.00
4.1C	Net Disbursements	0.00	0.00
4.1D	Less - Receipts	0.00	0.00
4.1E	Less - Reimbursements	0.00	0.00
4.1F	NET EXPENDITURES	0.00	0.00
4.2A	DEPOSITS PRESENTED OR MAILED TO BANK	0.00	0.00
4.2B	EFT DEBIT VOUCHERS	0.00	0.00
4.3	OTHER TRANSACTIONS (Do not report on SF 1219)	0.00	0.00
4.34	DISCREPANCIES IN DO ACCOUNT - DEBITS (Do not use)		
4.36	PAYMENTS FOR OTHER DOs (Do not use)		
4.37	TRANSFERS TO OTHER DOs	0.00	0.00
4.9	TOTAL ACCOUNTABILITY DECREASES	0.00	0.00
5.0	ACCOUNTABILITY - End of Day	1000.00	1000.00

SECTION II - DISTRIBUTION OF ACCOUNTABILITY - INCUMBENT DO

a.LINE	b.DESCRPTION	DAILY INCREASE	DAILY DECREASE	MONTH- TO-DATE
6.1	DESIGNATED DEPOSITARY	0.00	0.00	0.00
6.2A	U.S. CURRENCY/COINAGE ON HAND	300.00	0.00	1300.00
6.2B	FRGN CRRCY/CHNGE ON HAND	0.00	0.00	0.00
6.3A	UNDEPOSITED COLLECTIONS - GENERAL	0.00	0.00	0.00
6.3B	OTHER UNDEPOSITED INSTRUMENTS ON HAND	0.00	0.00	0.00
6.4	CUSTODY OR CONTINGENCY CASH	0.00	0.00	0.00
6.5	FUNDS WITH AGENTS	0.00	0.00	0.00
6.6	ADVANCES TO CONTRACTORS	0.00	0.00	0.00
6.7	CASH IN TRANSIT	0.00	0.00	0.00
6.8	PAYROLL CASH	0.00	0.00	0.00
6.9	OTHER	0.00	300.00	-300.00
7.1	DEFERRED VOUCHERS	0.00	0.00	0.00
7.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS	0.00	0.00	0.00
7.2B	ACCOUNTS RECEIVABLE - OTHER	0.00	0.00	0.00
7.3	LOSS OF FUNDS	0.00	0.00	0.00
7.4	DISHONORED CHECKS RECEIVABLE	0.00	0.00	0.00
7.5				
7.6				
7.7				
8.0	TOTAL INCUMBENT DO ACCOUNTABILITY	300.00	300.00	1000.00

SECTION III - DISTRIBUTION OF ACCOUNTABILITY - PREDECESSOR DOs

9.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS	0.00	0.00	0.00
9.2B	ACCOUNTS RECEIVABLE - OTHER	0.00	0.00	0.00
9.3	LOSS OF FUNDS	0.00	0.00	0.00
9.4	OTHER	0.00	0.00	0.00
10.0	TOTAL PREDECESSOR DO's ACCOUNTABILITY	0.00	0.00	0.00

SECTION IV - DISTRIBUTION OF ACCOUNTABILITY - COMBINED

11.0	TOTAL DSSN ACCOUNTABILITY	300.00	300.00	1000.00
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3. DISBURSING OFFICER NAME, RANK OR GRADE, TITLE FRED UMIDS	4.DISBURSING OFFICER OR DEPUTY SIGNATURE	5.DATE
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DD Form 2657

SAMPLE DD 2657 DATED 27 MAR 01

DAILY STATEMENT OF ACCOUNTABILITY		DSSN 5555	DATE 010327	
SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY				
a.LINE	b.DESCRPTION	c.TODAY	d.MONTH-TO-DATE	
1.0	ACCOUNTABILITY - Beginning of Day	1000.00	1000.00	
2.1A	CHECKS ISSUED IN PAYMENT OF VOUCHERS	0.00	0.00	
2.1B	CHECKS ISSUED - ALL OTHERS	0.00	0.00	
2.3	OTHER TRANSACTIONS (Do not report on SF 1219)	0.00	0.00	
2.34	DISCREPANCIES IN DO ACCOUNT - CREDITS (Do not use)			
2.36	PAYMENTS BY ANOTHER DO (Do not use)			
2.37	TRANSFERS FROM OTHER DOs	0.00	0.00	
2.8	OPAC PAYMENTS AND COLLECTIONS	0.00	0.00	
2.9	TOTAL ACCOUNTABILITY INCREASES	0.00	0.00	
3.0	GROSS ACCOUNTABILITY	1000.00	1000.00	
4.1A	Gross Disbursements	0.00	0.00	
4.1B	Less - Refunds	0.00	0.00	
4.1C	Net Disbursements	0.00	0.00	
4.1D	Less - Receipts	0.00	0.00	
4.1E	Less - Reimbursements	0.00	0.00	
4.1F	NET EXPENDITURES	0.00	0.00	
4.2A	DEPOSITS PRESENTED OR MAILED TO BANK	0.00	0.00	
4.2B	EFT DEBIT VOUCHERS	0.00	0.00	
4.3	OTHER TRANSACTIONS (Do not report on SF 1219)	0.00	0.00	
4.34	DISCREPANCIES IN DO ACCOUNT - DEBITS (Do not use)			
4.36	PAYMENTS FOR OTHER DOs (Do not use)			
4.37	TRANSFERS TO OTHER DOs	0.00	0.00	
4.9	TOTAL ACCOUNTABILITY DECREASES	0.00	0.00	
5.0	ACCOUNTABILITY - End of Day	1000.00	1000.00	
SECTION II - DISTRIBUTION OF ACCOUNTABILITY - INCUMBENT DO				
a.LINE	b.DESCRPTION	DAILY INCREASE	DAILY DECREASE	MONTH- TO-DATE
6.1	DESIGNATED DEPOSITARY	0.00	0.00	0.00
6.2A	U.S. CURRENCY/COINAGE ON HAND	0.00	200.00	1100.00
6.2B	FRGN CRRCY/CHNGE ON HAND	0.00	0.00	0.00
6.3A	UNDEPOSITED COLLECTIONS - GENERAL	0.00	0.00	0.00
6.3B	OTHER UNDEPOSITED INSTRUMENTS ON HAND	0.00	0.00	0.00
6.4	CUSTODY OR CONTINGENCY CASH	0.00	0.00	0.00
6.5	FUNDS WITH AGENTS	0.00	0.00	0.00
6.6	ADVANCES TO CONTRACTORS	0.00	0.00	0.00
6.7	CASH IN TRANSIT	0.00	0.00	0.00
6.8	PAYROLL CASH	0.00	0.00	0.00
6.9	OTHER	200.00	0.00	-100.00
7.1	DEFERRED VOUCHERS	0.00	0.00	0.00
7.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS	0.00	0.00	0.00
7.2B	ACCOUNTS RECEIVABLE - OTHER	0.00	0.00	0.00
7.3	LOSS OF FUNDS	0.00	0.00	0.00
7.4	DISHONORED CHECKS RECEIVABLE	0.00	0.00	0.00
7.5				
7.6				
7.7				
8.0	TOTAL INCUMBENT DO ACCOUNTABILITY	200.00	200.00	1000.00
SECTION III - DISTRIBUTION OF ACCOUNTABILITY - PREDECESSOR DOs				
9.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS	0.00	0.00	0.00
9.2B	ACCOUNTS RECEIVABLE - OTHER	0.00	0.00	0.00
9.3	LOSS OF FUNDS	0.00	0.00	0.00
9.4	OTHER	0.00	0.00	0.00
10.0	TOTAL PREDECESSOR DO's ACCOUNTABILITY	0.00	0.00	0.00
SECTION IV - DISTRIBUTION OF ACCOUNTABILITY - COMBINED				
11.0	TOTAL DSSN ACCOUNTABILITY	200.00	200.00	1000.00
3. DISBURSING OFFICER NAME, RANK OR GRADE, TITLE		4. DISBURSING OFFICER OR DEPUTY SIGNATURE		5. DATE
FRED UMIDS				

DD FORM 2657

SAMPLE DD 2657 DATED 28 MAR 01

DAILY STATEMENT OF ACCOUNTABILITY		DSSN 5555	DATE 010328	
SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY				
a.LINE	b.DESCRPTION	c.TODAY	d.MONTH-TO-DATE	
1.0	ACCOUNTABILITY - Beginning of Day	1000.00	1000.00	
2.1A	CHECKS ISSUED IN PAYMENT OF VOUCHERS	0.00	0.00	
2.1B	CHECKS ISSUED - ALL OTHERS	200.00	200.00	
2.3	OTHER TRANSACTIONS (Do not report on SF 1219)	0.00	0.00	
2.34	DISCREPANCIES IN DO ACCOUNT - CREDITS (Do not use)			
2.36	PAYMENTS BY ANOTHER DO (Do not use)			
2.37	TRANSFERS FROM OTHER DOs	0.00	0.00	
2.8	OPAC PAYMENTS AND COLLECTIONS	0.00	0.00	
2.9	TOTAL ACCOUNTABILITY INCREASES	200.00	200.00	
3.0	GROSS ACCOUNTABILITY	1200.00	1200.00	
4.1A	Gross Disbursements	0.00	0.00	
4.1B	Less - Refunds	0.00	0.00	
4.1C	Net Disbursements	0.00	0.00	
4.1D	Less - Receipts	0.00	0.00	
4.1E	Less - Reimbursements	0.00	0.00	
4.1F	NET EXPENDITURES	0.00	0.00	
4.2A	DEPOSITS PRESENTED OR MAILED TO BANK	200.00	200.00	
4.2B	EFT DEBIT VOUCHERS	0.00	0.00	
4.3	OTHER TRANSACTIONS (Do not report on SF 1219)	0.00	0.00	
4.34	DISCREPANCIES IN DO ACCOUNT - DEBITS (Do not use)			
4.36	PAYMENTS FOR OTHER DOs (Do not use)			
4.37	TRANSFERS TO OTHER DOs	0.00	0.00	
4.9	TOTAL ACCOUNTABILITY DECREASES	200.00	200.00	
5.0	ACCOUNTABILITY - End of Day	1000.00	1000.00	
SECTION II - DISTRIBUTION OF ACCOUNTABILITY - INCUMBENT DO				
a.LINE	b.DESCRPTION	DAILY INCREASE	DAILY DECREASE	MONTH- TO-DATE
6.1	DESIGNATED DEPOSITARY	0.00	0.00	0.00
6.2A	U.S. CURRENCY/COINAGE ON HAND	0.00	0.00	1100.00
6.2B	FRGN CRRCY/CHNGE ON HAND	0.00	0.00	0.00
6.3A	UNDEPOSITED COLLECTIONS - GENERAL	0.00	0.00	0.00
6.3B	OTHER UNDEPOSITED INSTRUMENTS ON HAND	0.00	0.00	0.00
6.4	CUSTODY OR CONTINGENCY CASH	0.00	0.00	0.00
6.5	FUNDS WITH AGENTS	0.00	0.00	0.00
6.6	ADVANCES TO CONTRACTORS	0.00	0.00	0.00
6.7	CASH IN TRANSIT	0.00	0.00	0.00
6.8	PAYROLL CASH	0.00	0.00	0.00
6.9	OTHER	0.00	0.00	-100.00
7.1	DEFERRED VOUCHERS	0.00	0.00	0.00
7.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS	0.00	0.00	0.00
7.2B	ACCOUNTS RECEIVABLE - OTHER	0.00	0.00	0.00
7.3	LOSS OF FUNDS	0.00	0.00	0.00
7.4	DISHONORED CHECKS RECEIVABLE	0.00	0.00	0.00
7.5				
7.6				
7.7				
8.0	TOTAL INCUMBENT DO ACCOUNTABILITY	0.00	0.00	1000.00
SECTION III - DISTRIBUTION OF ACCOUNTABILITY - PREDECESSOR DOs				
9.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS	0.00	0.00	0.00
9.2B	ACCOUNTS RECEIVABLE - OTHER	0.00	0.00	0.00
9.3	LOSS OF FUNDS	0.00	0.00	0.00
9.4	OTHER	0.00	0.00	0.00
10.0	TOTAL PREDECESSOR DO's ACCOUNTABILITY	0.00	0.00	0.00
SECTION IV - DISTRIBUTION OF ACCOUNTABILITY - COMBINED				
11.0	TOTAL DSSN ACCOUNTABILITY	0.00	0.00	1000.00
3. DISBURSING OFFICER NAME, RANK OR GRADE, TITLE		4. DISBURSING OFFICER OR DEPUTY SIGNATURE		5. DATE
FRED UMIDS				

DD Form 2657

SAMPLE DD 2657 DATED 31 MAR 01

DAILY STATEMENT OF ACCOUNTABILITY		DSSN 5555	DATE 010331	
SECTION I - TRANSACTIONS AFFECTING ACCOUNTABILITY				
a.LINE	b.DESCRPTION	c.TODAY	d.MONTH-TO-DATE	
1.0	ACCOUNTABILITY - Beginning of Day	1000.00	1000.00	
2.1A	CHECKS ISSUED IN PAYMENT OF VOUCHERS	0.00	0.00	
2.1B	CHECKS ISSUED - ALL OTHERS	0.00	200.00	
2.3	OTHER TRANSACTIONS (Do not report on SF 1219)	0.00	0.00	
2.34	DISCREPANCIES IN DO ACCOUNT - CREDITS (Do not use)			
2.36	PAYMENTS BY ANOTHER DO (Do not use)			
2.37	TRANSFERS FROM OTHER DOs	0.00	0.00	
2.8	OPAC PAYMENTS AND COLLECTIONS	0.00	0.00	
2.9	TOTAL ACCOUNTABILITY INCREASES	0.00	200.00	
3.0	GROSS ACCOUNTABILITY	1000.00	1200.00	
4.1A	Gross Disbursements	0.00	0.00	
4.1B	Less - Refunds	0.00	0.00	
4.1C	Net Disbursements	0.00	0.00	
4.1D	Less - Receipts	0.00	0.00	
4.1E	Less - Reimbursements	800.00	800.00	
4.1F	NET EXPENDITURES	-800.00	-800.00	
4.2A	DEPOSITS PRESENTED OR MAILED TO BANK	700.00	900.00	
4.2B	EFT DEBIT VOUCHERS	0.00	0.00	
4.3	OTHER TRANSACTIONS (Do not report on SF 1219)	0.00	0.00	
4.34	DISCREPANCIES IN DO ACCOUNT - DEBITS (Do not use)			
4.36	PAYMENTS FOR OTHER DOs (Do not use)			
4.37	TRANSFERS TO OTHER DOs	0.00	0.00	
4.9	TOTAL ACCOUNTABILITY DECREASES	-100.00	100.00	
5.0	ACCOUNTABILITY - End of Day	1100.00	1100.00	
SECTION II - DISTRIBUTION OF ACCOUNTABILITY - INCUMBENT DO				
a.LINE	b.DESCRPTION	DAILY INCREASE	DAILY DECREASE	MONTH- TO-DATE
6.1	DESIGNATED DEPOSITORY	0.00	0.00	0.00
6.2A	U.S. CURRENCY/COINAGE ON HAND	0.00	0.00	1100.00
6.2B	FRGN CRRCY/CHNGE ON HAND	0.00	0.00	0.00
6.3A	UNDEPOSITED COLLECTIONS - GENERAL	0.00	0.00	0.00
6.3B	OTHER UNDEPOSITED INSTRUMENTS ON HAND	0.00	0.00	0.00
6.4	CUSTODY OR CONTINGENCY CASH	0.00	0.00	0.00
6.5	FUNDS WITH AGENTS	0.00	0.00	0.00
6.6	ADVANCES TO CONTRACTORS	0.00	0.00	0.00
6.7	CASH IN TRANSIT	0.00	0.00	0.00
6.8	PAYROLL CASH	0.00	0.00	0.00
6.9	OTHER	100.00	0.00	0.00
7.1	DEFERRED VOUCHERS	0.00	0.00	0.00
7.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS	0.00	0.00	0.00
7.2B	ACCOUNTS RECEIVABLE - OTHER	0.00	0.00	0.00
7.3	LOSS OF FUNDS	0.00	0.00	0.00
7.4	DISHONORED CHECKS RECEIVABLE	0.00	0.00	0.00
7.5				
7.6				
7.7				
8.0	TOTAL INCUMBENT DO ACCOUNTABILITY	100.00	0.00	1100.00
SECTION III - DISTRIBUTION OF ACCOUNTABILITY - PREDECESSOR DOs				
9.2A	ACCOUNTS RECEIVABLE - CHECK OVERDRAFTS	0.00	0.00	0.00
9.2B	ACCOUNTS RECEIVABLE - OTHER	0.00	0.00	0.00
9.3	LOSS OF FUNDS	0.00	0.00	0.00
9.4	OTHER	0.00	0.00	0.00
10.0	TOTAL PREDECESSOR DO's ACCOUNTABILITY	0.00	0.00	0.00
SECTION IV - DISTRIBUTION OF ACCOUNTABILITY - COMBINED				
11.0	TOTAL DSSN ACCOUNTABILITY	100.00	0.00	1100.00
3. DISBURSING OFFICER NAME, RANK OR GRADE, TITLE		4.DISBURSING OFFICER OR DEPUTY SIGNATURE		5.DATE
FRED UMIDS				

DD Form 2657

8.10.2 Schedule of Deposit Activity (SODA)

Deposits Reported and Confirmed This Month:

NOTE: By virtue of the CashLink system, all Navy Cash deposits are confirmed as they are created. Therefore they will all be reported under section 20.1 of the SODA. In addition, there is no need to have the hard copy SF 215/5515 since these deposits are already confirmed.

- a. On 3/28/01, deposit of \$200 reported to voucher the ex-cash check cut for the exchange of foreign currency. Serial number 108790 issued in accordance with paragraph 8.9.j.
- b. On 3/31/01, deposits from the General Mess and Ship's Store are reported for \$200 and \$600 respectively. Serial numbers 109003 and 100901 issued in accordance with paragraph 8.9.j.
- c. On 3/31/01, Navy Cash Chip transactions reported as a negative deposit (SF 5515). Serial number 109000 issued in accordance with paragraph 8.9.1.h.

SAMPLE SCHEDULE OF DEPOSIT ACTIVITY

PAGE 1

SCHEDULE OF DEPOSIT ACTIVITY

ORGANIZATION: USS NAVYCASH

LOCATION: NS SAN DIEGO

DSSN: 5555 DO: FRED UMIDS PERIOD OF REPORT: JAN 2003

20.0 DEPOSITS OR DEBIT VOUCHERS REPORTED THIS MONTH

20.1 REPORTED THIS MONTH OR CONFIRMED THIS MONTH OR EARLIER
{CONFIRMATION COPY IS ENCLOSED HEREWITH}

DEPOSIT NO./ DEBIT VOUCHER NO.	DATE PRESENTED OR MAILED YYMMDD	DATE CONFIRMED YYMMDD	AMOUNT
-----	-----	-----	-----
109000	010331	010331	-100.00
109001	010331	010331	600.00
109003	010331	010331	200.00
108790	010328	010328	200.00

20.1 NET OF 20.1 ITEMS

900.00

20.2 DEPOSITS REPORTED THIS MONTH BUT UNCONFIRMED

DEPOSIT NUMBER	DATE PRESENTED OR MAILED YYMMDD	AMOUNT
-----	-----	-----

20.2 TOTAL OF 20.2 ITEMS

0.00

20.0 TOTAL REPORTED THIS MO. (20.1 + 20.2) (ENTER ON LINE 4.2)

900.00

30.0 TOTAL UNCONFIRMED DEPOSITS BF (LINE 34.0 PREVIOUS MONTH)

0.00

31.0 DEPOSITS REPORTED PREVIOUS MONTHS
{CONFIRMATION COPY IS ENCLOSED HEREWITH}

DEPOSIT NUMBER	DATE PRESENTED OR MAILED YYMMDD	DATE CONFIRMED YYMMDD	AMOUNT
-----	-----	-----	-----

*** Continued on next page ***

SAMPLE SCHEDULE OF DEPOSIT ACTIVITY

PAGE 2

SCHEDULE OF DEPOSIT ACTIVITY

ORGANIZATION: USS NAVYCASH

LOCATION: NS SAN DIEGO

DSSN: 5555 DO: FRED UMIDS PERIOD OF REPORT: JAN 2003

20.0 DEPOSITS OR DEBIT VOUCHERS REPORTED THIS MONTH

20.1 REPORTED THIS MONTH OR CONFIRMED THIS MONTH OR EARLIER
{CONFIRMATION COPY IS ENCLOSED HEREWITH}

DEPOSIT NO./ DEBIT VOUCHER NO.	DATE PRESENTED OR MAILED YYMMDD	DATE CONFIRMED YYMMDD	AMOUNT
-----	-----	-----	-----
109000	010331	010331	-100.00
109001	010331	010331	600.00
109003	010331	010331	200.00
108790	010328	010328	200.00

20.1 NET OF 20.1 ITEMS 900.00

20.2 DEPOSITS REPORTED THIS MONTH BUT UNCONFIRMED

DEPOSIT NUMBER	DATE PRESENTED OR MAILED YYMMDD	AMOUNT
-----	-----	-----

20.2 TOTAL OF 20.2 ITEMS 0.00
20.0 TOTAL REPORTED THIS MO. (20.1 + 20.2) (ENTER ON LINE 4.2) 900.00

30.0 TOTAL UNCONFIRMED DEPOSITS BF (LINE 34.0 PREVIOUS MONTH) 0.00

31.0 DEPOSITS REPORTED PREVIOUS MONTHS
{CONFIRMATION COPY IS ENCLOSED HEREWITH}

DEPOSIT NUMBER	DATE PRESENTED OR MAILED YYMMDD	DATE CONFIRMED YYMMDD	AMOUNT
-----	-----	-----	-----

*** Continued on next page ***

8.10.3 SF 1219

- a. Once the DD 2657 has been closed out for month end reconciliation and the SODA has been updated, the SF 1219 can be closed out, all in accordance with paragraph 8.9.
- b. If the DD 2657, the SODA, and all collection data are entered correctly, the SF 1219 will run automatically in the UMIDS system
- c. The Ship's Store and General Mess collections, \$600 and \$200 respectively, are reported within UMIDS. They appear in section 2 of the 1219 automatically.
- d. All deposit data entered under the SODA function will automatically appear under Section II part B.

SAMPLE SF 1219

PAGE 1

FM DFAS CLEVELAND CENTER
 TO DFAS OPLOC SAN DIEGO CA CODE FDAB
 UNCLAS //N07200//
 SUBJ: MSG RPT OF STMT OF ACCTBLTY AND DISB AND COLL//
 SYMBOL 5555 DISBOFF FRED UMIDS
 PERIOD OF ACCOUNT 01MAR01 THRU 31MAR01

SECTION I PART A

1.0	Total Accountability Beginning of Period		1000.00
2.1	Checks Issued on U.S. Treasury	200.00	
2.3	Other Transactions		
2.34	Discrepancies in D.O. Accounts - Credits	0.00	
2.36	Payments by Another D.O.	0.00	
2.37	Transfers from other Disbursing Officers	0.00	
2.8	OPAC Payments and Collections	0.00	
2.9	Total Increases in Accountability		200.00
3.0	Gross Accountability		1200.00
4.1	Net Disbursements	-800.00	
4.2	Deposits Presented or Mailed to Bank	900.00	
4.3	Other Transactions		
4.34	Discrepancies in D.O. Accounts - Debits	0.00	
4.36	Payments for Another D.O.	0.00	
4.37	Transfers to other Disbursing Officers	0.00	
4.9	Total Decreases in Accountability		100.00
5.0	Total Accountability Close of Period		1100.00

SECTION I PART B

6.1	Cash on Deposit in Designated Depository		0.00
6.2	Cash on Hand (0.00 Foreign Funds)		1100.00
6.3	Cash - Undeposited Collections		0.00
6.4	Custody or Contingency Cash		0.00
6.5	Cash in Custody of Gov. Cshrs (0.00 Frgn Funds)		0.00
6.6	Advances to Contractors		0.00
6.7	Cash in Transit (0.00 Frgn Funds)		0.00
6.8	Payroll Cash (0.00 Frgn Funds)		0.00
6.9	Other Cash Items		0.00
7.1	Deferred Chgs - Vouchered Items (0.00 Frgn Funds)		0.00
7.2	Receivables - Check Overdrafts		0.00
7.3	Losses of Funds		0.00
7.4	Receivables - Dishonored Checks		0.00
8.0	Total of My Accountability		1100.00

SECTION I PART C

9.2	Receivables - Check Overdrafts		0.00
9.3	Losses of Funds		0.00
9.4	Other Accountability		0.00
10.0	Total Predecessor Officers Accountability		0.00
11.0	Total Disbursing Office Accountability		1100.00

I CERTIFY THAT THIS IS A TRUE AND CORRECT STATEMENT OF ACCOUNTABILITY
 FOR THE PERIOD STATED AT THE OFFICE REFERRED TO ABOVE.

FRED UMIDS
 D.O. Name

216-555-1212
 Phone Number

SAMPLE SF 1219

PAGE 2

SECTION II PART A

(1)	(2)	(3)	(4)	(5)
5555	200.00			200.00

SECTION II PART B

DT/DV	NUMBER	DOC DATE	DATE PRESENTED/ MAILED TO BANK	AMOUNT
DV	109000	010331	010331	-100.00
DT	109001	010331	010331	600.00
DT	109003	010331	010331	200.00
DT	108790	010328	010328	200.00
				900.00

2. DISBURSEMENTS AND COLLECTIONS:

CODE	APPRO/SUB	PROG ELE/ BUD PROJ	REIM SOURCE	AMOUNT
	DISBURSEMENTS TOTAL			0.00
7	97X4930.NC1A			600.00
7	1711453.2241			200.00
	COLLECTIONS TOTAL			800.00//

8.11 Navy Cash Quarterly Cash Verification Team

Ref: DODFMR Volume 5 Appendix A

8.11.1 Public Funds

a. All funds collected, disbursed, or maintained by the Disbursing Officer, Deputies, and Agents are to be considered public funds. Therefore, responsible individuals will be required to show auditable proof for the disposition of those funds. Any accountable items, to include cash, checks, Navy Cash card stock, and the like, will be verified in the same manner as prescribed within the DODFMR Volume 5 Appendix A.

b. The cash verification team will use the Navy Cash Ledger as well as the Disbursing Officer's Safe Audit Report to substantiate all funds being held on line 6.9 of the DD 2657. A sample Cash Verification Team Navy Cash Checklist is included at paragraph 8.15.19.

c. All Navy Cash funds collected and reported as deposits on the SF 1219 can be substantiated by the End Of Month reports generated by the Navy Cash System. For example, the Disbursing Officer reports a \$10,000 deposit on line 4.2 of the SF 1219 for the Ship's Store. There should be a corresponding End Of Month report showing \$10,000 in electronic collections for the same month.

8.11.2 Navy Cash Card Stock

All blank Navy Cash card stock shall be verified by count against the Issue Log, and the audit will be documented as the next entry in the Issue Log.

8.12 Navy Cash Equipment Checklist

A sample Navy Cash Equipment Checklist is included at Appendix G. This checklist will be tailored for each ship as a part of the Navy Cash installation. The checklist provides an aid to assist in troubleshooting any equipment or software problems and should also be used to review the status of all the ship's Navy Cash devices on a periodic basis.

8.13 Spares

a. Spare components will be provided as a part of the Navy Cash installation. If a device fails, a spare will be installed in its place. The failed device will be sent back to a depot location for repair, and the depot will send a replacement for the spare.

b. The Disbursing Officer will retain the K22 Point of Sale (POS) terminals. When a K22 has been used in the offline mode and transactions have been recorded (stored) but have not yet been downloaded to the Navy Cash server, it should be kept in a safe, for example, the Disbursing Officer's safe. Spare K22s that do not have transactions stored on them should be kept in a safe or in a secure storeroom or space on the ship that is locked when not occupied and has limited access, for example, the disbursing office. The Sales Officer will retain CADs used in the various vending machines. When a CAD has been removed from a vending machine, but, for some reason, for example, maintenance, still has transactions recorded (stored) on it that have not yet been downloaded to the Navy Cash server, it should also be kept in a safe, for example, the Disbursing Officer's safe. Spare CADs that do not have transactions stored on them should be

kept in a safe or in a secure storeroom or space on the ship that is locked when not occupied and has limited access, for example, the sales office

8.14 Customer Service Center Support

8.14.1 Call Centers

a. To answer Disbursing Officer and Navy Cash cardholder questions, several contact points have been set up for Navy Cash. If a card needs to be reported as lost or stolen and the Disbursing Officer is not available (for example, after hours in a liberty port), contact the CSC.

(1) Navy Cash Customer Service Center (CSC):

Card Holder: 1-866-3NAVYCASH
1-866-362-8922

web site: www.navycash.com

email address: navycash@ezpaymt.com

Disbursing Office / Merchant: 1-866-6NAVYCASH
1-866-662-8922

web site: www.navycashcenter.com

email address: navycashcenter@ezpaymt.com
navycashfin@ezpaymt.com (*EOM only*)

Fax: 1-866-CHASE01
1-866-242-7301

(2) The CSC can also be reached through the Global Distance Support Center (GDSC), also known as “One Touch”. The telephone numbers for the GDSC are:

Commercial:	1-877-41TOUCH 1-877-418-6824	Cardholders: Press 6, then 2
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DSN:	510-42TOUCH 510-428-6824	Disbursing / Merchants: Press 6, then 3
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(a) The 1-877 number should be used for worldwide toll-free access from the United States, Japan, Germany, England, Italy, and Spain from activities ashore or ships in port and can be used when aboard ships at sea that have the capability and connectivity.

(b) The DSN number should be used for toll-free access from all other countries from activities ashore or ships in port and can be used when aboard ships at sea that have the capability and connectivity.

(3) Trouble Calls. One of the responsibilities of the TFA is to report to NAVSUP and Treasury the volume and types of trouble calls handled and the time it takes to resolve each issue. This includes hardware, software, communications, operational, and cardholder issues. In order to track this information in a central location, all trouble calls, whether forwarded by phone

call or email, should be directed to the CSC. The CSC will handle the trouble calls directly if at all possible, particularly cardholder service issues, or forward the call to the proper person. Each issue will be handled as quickly as possible. Email trouble calls can include the appropriate support personnel as additional addressees. To assist in reporting hardware, software, communications, or operational problems, the Navy Cash Trouble Call Worksheet (see paragraph 8.15.20) lays out the information the Disbursing Officer, or designated representative, should have available before contacting the CSC.

8.14.2 Updating Navy Cash Account Information

a. Cardholder Request

(1) If Navy Cash cardholders need to update their Navy Cash account information, for example, to change a bank or credit union account or update an email address, they can call the CSC directly or through the GDSC. The customer service representative will ask them a series of questions to verify their identity before they update their accounts.

(2) If cardholders don't have access to a phone, they can email their update requests to the CSC. To verify their identity, cardholders should include their email address, the last four digits of their SSN, their mother's maiden name, and their birth date (mm/dd only) in their email request. If this information is included in the initial email, a cardholder's request can be addressed much more quickly, without additional email traffic. Cardholders will receive confirmation via email from the CSC when their accounts have been updated.

(3) Cardholders should never include either their full SSN or their PIN.

(4) If cardholders want to change the bank or credit union account information associated with their Navy Cash account, they must fax, email an image of, or mail a copy of a cancelled check or deposit slip to the CSC. If cardholders are unable to do this, then the disbursing office needs to handle these changes through the disbursing office web site.

b. Disbursing Office Request

(1) A cardholder's Navy Cash account information can also be updated by the Disbursing Officer or authorized Disbursing Clerk, who may contact the CSC using the phone, email, or Navy Cash disbursing office web site. Guidelines for using the disbursing office web site are included at Appendix E.

(2) If cardholders want to change the bank or credit union account information associated with their Navy Cash account, they should report to the disbursing office with a cancelled check or deposit slip for the new account. The Disbursing Officer shall verify the ABA routing number and account number and retain the cancelled check or deposit slip.

(3) If the request is sent via email, any material containing personal information will be written in a Word document and require a password in order to be viewed. These procedures must be followed to protect private information exchanged with the CSC. These interim procedures will remain in effect until the account update function is incorporated within the Navy Cash application.

(4) Navy Cash will provide each ship's disbursing office with a password that is specific to the ship.

(5) Email requests will be sent to navycashcenter@ezpaymt.com with the password-protected Word document as an attachment.

(6) The CSC will process the email as necessary and send an email response with a password-protected Word document as an attachment if needed.

(7) To password protect a Word document:

- (a) Open the document.
- (b) On the “File” menu, click “Save As”.
- (c) On the “Tools” menu in the “Save As” dialog box, click “General Options”.
- (d) In the “Password to Open” box, type the specific password provided and then click “OK”.
- (e) In the “Reenter Password to Open” box, type the password again and then click “OK”.
- (f) Click “Save”.

c. Blocking and Unblocking Accounts

(1) The CSC does not automatically unblock cardholder access to home bank or credit union accounts when the banking information is updated.

(2) Cardholders may not request that access to their home bank or credit union accounts be blocked or unblocked.

(3) An authorized Disbursing Officer or Disbursing Clerk may contact the CSC by phone or email and request the blocking or unblocking of a cardholder’s access to home bank or credit union account. This request may be included in the same email as the request to update account information. An authorized Disbursing Officer or Disbursing Clerk may also block or unblock cardholder access to home account on the Navy Cash Disbursing web site (www.navycashcenter.com) (see paragraph 8.8.2).

8.14.3 Accessing the Navy Cash Web Sites

a. To access the Navy Cash Cardholder web site, www.navycash.com, either Netscape 4.5 or greater or Internet Explorer 4.0 or greater can be used. Guidelines for using the cardholder web site are included at Appendix D.

b. To access the Navy Cash disbursing office web site, www.navycashcenter.com, Internet Explorer 4.0 or greater must be used. There are many more pages and features on this site, and the supported browsers are limited for site maintenance purposes. Guidelines for using the disbursing office web site are included at Appendix E.

c. Authorized Disbursing Officers and Disbursing Clerks must log in to the Navy Cash disbursing website at least monthly to keep their accounts active. After 90 days of inactivity, an account will be suspended. If this has already occurred, contact the Navy Cash Customer Service Center (see paragraph 8.14.1). After six months of inactivity, accounts will be purged, and a new account will have to be created.

8.15 Sample Disbursing Reports and Forms

8.15.1 Sample Accountable Officer Appointment/Termination Record

From: Commanding Officer, USS NAVY CASH (FFG-46)

To: ENS M. T. Pockets, SC, USNR, 123-45-6789

Via: Supply Officer, USS NAVY CASH (FFG-46)

Subj: APPOINTMENT AS NAVY CASH ACCOUNTABLE OFFICER

Ref: (a) Department of Defense Financial Management Regulation (DODFMR) Chapter 17 and Appendix D

(b) NAVSUP PUB 727, Navy Cash Financial System Standard Operating Procedure, Chapter 8

1. In accordance with reference (a), you are hereby appointed as the Ship's Navy Cash Accountable Officer.

2. As the Navy Cash Accountable Officer, you will have the following responsibilities:

- a. Maintenance and custody of all Navy/Marine Cash cards.
- d. Custody of Operating Space Item (OSI) K22 and CAD devices.
- e. Operation and maintenance of Navy Cash system, including daily End of Day function, Preventive Maintenance System (PMS), and daily system backups.
- f. Operation and maintenance of Military Paper Check Conversion (MPCC).
- g. Daily review of Returned Items Detail and Negative Balance Reports.
- h. Immediate collection on any debt due the U.S. Treasury funds pool as a result of negative Navy/Marine account balances.
- i. Daily review and verification of merchant reports from ship and shore servers.
- j. Weekly review of Unmatched Chip-to-Chip Transaction Report and return of any value reflected to sending card cardholder.
- k. Weekly review with Personnel Office of personnel pending transfer or discharge within 30 days.

3. You are required to familiarize yourself with all existing references, particularly references (a) and (b) and follow all established procedures and guidelines.

J. P. JONES
CDR USN

From: ENS M. T. Pockets
To: Commanding Officer, USS NAVY CASH (FFG-46)
Via: Supply Officer, USS NAVY CASH (FFG-46)

Subj: APPOINTMENT AS NAVY CASH ACCOUNTABLE OFFICER

1. I acknowledge and accept the position and responsibilities of Ship's Navy Cash Accountable Officer, and I acknowledge that I am strictly liable to the United States for all funds under my control. I have read and understand the provisions of DODFMR Volume 5, Chapter 17 and Appendix D, and of NAVSUP PUB 727, Navy Cash Financial System Standard Operating Procedure.

M. T. POCKETS
ENS USNR

8.15.2 Sample Disbursing Agent Appointment/Termination Record

From: Disbursing Officer, USS NAVY CASH (FFG-46)

To: DK2(SW) A. SIMMONS, USN, 555-44-6666

Subj: APPOINTMENT AS NAVY CASH DEPUTY

Ref: (a) Department of Defense Financial Management Regulation
(DODFMR) Chapter 17 and Appendix D

(b) NAVSUP PUB 727, Navy Cash Financial System Standard
Operating Procedure, Chapter 8

1. Under reference (a), you are appointed as the Ship's Navy
Cash Deputy

2. As the Navy Cash Deputy, you will have the following
responsibilities:

- a. Operation and maintenance of Navy Cash system, including
daily End of Day function, Preventive Maintenance System
(PMS), and daily system backups.
- b. Operation and maintenance of Military Paper Check Conversion
(MPCC).
- c. Daily review of Returned Items Detail and Negative Balance
Reports.
- d. Immediate collection on any debt due the U.S. Treasury funds
pool as a result of negative Navy/Marine account balances.
- e. Daily review and verification of merchant reports from ship
and shore servers.
- f. Weekly review of Unmatched Chip-to-Chip Transaction Report
and return of any value reflected to sending card cardholder.
- g. Weekly review with Personnel Office of personnel pending
transfer or discharge within 30 days.

3. You are required to familiarize yourself with all existing
references, particularly references (a) and (b) and follow all
established procedures and guidelines.

M. T. POCKETS
ENS USNR

From: DK2(SW) A. SIMMONS, USN, 555-44-6666
To: Disbursing Officer, USS NAVY CASH (FFG-46)

Subj: APPOINTMENT AS NAVY CASH DEPUTY

1. I acknowledge and accept the position and responsibilities as the Ship's Navy Cash Deputy, and I acknowledge that I am strictly liable to the United States for all funds under my control. I have read and understand the provisions of DODFMR Volume 5 Chapter 17 and Appendix D and of NAVSUP PUB 727, Navy Cash Financial System Standard Operating Procedure, Chapter 8.

A. SIMMONS
DK2(SW) USN

8.15.3 Sample Letter of Authority–Authority to Hold Cash

From: Commanding Officer, USS NAVY CASH (FFG 46)
To: ENS M. T. Pockets, SC, USNR, 123-45-6789/3105
Via: Supply Officer, USS NAVY CASH (FFG 46)

Subj: AUTHORITY TO HOLD CASH AT PERSONAL RISK

Ref: (a) DOD FMR Volume 5, Paragraph 030102 to 030105

1. Authority is granted to hold cash at personal risk, in accordance with reference (a), in an amount not greater than \$ (amount). Cash held at personal risk includes cash for: routine cash payments, cash travel advances, personal check cashing, and emergency cash payments, for example, emergency leave. Under special circumstances, for example, away from homeport, you are authorized to hold additional funds for Navy Cash chip cashing services.

J.P. Jones
CDR USN

8.15.4 ROM II/Navy Cash Comparison Report

In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).

Run Date: 04/01/2004

Run Time: 17:27:28

Report Name: ROM II Exception Report

Navy Cash

Sales Office

Location: DL3800

ROM II Start Date: 03/30/2004 14:00:01

ROM II End Date: 03/30/2004 15:44:14

ROM II Transactions NOT in Navy Cash

Merchant ID: 800000008458 - SHIP STORE #1

Point Of Sale Terminal # 00001002

ROM II Transaction Date	ROM II Transaction Amount	ROM II Transaction ID	Navy Cash Transaction ID
-----	-----	-----	-----
03/30/2004 14:27:41	\$1.20	2852004033014274100	12012004033019314700
Total for Point Of Sale Terminal # 00001002:	\$1.20		
Total for Merchant 800000008458:	\$1.20		
GRAND Total:	\$1.20		

Navy Cash Transactions NOT in ROM II

Merchant ID: 800000008458 - SHIP STORE #1

Point Of Sale Terminal # 00001002

ROM II Transaction Date	ROM II Transaction Amount	ROM II Transaction ID	Navy Cash Transaction ID	Navy Cash Terminal Number
-----	-----	-----	-----	-----
03/30/2004 15:36:52	\$2.30	2912004033015365200	12232004033020415800	0748204500000000
Total for Point Of Sale Terminal # 00001002:	\$2.30			
Total for Merchant 800000008458:	\$2.30			
GRAND Total:	\$2.30			

 Navy Cash and ROM II Transactions with Different Dollar Amounts

Merchant ID: 800000008458 - SHIP STORE #1

Point Of Sale Terminal # 00001002

ROM II Transaction Date	Navy Cash Amount	ROM II Amount	ROM II Transaction ID	Navy Cash Transaction ID	Navy Cash Terminal Number
-----	-----	-----	-----	-----	-----
03/30/2004 14:00:01	\$1.50	\$3.00	2692004033014000100	11752004033019050700	0748204500000000
03/30/2004 15:41:23	\$13.00	\$1.30	2942004033015412300	12302004033020462800	0748204500000000
Total for POS Terminal # 00001002:	\$14.50	\$4.30			
Difference for POS Terminal # 00001002:		\$10.20			
Total for Merchant 800000008458:	\$14.50	\$4.30			
Difference for Merchant 800000008458:		\$10.20			
GRAND Total:	\$14.50	\$4.30			
GRAND Difference:		\$10.20			

Transactions that failed in ROM II but succeeded in NavyCash

Merchant ID: 800000008458 - SHIP STORE #1

Point Of Sale Terminal # 00001002

ROM II Transaction Date	ROM II Transaction Amount	ROM II Transaction ID	Navy Cash Transaction ID	Navy Cash Terminal Number
-----	-----	-----	-----	-----
03/30/2004 14:02:36	\$5.50	2722004033014023600	11792004033019074300	0748204500000000
03/30/2004 14:17:28	\$0.90	2792004033014172800	11922004033019223400	0748204500000000
03/30/2004 14:26:41	\$4.40	2842004033014264100	12012004033019314700	0748204500000000
03/30/2004 14:36:02	\$0.95	2872004033014360200	12052004033019410900	0748204500000000
Total for Point of Sale Terminal # 00001002:	\$13.50			
Total for Merchant 800000008458:	\$13.50			
GRAND Total:	\$13.50			

8.15.5 Safe Audit Detail Report

Run Date: 02/02/2001
Run Time: 13:02:34

Report Name: NC_SHIP_120
Navy Cash
Disbursing Officer Safe Audit Detail Report
Location: RENTZ FFG - 46
Date: 01/12/2001 11:17:22 to 01/21/2001 11:17:23

Transaction Type	Account #	Name	Date and Time	Cash Amount	Check Amount	Total Amount
**Starting Balance			01/12/2001 11:17:22	\$100.00	\$100.00	\$200.00
Sub Total				\$100.00	\$100.00	\$200.00
Chip withdrawal	8000000003790	ERICA GAMBLE	01/16/2001 04:30:04	-\$40.00		-\$40.00
	8000000003816	WILLIAM BLACKMORE	01/16/2001 04:30:05	-\$25.00		-\$25.00
Sub Total				-\$65.00		-\$65.00
Load Cash to Chip	8000000003790	ERICA GAMBLE	01/16/2001 04:30:00	\$90.00		\$90.00
	8000000003816	WILLIAM BLACKMORE	01/16/2001 04:30:01	\$50.00		\$50.00
Sub Total				\$140.00		\$140.00
Load Check to Chip	8000000003832	JARROD JONES	01/16/2001 04:30:02		\$100.00	\$100.00
	8000000003857	LEE HANGFU	01/16/2001 04:30:03		\$50.00	\$50.00
Sub Total					\$150.00	\$150.00
**Ending Balance				\$175.00	\$250.00	\$425.00

*** End of the Report ***

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8.15.6 Merchant Settlement Report

In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).

Run Date: 12/09/2004
Run Time: 00:08:42
Report name: TRAN_Ship_Merchant_Settle_D
Page: 1

Navy Cash
Daily Transaction Detail Report - Merchant Settlement
Location: USS COMSTOCK
Date: 12/08/2004 00:12:52 To 12/09/2004 03:43:22

Merchant: WARDROOM MESS - DUES 800000026283
Settlement Date: 08-DEC-04
Settlement Type: NAVY CASH

Batch	Date	Amount	C
R21452_1022	11/30/04 23:01	\$255.55	
R21452_1023	12/01/04 21:13	\$30.00	
R21452_1027	12/07/04 10:19	\$338.95	
R21452_1028	12/08/04 00:07	\$196.80	
R21452_1029	12/08/04 07:56	\$263.85	
Settlement Total		\$1,085.15	

Merchant WARDROOM MESS - DUES 800000026283 Total: \$1,085.15

* C = Correction Transactions.

***** End of the Report *****

8.15.7 Safe Audit Summary Report

In Navy Cash, all dates and times are recorded and reported in Greenwich Mean Time (GMT) (Coordinated Universal Time (UTC)).

Run Date: 02/02/2001

Run Time: 12:02:34

Report Name: NC_SHIP_119

Navy Cash
Disbursing Officer Safe Audit Summary Report
Location: RENTZ FFG-46
Date: 01/12/2001 11:17:22 to 01/21/2001 11:17:23

Transaction Type	Cash Amount	Check Amount	Total Amount
**Starting Balance	\$100.00	\$100.00	\$200.00
Chip withdrawal	-\$105.00		-\$105.00
Load Cash to Chip	\$230.00		\$230.00
Load Check to Chip		\$250.00	\$250.00

**Ending Balance	\$225.00	\$350.00	\$575.00

*** End of the Report ***

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8.15.8 Card Status Report**NAVY CASH CARD STATUS**

Date:

<u>Count</u>	<u>Customer Account</u> <u>Status</u>	<u>Card</u> <u>Status</u>
882	ACTIVE	ASSIGNED
86	ACTIVE	DAMAGED
76	ACTIVE	LOST
13	ACTIVE	MISC
2	ACTIVE	STOL
9	ACTIVE	UNASSIGNED
6	CLOSED	ASSIGNED
4	CLOSED	DAMAGED
3	CLOSED	LOST
1	CLOSED	MISC
43	CLOSED	UNASSIGNED
7	FINCLOS	ASSIGNED
2	FINCLOS	LOST
2	NEW	ASSIGNED
1	PENDCLOS	DAMAGED
9	PENDCLOS	UNASSIGNED
12	REVOC	ASSIGNED
1	REVOC	DAMAGED
TOTAL		

8.15.9 Daily Cash Transaction Ledger

NAVY CASH™ DAILY CASH TRANSACTION LEDGER				
DATE	CASH- TO-CHIP	CHIP- TO-CASH	PRINT CARDHOLDER NAME	CARDHOLDER SIGNATURE
TOTAL CASH TO CHIP		TOTAL CHIP TO CASH		NET SUM FOR CHIP TRANSACTIONS

8.15.12 Navy Cash Pre-Audit/Turnover Checklist**Navy Cash Pre-Audit/Turnover Checklist**

Tasks	SOP Reference	Yes	No
Letters of Authority			
Has Disbursing Officer been appointed as Navy Cash Accountable Officer?	8.2.1		
Has Disbursing Officer appointed Navy Cash Agent/Deputy in writing?	8.2.1		
Internal Procedures and Controls			
Has Commanding Officer established internal procedures and controls for Navy Cash?	8.2.4		
Custodial Responsibilities			
Are Navy Cash cards kept in a safe or a secure container?	8.3.1		
Are Navy Cash cards in custody of Disbursing Officer or designated agents/deputy?	8.3.1		
Is the Bulk Navy Cash Card Log in agreement with actual card count?	8.3.1		
Are cards inventoried every 30 days and an entry made in the Bulk Log?	8.3.1		
Is Navy Cash Card Issue Log being maintained — does it include last four digits of card number; name, last four of SSN, issue date, and signature of recipient; date returned (visitor/temp cards); name and signature of issuer?	8.3.1		
Are unissued cards being returned to the Disbursing Officer on a daily basis?	8.3.1		
Custody of Spare K22s and CADs			
Are spare K22s and CADs being kept in a safe or in a secure space?	8.3.3		
Are K22s or CADs that have transactions still stored in them being kept in the Disbursing Officer's safe?	8.3.3		
Navy Cash Application			
Is the Disbursing Officer assigning individual Access Rights as appropriate?	8.4.33		
Are passwords being changed every six months?	8.4.33		
Is the Daily Cash Transaction Ledger being maintained on a daily basis?	8.4.13		
Is the Daily Cash Transaction Ledger being closed out daily?	8.4.13		
Are Daily Cash Transaction Ledger totals being compared to the SASR?	8.4.21		
Are Daily Cash Transaction Ledger totals posted to line 6.2A and 6.9 of DD 2657?	8.4.13		
Is the Daily Cash Transaction Ledger being retained with the DD 2657?	8.4.13		
Are refunds being authorized by the Sales/MWR/Food Service Officer/etc.?	8.4.10		
Are refunds being recorded in a Refund Log by each merchant?	8.4.10		

Tasks	SOP Reference	Yes	No
Is the Disbursing Officer reviewing the Unmatched Chip-to-Chip Transaction Report on a weekly basis?	8.4.11		
Are Navy Cash enrollment forms being filled out and signed by crewmembers before being entered through the Navy Cash Application?	8.4.20		
Are originals of all enrollment forms signed and sent to TFA promptly? Are copies of all enrollment forms retained on board ship?	8.4.20		
Is the EOD function being performed at the end of each business day?	8.4.21		
Does the duty Supply/IT/ET perform the EOD on non working days?	8.4.21		
Are SASR and Daily Transaction Ledger being kept on file with DD 2657?	8.4.21		
Is the Disbursing Officer reviewing the Negative Balance Report and the Returned Items Detail Report on a daily basis?	8.8.1		
Does Navy Cash access to home bank or credit union account remain blocked as long as Navy Cash account balance is negative?	8.8.1		
Is amount of negative balance collected within 10 working days of report?	8.8.1		
Is a DS01 using Company Code D411179 being generated when appropriate to collect on debt to US Treasury funds pool resulting from a negative balance?	8.8.1		
Are all negative Navy Cash account balances cleared or in process of being cleared within 30 days of initial appearance on Negative Balance Report?	8.8.1		
Is the personnel office providing the disbursing office with the names of those personnel who will be transferred or discharged within the next 30 days?	8.8.1		
If cardholder is within 30 days of transfer/discharge, is Disbursing Officer ensuring that all negative balances are cleared? When appropriate, is Disbo closing/suspending Navy Cash account and issuing visitor card for use on ship until departure? <i>(Accounts can't be closed until negative balances are cleared).</i>	8.8.1 8.4.19		
If cardholder is within 30 days of discharge and has a negative balance, is the Disbursing Officer posting a DS01 prior to cardholder's separation date?	8.8.1		
Is SPO being stopped at least 30 days before a member leaves the ship?	8.4.19		
End-of-Month Reporting			
Is EOM process started at least five days before the actual end of the month?	8.9		
Is the Navy Cash EOM spreadsheet being sent via email to the TFA Bank in a timely manner?	8.9		
Is the original SF 215/5515 being placed in the retained returns?	8.9		
Is a copy of the SF 215/5515 being placed in the monthly returns?	8.9		
Is the Safe Bank Transaction Report being zeroed out at completion of EOM? <i>(Select "Safe Bank Transaction" link in Navy Cash Application.)</i>	8.9 8.4.24		

8.15.13 Merchant Refund Log**NAVY CASH MERCHANT REFUND LOG**

Serial Number	Name	Date Issued	Amount	Reason For Refund	Date Cleared

8.15.14 Navy Cash Refund Chit

NAVY/MARINE CASH REFUND CHIT	
MERCHANT NAME:	SERIAL NUMBER:
ISSUED TO:	DATE ISSUED:
REASON FOR REFUND:	
REFUND AMOUNT:	SIGNATURE OF APPROVAL AUTHORITY:
DATE PAID:	SIGNATURE OF DISBURSING OFFICER:
DATE RECEIVED:	SIGNATURE OF RECIPIENT:

8.15.15 Split Pay Option Enrollment/Disenrollment Form

NAVY CASH SPLIT PAY OPTION ENROLLMENT/DISENROLLMENT FORM			
NAME (Last, First, MI)	SSN	DIVISION	PHONE

<i>Check the appropriate box and initial when responding to the following statements</i>	INITIALS
I request the Split pay Option (SPO) be started to have the indicated amount of my Direct Deposit System (DDS) EFT payment sent to my Navy Cash account Yes <input type="checkbox"/> No <input type="checkbox"/>	
I request my SPO be stopped Yes <input type="checkbox"/> No <input type="checkbox"/>	

I request the indicated amount be deducted from my DDS EFT payment every payday	\$
---	----

I understand that by signing this document, I am requesting an amount of my pay be deducted from my DDS EFT payment and paid to me through Navy Cash. I understand that the amount indicated above is a <i>per payday</i> amount and <i>not</i> a monthly amount.	
SIGNATURE	DATE

DISBURSING OFFICE USE ONLY	
STARTS	STOPS
DATE DDS EFT STARTED	HMO2 DATE
HMO1/HMO4 DATE	LAST SPO PAYDAY DATE
AMOUNT OF SPO (PER PAYDAY)	DATE UMIDS DATABASE UPDATED
FIRST SPO PAYDAY DATE	
DATE UMIDS DATABASE UPDATED	
REMARKS	
SIGNATURE	DATE

8.15.16 Return Codes and Notification Codes**ACH Return Codes and Descriptions**

Return Codes	Return Reason
R01	Insufficient Funds
R02	Account Closed
R03	No Account/Unable to Locate Account
R04	Invalid Account Number
R05	Reserved
R06	Returned per ODFI's Request
R07	Authorization Revoked by Customer
R08	Payment Stopped
R09	Uncollected Funds
R10	Customer Advises Not Authorized
R11	Check Truncation Entry Return
R12	Branch Sold to Another DFI
R13	RDFI Not Qualified to Participate
R14	Account-holder Deceased
R15	Beneficiary Deceased
R16	Account Frozen
R17	File Record Edit Criteria
R18	Improper Effective Entry Date
R19	Amount Field Error
R20	Non-Transaction Account
R21	Invalid Company Identification
R22	Invalid Individual ID Number
R23	Credit Entry Refused by Receiver
R24	Duplicate Entry
R25	Addenda Error
R26	Mandatory Field Error
R27	Trace Number Error
R28	Routing Number Check Digit Error
R29	Corporate Customer Advises Not Authorized
R30	RDFI Not Participant in Check Truncation Program
R31	Permissible Return Entry
R32	RDFI Non-Settlement
R33	Return of XCK Entry
R34	Limited Participation DFI
R35	Return of Improper Debit Entry
R40	Non-Participant in ENR Program
R41	Invalid Transaction Code
R42	Routing Number/Check Digit Error
R43	Invalid DFI Account Number

R44	Invalid Individual ID Number
R45	Invalid Individual Name
R46	Invalid Representative Payee Indicator
R47	Duplicate Enrollment
R61	Misrouted Return
R62	Incorrect Trace Number
R63	Incorrect Dollar Amount
R64	Incorrect Individual Identification
R65	Incorrect Transaction Code
R66	Incorrect Company Identification
R67	Duplicate Return
R68	Untimely Return
R69	Multiple Errors
R70	Permissible Return Entry Not Accepted
R71	Misrouted Dishonored Return
R72	Untimely Dishonored Return
R73	Timely Original Return
R74	Corrected Return

ACH Notification Codes and Descriptions

<u>Notification Code</u>	<u>Notification Description</u>
C01	Incorrect DFI Account Number
C02	Incorrect Routing Number
C03	Incorrect Routing Number and Incorrect DFI Account Number
C04	Incorrect Individual Name/Receiving Company Name
C05	Incorrect Transaction Code
C06	Incorrect DFI Account Number and Incorrect Transaction Code
C07	Incorrect Routing Number, Incorrect DFI Account Number, and Incorrect Transaction Code
C08	Reserved
C09	Incorrect Individual Identification Number
C10	Incorrect Company Name
C11	Incorrect Company Identification
C12	Incorrect Company Name and Company Identification
C13	Addenda Format Error

8.15.17 The \$25 Vending “Counter”

The Navy Cash PIN is not required to make vending machine purchases. So, to limit the amount of money which could be lost if a Navy Cash card were lost or stolen, vending machine purchases are limited to a total of \$25 on each card’s electronic purse before the PIN would be required to reset the counter and allow additional spending. The table below lays out how the \$25 counter works. Note that the vending machine readout displays the balance remaining on the \$25 counter not the balance remaining on the chip on the Navy Cash card itself.

Action	Machine Used	PIN Entry Required?	Chip Balance	Vending Machine Readout
Cardholder moves \$100.00 from home bank account to chip account.	K80	Yes	\$100.00	
Cardholder goes to a vending machine to buy a soda.	CAD (in vending machine)	No	\$100.00	\$25.00
Cardholder buys soda. After soda is bought, the remaining balance is:	CAD	No	\$99.50 (not shown at vending machine)	\$24.50
Cardholder buys LOTS of sodas and ONLY sodas, never going to another machine other than a vending machine, to the point where the vending readout is \$0.00.	CAD	No	\$75.00 (not shown at vending machine)	\$0.00
Now cardholder needs to go to a machine where he/she can enter their PIN (a K80 or K22 Point of Sale Device). So cardholder goes to a K80 just to enter their PIN. Cardholder does not perform any funds transfers.	K80	Yes	\$75.00	
Cardholder goes to a vending machine to buy a soda.	CAD	No	\$75.00 (not shown)	\$25.00
Cardholder buys soda.	CAD	No	\$74.50 (not shown)	\$24.50
Cardholder goes to ship’s store to buy a \$10.00 ball cap.	K22	Yes	\$64.50	
Then cardholder goes back to vending machine...and so on.	CAD	No	\$64.50 (not shown)	\$25.00

8.15.19 Cash Verification Team Navy Cash Checklist**CASH VERIFICATION TEAM NAVY CASH CHECKLIST**

Tasks	SOP Reference	Yes	No
Funds			
Navy Cash funds by actual count:	\$		
Ensure funds are in agreement with the SASR Report.	8.4.21		
Ensure Daily Cash Transaction Ledger is being closed out on a daily basis and compared to the SASR Report.	8.4.13 8.4.21		
Ensure Daily Cash Transaction Ledger totals are posted to line 6.2A and 6.9 of the DD 2657.	8.4.21		
Ensure Daily Cash Transaction Ledger is being retained with the DD 2657.	8.4.21		
Navy Cash Cards			
Inventory all unissued Navy Cash cards (bulk and working stock; temporary and visitor cards) to ensure that custody of cards is properly maintained.			
Ensure Bulk Navy Cash Card Log is in agreement with actual card count.	8.3.1		
Ensure Navy Cash cards are kept in a safe or a secure container.	8.3.1		
Spare K22s and CADs			
Ensure spare K22s and CADs are being kept in a safe or in a secure space.	8.3.3		
Ensure K22s or CADs that have transactions still stored in them are being kept in the Disbursing Officer's safe.	8.3.3		
Navy Cash Application			
Ensure passwords are being changed every six months.	8.4.33		
Ensure refunds are being authorized by Sales/MWR/Food Service Officer.	8.4.10		
Ensure Navy Cash enrollment forms are being filled out and signed by crewmembers before being entered through the Navy Cash Application.	8.4.20		
Ensure originals of all enrollment forms are signed and sent to TFA promptly and copies of all enrollment forms are retained on board ship.	8.4.20		

8.15.18 Cash Verification Team Navy Cash Checklist *(continued)*

Tasks	SOP Reference	Yes	No
Navy Cash Application			
Ensure the duty Supply/IT/ET is performing the EOD function at the end of the business day on non working days.	8.4.21		
Ensure the Disbursing Officer is reviewing the Negative Balance Report and the Returned Items Detail Report on a daily basis.	8.8.1		
Ensure amount of negative balance is collected within 10 working days of receipt of initial Negative Balance Report?	8.8.1		
Ensure Navy Cash access to home bank or credit union account remains blocked as long as Navy Cash account balance is negative.	8.8.1		
Ensure all negative Navy Cash account balances are cleared or in process of being cleared within 30 days of initial appearance on report?	8.8.1		
Ensure personnel office is providing disbursing office with the names of those personnel who will be transferred or discharged within the next 30 days.	8.8.1		
Ensure original SF 215/5515 is being placed in the retained returns.	8.9.1		
Ensure Safe Bank Transaction Report is being zeroed out at end of month.	8.9.1		

8.15.20 Navy Cash Trouble Call Worksheet

NAVY CASH TROUBLE CALL WORKSHEET				
Please be prepared to provide the information below to the Customer Service Representative (CSR) Retain form as your Trouble Call Log				
GLOBAL DISTANCE SUPPORT CENTER (GDSC) Commercial: (877) 4-1-TOUCH (877) 418-6824 DSN: (510) 4-2-TOUCH (510) 428-6824 PRESS 6, THEN 3 To be connected to CSC		CUSTOMER SERVICE CENTER (CSC) Phone: (866) 6NAVYCASH (866) 662-8922 E-Mail: navycashcenter@ezpaymt.com Fax: (866) CHASE01 (866) 242-7301 Web Site: www.navycashcenter.com		
MILITARY PAPER CHECK CONVERSION (MPCC) FEDERAL RESERVE BANK (FRB) CLEVELAND (216) 579-2112 (800) 624-1373 GLOBAL DISTANCE SUPPORT CENTER (GDSC) (877) 418-6824 DSN: (510) 428-6824 PRESS 6, THEN 4 to be connected to FRB Cleveland		ROM II CONTACT APPROPRIATE FLEET ASSISTANCE TEAM SAN DIEGO: (619) 556-5725/5733 PEARL HARBOR: (808) 473-2043 NAPLES: 011-39-081-813-5299 NORFOLK: (757) 443-2522 YOKOSUKA: 011-81-616-043-7324 MAYPORT: (904) 270-7178		
SHIP NAME		DATE OF CALL		TIME OF CALL
SHIP LOCATION/PORT (AND COUNTRY IF DEPLOYED)		CASE NUMBER (obtained from CSR)		NAME OF CSR
CALLER NAME		RANK/RATE	PHONE	E-MAIL ADDRESS
POINTS OF CONTACT SO TECHNICAL OR FIELD SUPPORT REPRESENTATIVE CAN CONTACT SHIP IF REQUIRED				
LOCATION	NAME	RANK/RATE	PHONE	E-MAIL ADDRESS
DISBURSING OFFICE				
SALES OFFICE				
SUPPLY OFFICE				
EMO/ADP OFFICE				
QUARTERDECK				
IF A HARDWARE PROBLEM, IDENTIFY SPECIFIC EQUIPMENT AND MODEL NUMBER				
SERVER:		ROUTER:		K80 CASHLESS ATM <input type="checkbox"/>
WORKSTATION:		UPS:		K22 POS DEVICE <input type="checkbox"/>
DISPLAY:		MPCC SCANNER:		CAD (VENDING) <input type="checkbox"/>
LAPTOP:		MPCC ZIP DRIVE:		KVM SWITCH <input type="checkbox"/>
OTHER:		ROM II:		
DESCRIBE THE NATURE OF THE HARDWARE, SOFTWARE, COMMUNICATIONS, OR OPERATIONAL PROBLEM (include any error messages or error codes if possible—attach any printouts or screen prints as needed)				
DESCRIBE ANY TROUBLESHOOTING STEPS YOU HAVE ALREADY TRIED (include references you used in troubleshooting the problem, e.g., SOP, SYS ADMIN Manual, Maintenance CD, MRC, system log files reviewed—attach any log file printouts or screen prints as needed)				

Trouble Call Worksheet Ver 3

12-Dec-05

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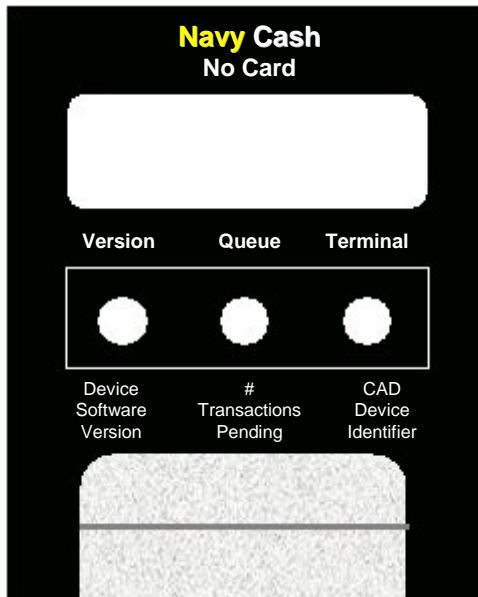
Appendix A

Vending Maintenance and Sales End of Month

A.1 CAD Buttons and CAD Templates

Each CAD has three hidden buttons designed to help with diagnostics. A CAD template depicts where the CAD buttons are located. The CAD template has two sides to it.

a. No Card Template



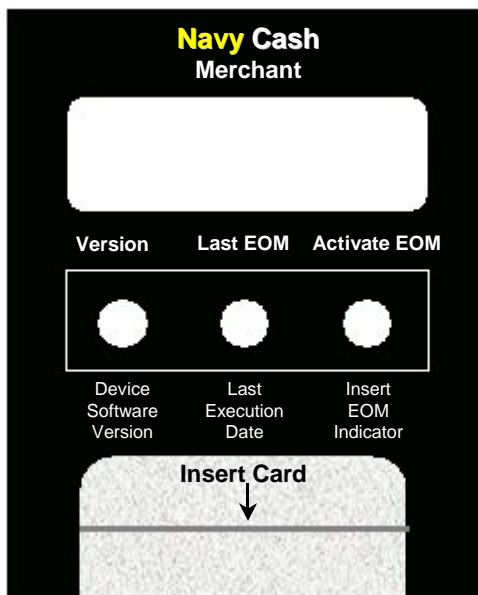
The “No Card” side of the template is used to check the number of transactions and verify the terminal ID number and current software version of the CAD. When these buttons are pressed, the diagnostic messages display for two seconds and then disappear.

Pressing the left button shows the current version of software on the CAD in the format “ver *abc.d*” where the version is *abc* and the build is *d*.

Pressing the center button shows the number of messages currently in the offline queue. This includes both transactions and card errors. It does not include hotlist or log-on messages. The format is “QUEUE : *x*” where *x* is the number of messages that have not been sent. The queue should be empty, that is, the number of messages should be “0” before proceeding with the End-Of-Month (EOM) and inventory.

Pressing the right button shows the 16-digit CAD Terminal ID number with “Terminal ID” on line 1 and the 16-digit number itself on line 2.

b. Merchant Card Template



The “Merchant” side of the template is used with the Merchant Card when activating the CAD EOM function. When these buttons are pressed, the messages remain on the display until the card is removed or a new button is pressed.

Pressing the left button shows the current version of software on the CAD in the format “ver *abc.d*” where the version is *abc* and the build is *d*.

Pressing the center button shows the execution date of the last EOM message on line 1 and the Terminal ID on line 2. The date is shown in the format *MM/DD/YY hh:mm*. The Terminal ID is shown as a 16-digit number.

Pressing the right button activates the EOM message. Once pressed, the display will show “End of Month Activated”. An EOM message is sent every time the button is pressed; however, to help prevent unnecessary EOM messages, the CAD will not send another EOM message for 15 seconds.

A.2 Merchant Cards

For vending operations, a Merchant Card is a normal Navy Cash card that has been associated with a particular type of vending machine in the Navy Cash Application, that is, Vending Soda, which works in all soda machines, and Vending Store Items, which works in snack, phone card, and soap vending machines. Merchant cards cannot be used to vend or buy products in the vending machines. Each vending machine type will have one and only one Merchant Card associated with it.

A.3 Phase One—Close Out All Vending Machines

a. Step 1. Verify that the off-line queue in the CAD is empty by pressing the center hidden button on the CAD, using the “No Card” Template to help locate the correct button. A message is then displayed on the CAD in the format “QUEUE : x ” where x is the number of messages that have not been sent. In order to ensure that all transactions are included in the current month, the queue should be empty, that is, the number of messages should be “0” before proceeding with the EOM and inventory.

b. Step 2. When ready, insert the Merchant Card associated with the particular type of vending machine into the CAD. A message is displayed on the CAD that indicates that processing is taking place while the card is authenticated and checked against the negative card list.

c. Step 3. If the Merchant Card is valid for that particular type of vending machine, the CAD in the machine will then display the date and time of the last EOM message on line 1 and the Terminal ID on line 2. The date is shown in the format *MM/DD/YY hh:mm*. The Terminal ID is shown as a 16-digit number. **The vending machine operator should record both the date/time stamp and the Terminal ID.** If no previous EOM has been performed, the CAD will display the message, “EOM Not Done Yet.”

d. Step 4. When ready, activate the EOM function by pressing the right-hand hidden button on the CAD. The CAD will display the message “End of Month Activated,” and the EOM message is sent to the Navy Cash server. An EOM message is sent every time the button is pressed; however, to help prevent unnecessary EOM messages, the CAD will not send another EOM message for 15 seconds.

e. Step 5. The inventory team can then count the merchandise in the machine.

f. Step 6. Repeat steps 1 through 5 for the rest of the vending machines.

A.4 Phase Two—Close Out All Vending and Ship’s Store Merchants (Parents)

a. Step 1. When all vending machines have been closed out and inventories completed, log into the Navy Cash Application and click on the “Vending and Ship’s Store” link. The “Merchants and Vending Machines” box displays all the merchants, all the vending machines associated with each merchant (if any), and the Terminal ID numbers for the CADs tied to each of the vending machines.

(1) Click on the “+” of the Vending Soda Merchant (parent) to display all the soda machines with associated CADs (a green traffic signal with a date and time is displayed for all vending machines inventoried).

(2) Click on the “+” of the Vending Store Items Merchant (parent) to display all the store item machines with associated CADs (a green traffic signal with a date and time is displayed for all vending machines inventoried).

(3) Highlight the Vending Soda Merchant (parent).

(4) Click the check box next to “Indicate End of Period for Vending Merchant.

(5) Pull down the correct “End of Period Month” and “End of Period Year.”

(6) Click on the “Indicate EOP” button, and, when the prompt is displayed, verify that EOM is desired for the specified merchant by clicking the “OK” or “Cancel” button as appropriate.

(7) Highlight the Vending Store Items Merchant and repeat (4) through (6) above.

(8) Highlight the Ship’s Store #1 Merchant and repeat (4) through (6) above.

(9) Highlight the Ship’s Store #2 Merchant and repeat (4) through (6) above.

(10) A new date and time stamp will appear by the merchant (parent). Continue until all merchants (parents) are closed out. The icons next to the vending machines will turn back to yellow yield signs (triangles).

b. Step 2. Click on the “+” of the Vending Soda Merchant (parent) to display all the soda machines with associated CADs (a yellow yield sign with a date and time is displayed for all vending machines inventoried).

c. Step 3. Click on the “+” of the Vending Store Items Merchant (parent) to display all the store item machines with associated CADs (a yellow yield sign with a date and time is displayed for all vending machines inventoried).

d. Step 4. Record the date and time stamps displayed just to the right of each machine ID for all machines. This can be accomplished by performing a screen print or manually recording all the dates and times. **The Sales Officer must retain a record of the date and time stamps for each machine for use in the following month’s inventories.** If the record of date and time stamps is not available when the time comes for the next month’s inventories, the information can be collected at each CAD as described in Phase 1 Step 3 directly above.

(1) To perform a screen print, hit the “Alt” + “Print Screen” keys twice.

(2) Click on “Start” then “Programs” then “Accessories” then “Paint”.

(3) Click on “Edit” then “Paste” (if message states file is too big, just click “OK” to continue).

(4) Click on “File” then “Print”.

e. Step 5. Click on the “View Reports” link in the Navy Cash Application.

f. Step 6. Under the “Application Reports” box, click on “Merchant Sales Summary.”

g. Step 7. For each vending machine, fill in the “Start Date” with the date and time stamp retained from the last accounting period (Phase 2 Step 4 above) and fill in the “End Date” with the date and time stamp from the current inventory (also Phase 2 Step 4 above) . This period will establish what sales are to be included in the report for the monthly period. The period will be different for each machine because each machine is inventoried separately.

h. Step 8. Click on the “Generate” button.

i. Step 9. Click “Print” to print the sales report for that particular vending machine.

- j. Step 10. Repeat Phase 2 Steps 7 through 9 to generate a separate report for each vending machine.
- k. Step 11. Once all these reports have been generated, add the separate amounts printed in Step 9 above to determine all Vending Soda and all Vending Store Items sales for the period. These amounts should be entered into the ROM II system.
- l. If ROM II inventories do not balance with Navy Cash collections, any or all machines can be re-inventoried by simply restarting the inventory process at Phase 1 Step 2. When the vending machine operator inserts the Merchant Card into the CAD and presses the right-hand button on the CAD to activate the EOM function, the date and time stamp in the Navy Cash system will be reset to the new date and time.
- m. The EOM reports will be transferred to JPMorgan Chase upon completion of the third and final phase in the end-of-month sequence, the “Indicate End of Month” by the Disbursing Officer. The Vending EOM Report will appear in the Sales Officer report files. This report should be used as substantiating documentation for the DD 1149, Cash Memorandum of Sales.

Appendix B

A Quick Guide to Configuring a K22

Before beginning, two main things must be done to correctly configure a K22:

- ❑ Ensure there are no offline transactions stored that need to be sent from the K22.
- ❑ Get a list of the K22's current configuration settings (see K22 Settings Worksheet).

B.1 How to Check for Offline Transactions

To check for stored transactions in either the Normal or Proxy Mode, press the CLR button to bring up the diagnostic screens of the K22. The first screen shows the current status of the K22, the name of the operator currently logged on, the full 16-digit Terminal ID number, and the current version and build number of the K22 software, where *x.xx* is the version number and *y* is the build number. The second screen shows the current K22 mode and the number of messages in the queue, where *x* is the number of messages. The third screen shows the number of each type of message in the queue. To go from one screen to the next, press any button.

```
0 On-Line
1 Wayne, John
2 0647379200000000
3 V x.xx By
```

```
0 Normal Mode
1
2
3 Queue: x
```

```
0 Trans: x
1 Reversals: x
2 Errors: x
3 Other: x
```

B.2 ROM II Gotcha's

Additional steps are required to ensure the ROM II cash register connects properly to the Navy Cash system. To fully configure a K22 to work when the current version of ROM II software and a network card are installed and the cash register is on the Navy Cash network:

NOTE: These settings are for ROM II only and NOT for use with the Navy Cash Application. You will be able to tell there are issues if the ROM-II software takes a long time (e.g., 20+ seconds) to log the user on or is unable to log the user on.

- a. Load and configure the Navy Cash Proxy Application on the ROM II cash register computer. This proxy is the software that uses DDE, TCP/IP, and serial protocols to connect the cash register, the K22, and the Navy Cash server. The setting that needs to be configured is the port number of the ROM II cash register computer.
- b. The Navy Cash Proxy Application must be configured to use COM 3 on the ROM II computer since ROM II uses COM 1 and COM 2 for other devices.
- c. The Navy Cash Proxy Application must also be configured to use the DDE settings string "Navy Cash DDE Proxy".
- d. Configure the Navy Cash server. Place the IP Address of the ROM II computer and the port number of the Proxy Application in the server settings.
- e. Attach the K22 to the ROM II serial port that is being used.

f. Configure the K22. When ROM II and Navy Cash are integrated, "Enforce User Logon" must be set to "Force Operator Logon" within the Proxy Application menu in the K22's Admin Mode. *ROM II and Navy Cash operator IDs must match for sales receipts to be reported properly, and the "Enforce User Logon" setting prevents Navy Cash sales in the ship's store unless a successful operator logon occurs.*

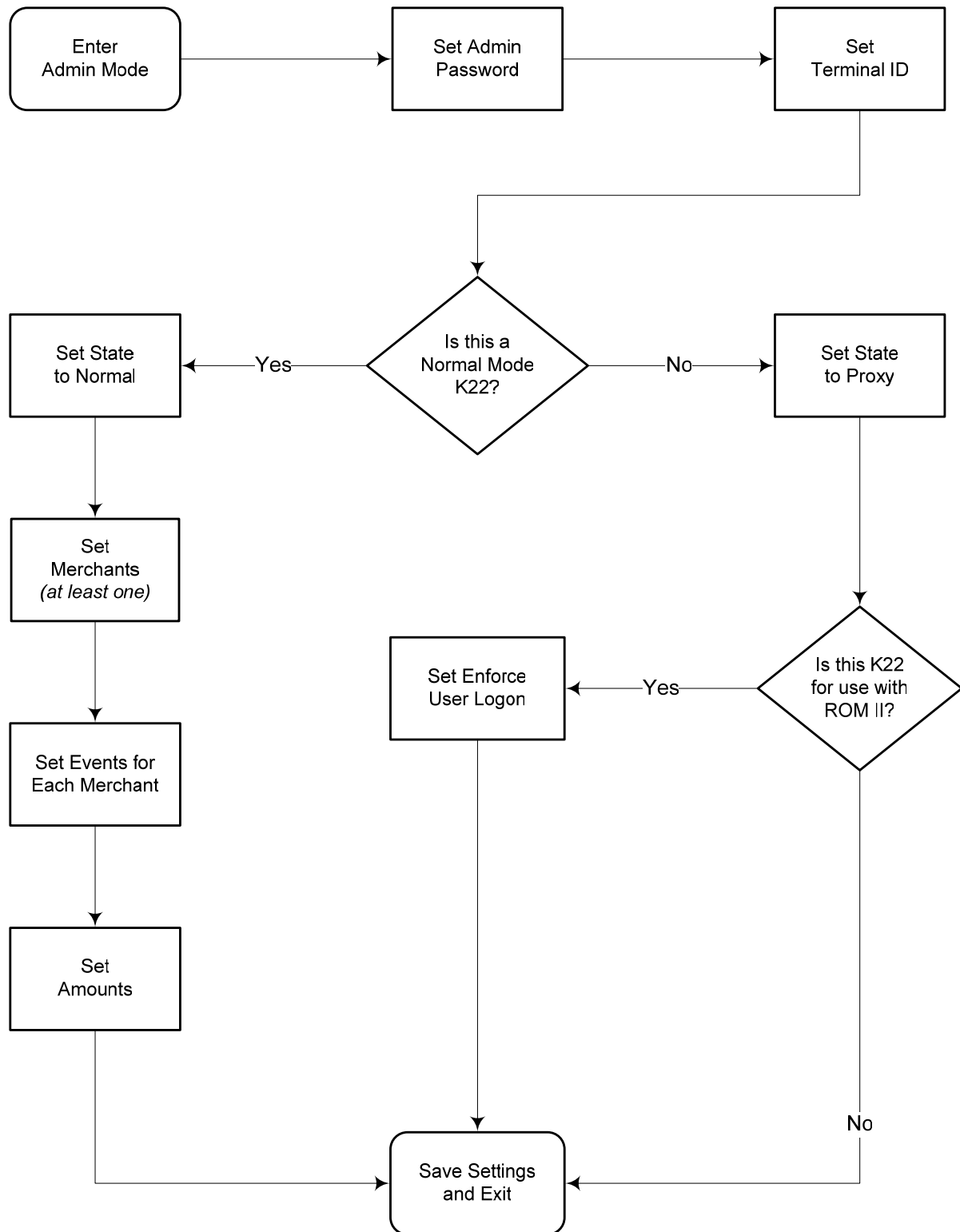
g. Reboot the K22. It will now work correctly with the ROM II cash register.

K22 Configuration Settings

Variable Needed	Description	Variable Source
Password	4-Digit Password for Admin Mode	Titan
Terminal ID	16-Digit ID Identifying K22	First 8 Digits Are Device Serial Number. Last 8 Digits Are Zeros
State	Current Mode the K22 Is In	<u>Proxy</u> for Disbo App and ROM II App; Otherwise, Set to <u>Normal</u>
Enforce User Log On	Set to <u>True</u> to Enforce User Log On	If K22 Integrated with ROM II, Set to <u>True</u> . Otherwise, Set to <u>False</u>
Merchant ID Function Key 1	Merchant ID Assigned To Function Key 1	If K22 Is Used in Normal Mode. Merchant ID Available from Disbursing
Merchant ID Function Key 2	Merchant ID Assigned To Function Key 2	If K22 Is Used in Normal Mode Merchant ID Available from Disbursing
Merchant ID Function Key 3	Merchant ID Assigned To Function Key 3	If K22 Is Used in Normal Mode Merchant ID Available from Disbursing
Event Code Function Key 1	Event ID Assigned To Function Key 1 Based on Currently Selected Merchant Function Key	If K22 Is Used in Normal Mode. Event Code Available from Disbursing
Event Code Function Key 2	Event ID Assigned To Function Key 2 Based on Currently Selected Merchant Function Key	If K22 Is Used in Normal Mode. Event Code Available from Disbursing
Event Code Function Key 3	Event ID Assigned To Function Key 3 Based on Currently Selected Merchant Function Key	If K22 Is Used in Normal Mode. Event Code Available from Disbursing
Amount Function Key 1	Preset Dollar Amount Assigned To Function Key 1	If K22 Is Used in Normal Mode. Optional Feature. Enter Desired Amount
Amount Function Key 2	Preset Dollar Amount Assigned To Function Key 2	If K22 Is Used in Normal Mode. Optional Feature. Enter Desired Amount
Amount Function Key 3	Preset Dollar Amount Assigned To Function Key 3	If K22 Is Used in Normal Mode. Optional Feature. Enter Desired Amount

Flow Diagram — Configuring the K22

The following flow diagram may be helpful in configuring the K22.



K22 Configuration Settings Worksheet

Ship:	
K22 Location:	
IP Address: <i>(Computer or Network Drop)</i>	
Port Number:	
K22 Serial Number:	

Variable	Value	Notes
Password		
Terminal ID		
State		
Enforce User Log On		
Merchant ID Function Key 1		
Event Code Function Key 1		
Event Code Function Key 2		
Event Code Function Key 3		
Merchant ID Function Key 2		
Event Code Function Key 1		
Event Code Function Key 2		
Event Code Function Key 3		
Merchant ID Function Key 3		
Event Code Function Key 1		
Event Code Function Key 2		
Event Code Function Key 3		
Amount Function Key 1		
Amount Function Key 2		
Amount Function Key 3		

Appendix C

How to Set Up Navy Cash and ROM II

C.1 PRE-INSTALLATION STEPS

The installations of the Navy Cash and ROM II software must follow certain guidelines to ensure success. Before beginning the software installation, the cash register computer on which the ROM II / Navy Cash system will be installed must have the follow options loaded and configured.

- a. The system must run Windows NT 4.0 with Service Pack 6 loaded.
- b. The system must have a working Network Interface Card (NIC) installed. The NIC must have all drivers loaded and must also be configured for the correct IP Address.
- c. The computer must have three working COM ports. Normally, ROM II cash registers normally come with only two COM ports installed. A COM port extender card should be installed to ensure the computer has three working COM ports.
- d. The COM ports must be properly configured. To configure the COM ports go to Start > Settings > Control Panel and select Ports. For each COM port under Ports (COM 1, COM 2, and COM 3) set to the following settings:

Baud Rate: 9600

Data Bits: 8

Parity: None

Stop Bits: 1

Flow Control: None

- e. The COM port memory locations (DMA and IRQ settings) must not overlap. To access the memory settings, click on the Advanced button under the Settings for each COM port.

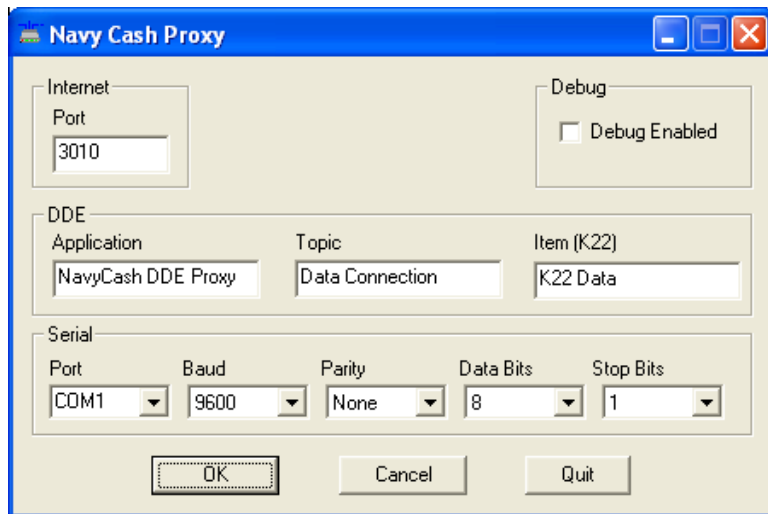
C.2 INSTALLATION

Once the pre-installation steps are completed, the following steps must be performed to fully install the ROM II and Navy Cash systems on the ROM II cash register computer.

- a. Install the ROM II system. Follow the installation guidelines for the ROM II system.
- b. Copy the Navy Cash Proxy application onto the machine. Normally, this should be installed in the following location: "C:\Program Files\Navy Cash".
- c. Create a shortcut in the Startup menu to point to the Navy Cash Proxy application. To access the startup menu, navigate to "c:\winnt\Profiles\All Users\Start Menu\Programs\Startup" and install the shortcut there. To create a shortcut, click on File > New > Shortcut and follow the directions.
- d. Once the Navy Cash Proxy application and associated shortcut are installed, double click on the shortcut to start the application. It will display an icon in the System Tray. Click on the icon to display the Navy Cash Proxy settings.

e. Configure the Navy Cash Proxy to use the following settings:

Port: 3000
 Application: NavyCash
 DDE Proxy
 Topic: Data
 Connection
 Item (K22): K22 Data
 Item (Server): Server Data
 Port: COM3
 Baud: 9600
 Parity: None
 Data Bits: 8
 Stop Bits: 1



f. Once done, click OK.

g. Attach the K22 to the system. If necessary, configure the K22 using the directions in Appendix B, A Quick Guide to Configuring a K22.

h. Configure the Navy Cash Server. Place the IP Address of the ROM II computer and the Port number of the Proxy Application in the Server settings.

i. Attach the K22 to the ROM II Serial Port that is being used, COM 3.

j. Configure the K22. Within the Proxy Application menu in the K22s admin mode, the settings "Enforce User Logon" must be set to "Force Operator Logon" to ensure that the K22 operates correctly with the ROM II. *When ROM II and Navy Cash are integrated, the ROM II and Navy Cash operator IDs must match for sales receipts to be reported properly. The "Enforce User Logon" setting prevents Navy Cash sales in the ship's store unless a successful operator logon occurs.*

k. Once the K22 is rebooted, it will work correctly with the ROM II.

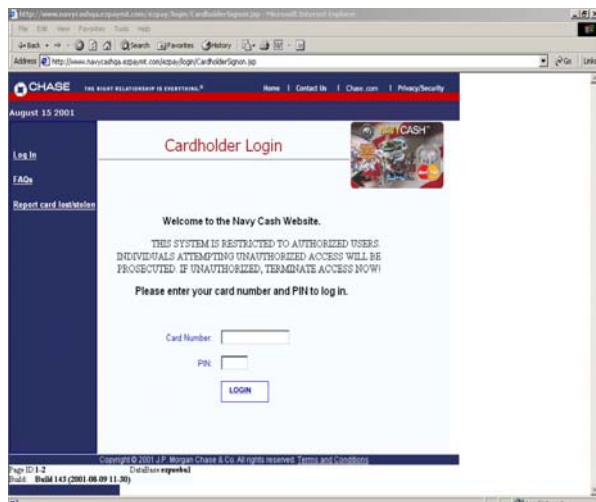
l. Start the ROM II system.

Note: These settings are for ROM II use only and are not to be used with the Navy Cash Application.

Appendix D

Cardholder Web Site — www.NavyCash.com

To access, use Netscape 4.5 or greater or Internet Explorer 4.0 or greater.



Cardholder Log In

*Provides Cardholder Access
To Navy Cash Web Site*

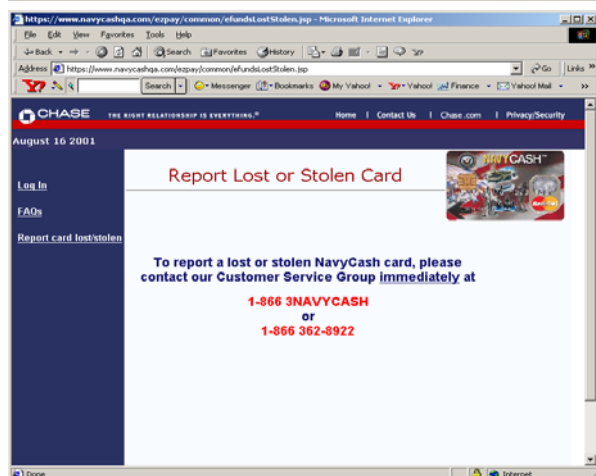
Use hyperlinks to view information pages:

[Report Card Lost / Stolen](#)

[Contact Us](#)

[Frequently Asked Questions \(FAQs\)](#)

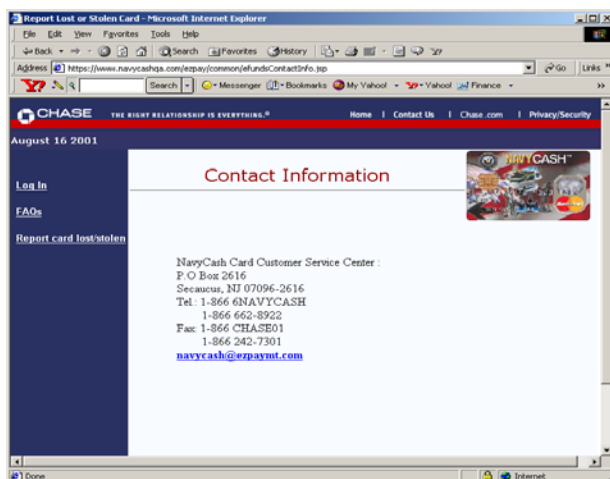
Enter card number and PIN to log in and view account summary information.



Report Lost or Stolen Card

*Shows Customer Service
Number to Call*

Call the toll-free number listed to report a lost or stolen card.

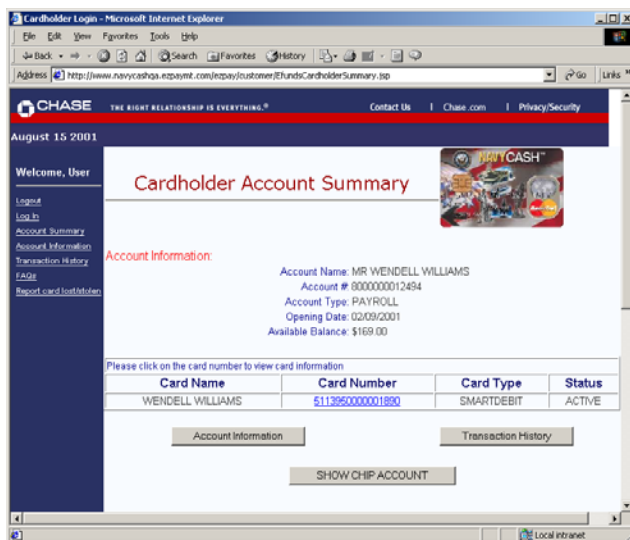


Contact Information

*Shows the Contact Information for
Customer Support*

Click NavyCash@ezpaymt.com to send an email to Customer Support

Click FAQs to view the information page



Account Summary

Shows a Summary of Payroll or Chip Account

Enter via “Cardholder Login” page by entering card number and PIN.

Use the hyperlinks or buttons to view other account information pages:

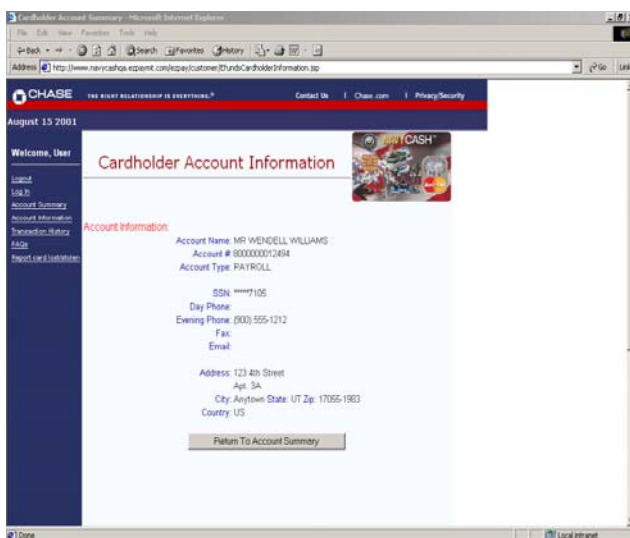
[Account Information](#)

[Transaction History](#)

[Show Chip Account](#)

[Show Payroll Account](#)

Click on the card number to view card information.



Cardholder Account Information

Shows a Summary of Payroll or Chip Account

Use the hyperlinks or buttons to view other account information pages:

[Account Summary](#)

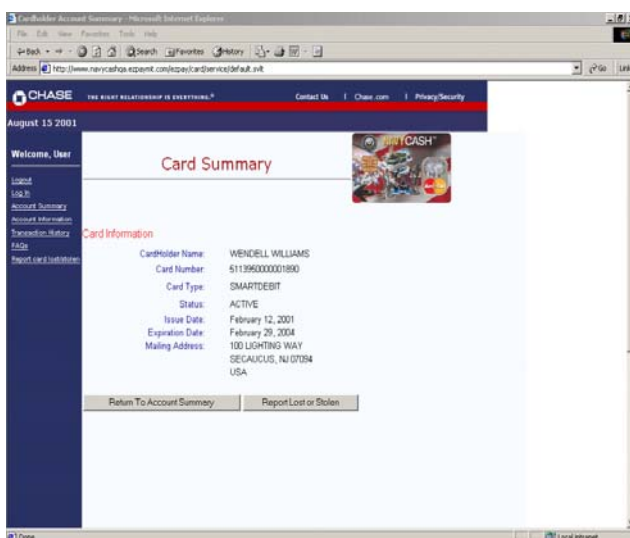
[Account Information](#)

[Transaction History](#)

[Contact Us](#)

[Report Card Lost or Stolen](#)

[Frequently Asked Questions \(FAQs\)](#)



Card Summary

Shows a Summary of Chip or Payroll Card Information

Use the hyperlinks or buttons to view other account information pages:

[Account Summary](#)

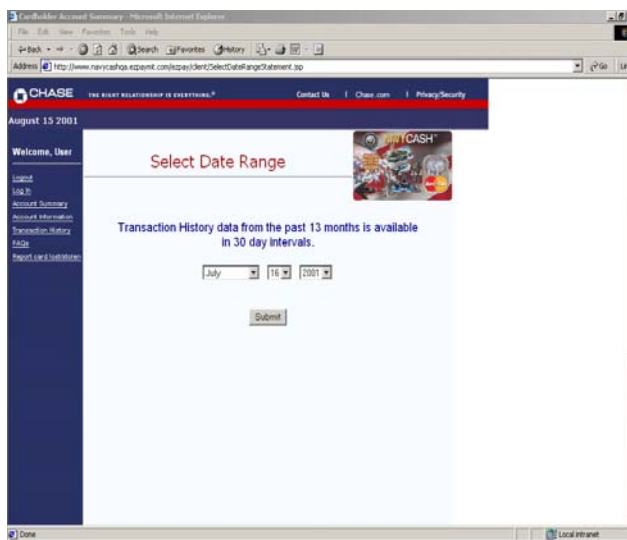
[Account Information](#)

[Transaction History](#)

[Contact Us](#)

[Report Card Lost or Stolen](#)

[Frequently Asked Questions \(FAQs\)](#)



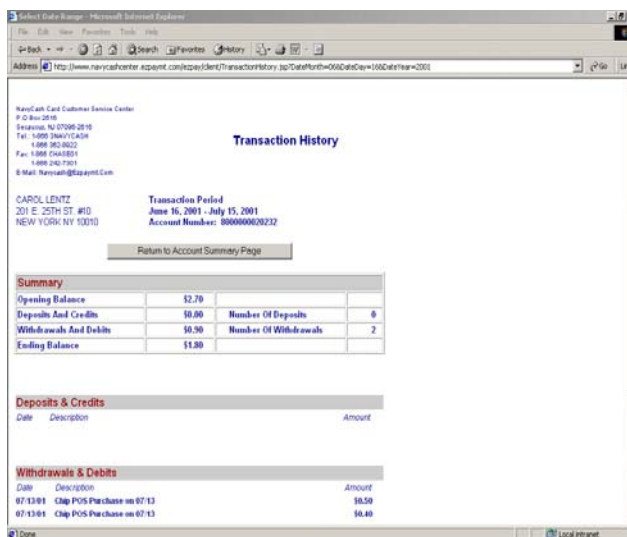
Transaction History **Select Date Range**

*Allows Selection of Date Range
To View Transaction History*

Select the beginning date for the transaction history

Click “Submit” button.

*Note: You can view any 30-day period
in the past 13 months.*



Appendix E

Disbursing Web Site—www.navycashcenter.com



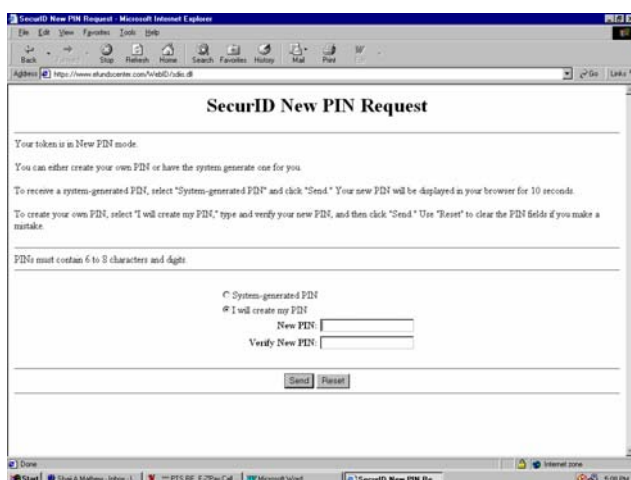
Primary Login

Provides access to Navy Cash Center website

- Enter User ID for “Username”.
- Enter number on SecurID for “Passcode”.
- Click “Send” to submit.

First-time users will be prompted to create a new PIN.

JPMC will provide each user a User ID, a six-digit number preceded by letter “U”, a SecurID, and a temporary password (used for first-time secondary login).



Create New PIN

Establishes PIN for first-time users

- Enter new PIN.
- Re-enter new PIN.
- Click “Send” to submit.

PIN must be 6–8 alphanumeric characters.

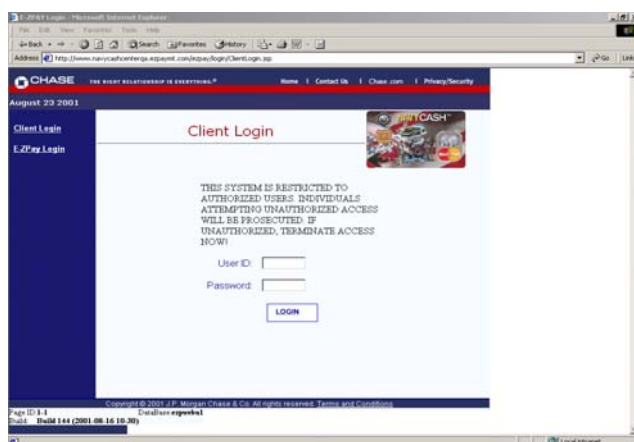


Create New PIN

Verifies new PIN for first-time users

- Enter User ID for “Username”.
- Enter new PIN and number on SecurID for “Passcode”. *Enter PIN and number as one string with no spaces.*
- Click “Send” to submit.

This screen is identical to Primary Login Screen.

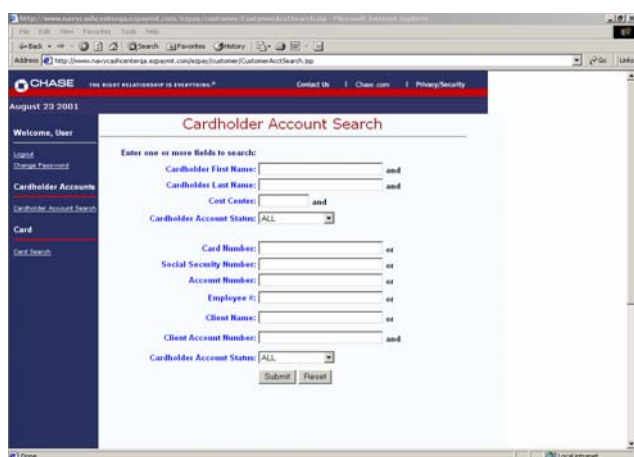


Secondary Login

Provides Access to Navy Cash Center website

- Enter User ID and password to log in and view account summary information.
- Click “Login”.

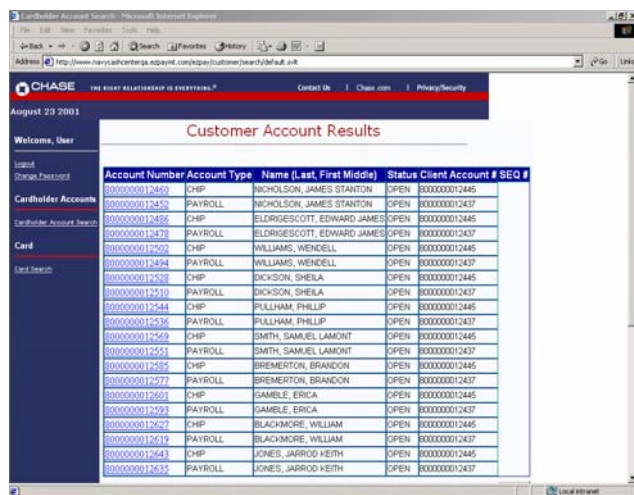
JPMC will provide temporary password to use for first-time login.



Cardholder Account Search

Enter Search Criteria to Locate Cardholder Accounts

- Enter first name, last name, and cost center (use wildcard symbol “%” for cost center) to locate cardholder account(s).
- Ensure cardholder account status is correct. If not sure of status, select “All” in drop-down menu.
- Or, enter one of the additional fields.
- Click “Submit”.



Cardholder Account Results

Shows Results of Criteria Entered for Search

- Displays both chip and payroll accounts.
- Click on an account number to view Cardholder Account Summary page.

Cardholder Account Summary

Shows a Summary of Chip Account

Use the following buttons/links to view other pages

[Update Account](#)

[Assign Card](#)

[Show Payroll Account](#)

[Transaction History](#)

Click on card number to view card information.

Cardholder Account Summary

Shows a Summary of Payroll Account

Use the following buttons/links to view other pages.

[Update Account](#)

[Assign Card](#)

[Show Chip Account](#)

[Transaction History](#)

[Update Funding Source](#)

Click on card number to view card information.

Cardholder Account Update

Provides Ability to Update Personal Information

- Enter changes to NSF count, ACH block/unblock, withdrawal limits, etc.
- Click "Update Account" button to save any changes. "Update was Successful" displays at top of screen when it reloads.

Use the following buttons/links to view other pages.

[Update Account](#)

[Transaction History](#)

[Block / Unblock ACH](#)

[Change Funding Source](#)

Only the Customer Service Center (CSC) can close or suspend an account.

Update Funding Source

Client Name: NAVY
Client Account Number: 000000012437
Account Name: HANGFU, LEE
Account Type: PAYROLL
Account Number: 000000012650

First Name: LEE
Middle Initial:
Last Name: HANGFU
Card Number:
Expiration Date (mm/yy): 01/2007 to 01/2007
Bank Account Number:
Bank Routing Number:
Bank Account Type: Checking
Banking Type: Consumer

Update Funding Source

Provides Ability to Change Cardholder Funding Source

- From Cardholder Account Summary Screen, click “Update Funding Source” link on left menu bar.
- Enter new funding source information for the selected funding type.
- Click “Submit” button to update.

At least one roundtrip and one working day required for new source to take effect.

Select Date Range

Transaction History data from the past 13 months is available in 30 day intervals.

July 24, 2001

Transaction History Select Date Range

Provides Ability to Choose Date Range for Transaction History

- From Cardholder Account Summary, Cardholder Account Update, or Update Funding Source screens, click on “Transaction History” on left menu bar.
- Select beginning date for transaction history using pulldown menus.
- Click “Submit” button to process.

You can view any 30-day period in the past 13 months.

Transaction History

NAVY SAILOR
111 NAVY DRIVE
PACIFIC AL 01101

Transaction Period:
July 1, 2001 - July 30, 2001
Account Number: 000000012791

Summary			
Opening Balance	\$10.00		
Deposits And Credits	\$437.26	Number Of Deposits	07
Withdrawals And Debits	\$134.95	Number Of Withdrawals	03
Ending Balance	\$312.31		

Deposits & Credits		
Date	Description	Amount
07/06/01	Payroll Funding on 07/06	\$10.00
07/06/01	Payroll Funding on 07/06	\$10.05
07/06/01	ACH Funding on 07/06	\$112.00
07/06/01	Card #155531326, Serial #252001079612072900	\$10.06
07/09/01	Payroll Funding on 07/09	\$25.00
07/09/01	ACH Funding on 07/09	\$25.00
07/09/01	Card #155531326, Serial #405200107914560600	\$25.00
07/09/01	ACH Funding on 07/09	\$25.00
07/09/01	Card #155531326, Serial #405200107914560600	\$25.00
07/09/01	ACH Funding on 07/09	\$25.00

Transaction History

Displays Transaction History Requested

Preliminary troubleshooting tool when a cardholder comes to disbursing office to investigate a perceived problem with Navy Cash account.

Records displayed are shore-side records—may not include transactions performed offline either on ship or on shore. Transactions from current day will not be displayed until roundtrip is completed.

Click on button to return to “Account Summary” page.

Card Search

Provides Ability to Locate Desired Account and Retrieve Records

- Search by either card number, cardholder name, or account number.
- Click “Search” button to process.

Similar to “Cardholder Account Search” screen.

Card Number	Cardholder Name	Card Status	Customer Account
511295000001099	BACON, KERRI	ACTIVATED BY CARDHOLDER	8000000012617
511295000002146	BAIRD, ROBERT	ACTIVATED BY CARDHOLDER	8000000012998
511295000002479	BLACKMORE, WILLIAM	ACTIVATED BY CARDHOLDER	8000000012619
511295000002156	BREMERTON, BRANDON	ACTIVATED BY CARDHOLDER	8000000012577
511295000000001	BROWN, BILLIE JEAN	ACTIVATED BY CARDHOLDER	8000000012789
511295000000000	BUBBLE, MYRON X	ACTIVATED BY CARDHOLDER	8000000013078
511295000000006	BURGESS, BETTY	ACTIVATED BY CARDHOLDER	8000000012718
5172650000000542	CAT, STIMPSON	ACTIVATED BY CARDHOLDER	8000000002836
5112950000000262	CO MESS, NEWNAME	ACTIVATED BY CARDHOLDER	8000000012873
5112950000000213	COTHERMAN, CALVIN	ACTIVATED BY CARDHOLDER	8000000012775
5112950000001886	CPO MESS,	ACTIVATED BY CARDHOLDER	8000000012999

Card Search Results

Displays Results from Card Search Query

- Click on card number to view card information page.

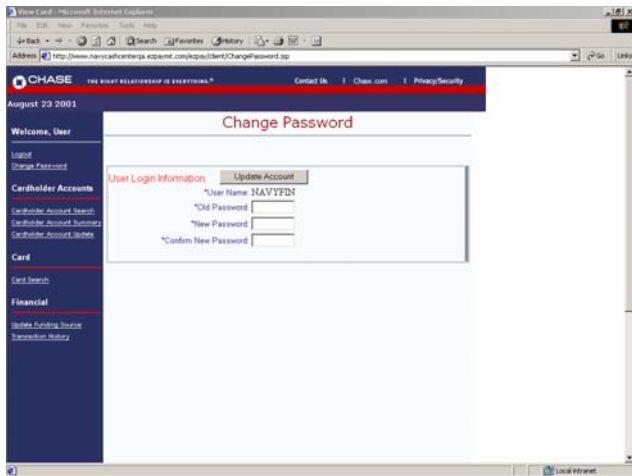
Summary			
Opening Balance	\$18.00		
Deposits And Credits	\$437.26	Number Of Deposits	17
Withdrawals And Debits	\$134.95	Number Of Withdrawals	13
Ending Balance	\$320.31		

Date	Description	Amount
07/06/01	Payroll Funding on 07/06	\$10.00
07/06/01	Payroll Funding on 07/06	\$10.00
07/06/01	ACH Funding on 07/06	\$112.00
07/06/01	Card # 555931236, Serial # 252001070612072900	\$10.00
07/09/01	Payroll Funding on 07/09	\$10.00
07/09/01	ACH Funding on 07/09	\$25.00
07/09/01	Card # 555931236, Serial # 485200107091456000	\$25.00
07/09/01	Card # 555931236, Serial # 485200107091456000	\$25.00
07/09/01	ACH Funding on 07/09	\$35.00

View Card Screen

Displays Details of Card Information

Similar to “Cardholder Account Summary” screen.



Change Password

Provides Ability to Change Secondary Login Password

- From main menu, click “Change Password” .
- Enter current (or temporary).
- Enter new password.
- Re-enter new password to confirm.
- Click “Update Account” button.

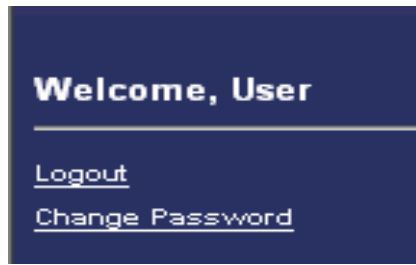
Note: Passwords must be six to eight alphanumeric characters.

Passwords cannot be the same as user name.

Passwords must contain at least one alpha and one numeric character.

Passwords cannot contain more than two consecutive occurrences of the same character.

Passwords cannot be reused within one year.



Logout

Prevents Others from Viewing Your Information

- Click “Logout” on any screen to end current login session.
- Exit your browser when done using Navy Cash Center website.

For security purposes, you are required to logout after every session. Never leave a workstation unattended while logged into the Navy Cash Center website.

Appendix F

Navy Cash Enrollment Form and Instructions

NAVY CASH™ / MARINE CASH™ ENROLLMENT AND AUTHORIZATION AGREEMENT				
PRIVACY ACT STATEMENT				
<p>AUTHORITY: Executive Order 9379, Department of Defense Financial Management Regulation (DoDFMR) 7000.14-R, Vol. 5, Disbursing Policy and Procedures, and 31 CFR 210.</p> <p>PRINCIPAL PURPOSES(S): To enroll individuals in the Navy Cash/Marine Cash program. Aggregate data about Navy Cash/Marine Cash transactions captured both on and off the ship, whether on the card's electronic purse or through the card's magnetic strip may be used to generate summary level reports.</p> <p>ROUTINE USES(S): The information on this form may be disclosed as generally permitted under 5 U.S.C. Section 552(a)(b) of the Privacy Act of 1974, as amended. It may also be disclosed outside of the Department of Defense to the U.S. Treasury Department, Fiscal and Financial Agents involved in providing Navy Cash/Marine Cash services, and their contractors. In addition, other Federal, State, or local government agencies, which have identified a need to know, may obtain this information for the purpose(s) identified in the DoD Blanket Routine Uses as published in the Federal Register.</p> <p>DISCLOSURE: Disclosure is voluntary; however, failure to furnish the requested information may prevent you from participating in the Navy Cash/Marine Cash program.</p>				
1. RATE, RANK, TITLE	2. FIRST NAME		3. MIDDLE INITIAL	4. LAST NAME
5. SSN	6. PAY GRADE	7. MILITARY BRANCH (Organization)	8. DATE OF BIRTH (MMDD)	9. MOTHER'S MAIDEN NAME
10. ADDRESS 1 (Ship's/Organization's Name)				
11. ADDRESS 2 (Division/Unit)				
12. CITY			13. STATE	14. ZIP CODE
16. PHONE NUMBER		17. E-MAIL ADDRESS		
AUTHORIZATION TO MAKE NAVY CASH OR MARINE CASH TRANSFERS ELECTRONICALLY TO AND FROM MY BANK OR CREDIT UNION ACCOUNT				
<p>I authorize the U.S. Treasury's Financial Agent to initiate debit and credit entries to my bank or credit union account at the financial institution named below in order to fulfill any requests I may make to transfer funds between my bank or credit union account and my Navy Cash/Marine Cash account.</p>				
18. DEPOSITORY NAME		19. BRANCH	20. CITY	21. STATE
23. ABA ROUTING NUMBER		24. ACCOUNT NUMBER		
25. ACCOUNT NAME (Your name as it appears on your account)				26. ACCOUNT TYPE (C = checking; S = savings)
<p>This authorization will remain in effect until you notify the U.S. Navy or U.S. Marine Corps in writing of its cancellation.</p> <p>In consideration of the privilege of having the U.S. Treasury initiate electronic debit and credit transactions to my bank or credit union account specified above, I hereby freely and voluntarily consent to the immediate collection from my pay by the U.S. Navy or U.S. Marine Corps, without prior notice or opportunity to be heard, the face value or resulting negative Navy Cash/Marine Cash account balance due the U.S. Treasury funds pool of any funds which were transferred to my Navy Cash/Marine Cash account, plus any additional fees levied by a financial institution, when such funds were not collectible from my specified bank or credit union account because a transaction is dishonored and returned for insufficient funds, closed account, inaccurate account information, or any other return reason.</p>				
27. SIGNATURE				28. DATE SIGNED (YYYYMMDD)

DD FORM 2887, DEC 2004 (USN/USMC)

INSTRUCTIONS FOR COMPLETING DD FORM XXXX NAVY CASH™ APPLICATION FOR ENROLLMENT AND AUTHORIZATION AGREEMENT

XXXXXXX 2003 Version

DD Form XXXX shall be used to apply for enrollment in Navy Cash™ and issuance of a Navy Cash™ or Marine Cash™ card. DD Form XXXX authorizes debits and credits to your bank or credit union account at your request using Automated Clearing House (ACH) transactions and provides your consent to immediate collection from pay for the face value or resulting negative Navy Cash balance due the U.S. Treasury funds pool in the event the ACH transaction is dishonored and returned for any reason. The original of the DD Form XXXX shall be forwarded to the Treasury Financial Agent responsible for Navy Cash in accordance with the Navy Cash Standard Operating Procedure (SOP). The Disbursing Officer may retain a copy if desired. All fields on the DD Form XXXX must be completed.

Block 1. Rate, Rank, Title. Enter your rate, rank, or title using standard abbreviations as appropriate, e.g., OS2, CTT3, Cpl, GySgt, SSG, SSgt, ENS, 1LT, LCDR, Maj, MAJ, Lt Col, Mr, Mrs, Ms. The rate, rank, or title cannot contain any special characters nor is any punctuation permitted. *Use no more than 8 characters and spaces.*

Block 2. First Name. Enter your first name. The name cannot contain any special characters nor is any punctuation permitted. *Use no more than 30 characters.*

Block 3. Middle Initial. Enter your middle initial. If you do not have a middle initial, a dash (“-”) must be entered. *Use no more than one character.*

Block 4. Last Name. Enter your last name. The “last name” field can include a designation of Jr, Sr, Esq, or the Roman numerals I through X. To include that designation, enter the appropriate data after the last name. The name cannot contain any special characters nor is any punctuation permitted. *Use no more than 30 characters.*

Block 5. Social Security Number (SSN). Enter your SSN in the following format: 000-00-0000. *Use eleven characters.*

Block 6. Pay Grade. Enter your pay grade from the valid abbreviations listed in the left column, below. *Use no more than five characters.*

E1–E9, W1–W5, O1–O10	Uniformed Services
GS01–GS15	Federal employees with General Schedule pay grades
SES	Senior Executive Service Personnel
EXEC	Executive Level Personnel
NF1–NF6	Federal employees with Nonappropriated Fund pay grades
OTHER	Other pay grades not defined above
CONTR	Contractor employee
CIV	Other eligible individuals

Block 7. Military Branch (Organization). Enter the organization with which you are affiliated from the valid abbreviations listed in the left column, below: *Use no more than five characters.*

Navy	U.S. Navy
Marines	U.S. Marine Corps
Army	U.S. Army
Air Force	U.S. Air Force
USCG	U.S. Coast Guard
USPHS	U.S. Public Health Service
NOAA	National Oceanic and Atmospheric Administration
DOD	Department of Defense
CIV	Used when the individual is not affiliated with one of the components listed above

Block 8. Date of Birth. Used to verify your identity if you call or email the Customer Service Center. Enter your date of birth. Provide month and day only in two-digit month and two-digit day format (MMDD). *Use four characters.*

Block 9. Mother's Maiden Name. Used to verify your identity if you call or email the Customer Service Center. Provide last name only. *Use no more than 30 characters.*

Block 10. Address 1 (Ship's Name). Address to which the permanent Navy Cash card should be mailed. Normally, personnel stationed aboard ship use the ship's name (cards will be sent to the Disbursing Officer). Otherwise, enter the number and street of your current residence address. *Use no more than 34 characters.*

Block 11. Address 2 (Division). Supplemental address information. Normally, personnel stationed aboard ship indicate their assigned division. Otherwise, enter supplemental address information, such as an apartment number. Do not enter a duty address in combination with a residence address. This field may be left blank. *Use no more than 34 characters.*

Block 12. City. Enter your current city of residence. Normally, personnel stationed aboard ship use the ship's FPO. If your address is a Fleet Post Office (FPO) or an Army Post Office (APO), enter the designation FPO or APO. *Use no more than 30 characters.*

Block 13. State. Enter the U.S. postal abbreviation for the state of your residence from the abbreviations listed below. If your address is an APO or FPO, enter the APO or FPO designation. If you live outside of the 50 United States, the District of Columbia, or one of the listed trust territories, enter a default value of "XX." *Use two characters.*

APO/FPO (Military-Americas)....AA	APO/FPO (Military-Europe)AE
APO/FPO (Military-Pacific).....AP	AlaskaAK
AlabamaAL	Arkansas.....AR
American SamoaAS	Arizona.....AZ
CaliforniaCA	Colorado.....CO
ConnecticutCT	District of ColumbiaDC
DelawareDE	FloridaFL
Georgia.....GA	Guam.....GU
HawaiiHI	IdahoID
IllinoisIL	Indiana.....IN
Iowa.....IA	KansasKS
KentuckyKY	Louisiana.....LA

MassachusettsMA
 MaineME
 Minnesota.....MN
 MississippiMS
 North CarolinaNC
 NebraskaNE
 New JerseyNJ
 NevadaNV
 Ohio.....OH
 Oregon.....OR
 Puerto Rico.....PR
 South CarolinaSC
 Tennessee.....TN
 Marshall Islands, Palau
 Utah.....UT
 VirginiaVA
 WashingtonWA
 West Virginia.....WV

Maryland.....MD
 MichiganMI
 MissouriMO
 MontanaMT
 North Dakota.....ND
 New HampshireNH
 New Mexico.....NM
 New York.....NY
 Oklahoma.....OK
 PennsylvaniaPA
 Rhode IslandRI
 South Dakota.....SD
 Federated States of.....TT
 TexasTX
 VermontVT
 Virgin Islands.....VI
 Wisconsin.....WI
 Wyoming.....WY

Block 14. ZIP Code. Enter the nine-digit ZIP code of your current residence address in the following format: 12345-6789. If the last four digits are unknown, enter four zeros (0000); e.g., 12345-0000. Normally, personnel stationed aboard ship use the ship's ZIP code. If you do not reside in one of the 50 United States, the District of Columbia, or one of the listed trust territories, enter the applicable foreign ZIP Code, or APO or FPO number. If the ZIP Code is unknown, leave blank. *Use no more than 10 characters.*

Block 15. Country. Enter your correct country of residence from the abbreviations listed below. If your address is an APO or FPO, the country must be "US". If the country is unknown, leave blank. (Use two characters.)

Afghanistan.....AF
 Algeria.....AG
 AndorraAN
 Anguilla.....AV
 Antigua and BarbudaAC
 Armenia.....AM
 Ashmore and Cartier Islands.....AT
 Austria.....AU
 Bahamas, The.....BF
 Baker IslandFQ
 BarbadosBB
 BelarusBO
 BelizeBH
 Bermuda.....BD
 Bolivia.....BL
 Botswana.....BC
 Brazil.....BR
 British Virgin Islands.....VI
 Bulgaria.....BU
 Burma.....BM

Albania.....AL
 America Samoa.....AQ
 Angola.....AO
 Antarctica.....AY
 Argentina.....AR
 Aruba.....AA
 Australia.....AS
 AzerbaijanAJ
 BahrainBA
 Bangladesh.....BG
 Bassas Da India.....BS
 Belgium.....BE
 BeninBN
 BhutanBT
 Bosnia and HerzegovinaBO
 Bouvet IslandBV
 British Indian Ocean Territory.....IO
 Brunei Darussalam.....BX
 Burkina FasoUV
 BurundiBY

Cambodia	CB	Cameroon	CM
Canada	CA	Cape Verde	CV
Cayman Islands Republic	CT	Central African Republic	CJ
Chad	CD	Chile	CI
China	CH	Christmas Island	KT
Clipperton Islands	IP	Cocos (Keeling) Islands	CK
Colombia	CO	Comoros	CN
Cook Islands	CW	Coral Sea Islands	CR
Costa Rica	CS	Cote D'Ivoire	IV
Croatia	HR	Cuba	CU
Cyprus	CY	Czech Republic	EZ
Denmark	DA	Djibouti	DJ
Dominica	DO	Dominican Republic	DR
Ecuador	EC	Egypt	EG
El Salvador	ES	Equatorial Guinea	EK
Eritrea	ER	Estonia	EN
Ethiopia	ET	Europa Island	EU
Faroe Islands	FO	Falkland Islands	FK
Fiji	FJ	(Islas Malvinas)	
Finland	FI	Federated States of Micronesia ..	FM
France	FR	French Guiana	FG
French Polynesia	FP	French Southern and	FS
Gabon	GB	Antarctic Lands	
Gambia, The	GA	Gaza Strip	GZ
Georgia	GG	Germany	GM
Ghana	GH	Gibraltar	GI
Glorioso Islands	GO	Greece	GR
Greenland	GL	Grenada	GJ
Guadeloupe	GP	Guam	GQ
Guatemala	GT	Guernsey	GK
Guinea	GV	Guinea-Bissau	PU
Guyana	GY	Haiti	HA
Honduras	HO	Heard Island and	HM
Hong Kong	HK	McDonald Islands	
Howland Island	HQ	Hungary	HU
Iceland	IC	India	IN
Indonesia	ID	Iran	IR
Iraq	IZ	Ireland	EI
Israel	IS	Italy	IT
Ivory Coast	IV	Jamaica	JM
Jan Mayen	JN	Japan	JA
Jarvis Island	DQ	Jersey	JE
Johnston Atoll	JQ	Jordan	JO
Juan De Nova Island	JU	Kazakhstan	KZ
Kenya	KE	Kingman Reef	KQ
Kiribati	KR	Korea, Democratic	KN
Korea, Republic of	KS	Peoples Republic	
Kuwait	KU	Kyrgyzstan	KG
Laos	LA	Latvia	LG

Lebanon.....	LE	Lesotho.....	LT
Liberia.....	LI	Libya.....	LY
Liechtenstein.....	LS	Lithuania.....	LH
Luxembourg.....	LU	Macau.....	MC
Macedonia.....	MK	Madagascar.....	MA
Malawi.....	MI	Malaysia.....	MY
Maldives.....	MV	Mali.....	ML
Malta.....	MT	Man, Isle of.....	IM
Marshall Islands.....	RM	Martinique.....	MB
Mauritania.....	MR	Mauritius.....	MP
Mayotte.....	MF	Mexico.....	MX
Midway Islands.....	MQ	Moldova.....	MD
Monaco.....	MN	Mongolia.....	MG
Montenegro.....	MW	Montserrat.....	MH
Morocco.....	MO	Mozambique.....	MZ
Namibia.....	WA	Nauru.....	NR
Navassa Island.....	BQ	Nepal.....	NP
Netherlands.....	NL	Netherlands Antilles.....	NA
New Caledonia.....	NC	New Zealand.....	NZ
Nicaragua.....	NU	Niger.....	NG
Nigeria.....	NI	Niue.....	NE
Norfolk Island.....	NF	Northern Mariana Islands.....	CQ
Norway.....	NO	Oman.....	MU
Pakistan.....	PK	Palmyra Atoll.....	LQ
Panama.....	PM	Papua New Guinea.....	PP
Paracel Islands.....	PF	Paraguay.....	PA
Peru.....	PE	Philippines.....	RP
Pitcairn Islands.....	PC	Poland.....	PL
Portugal.....	PO	Puerto Rico.....	RQ
Qatar.....	QA	Reunion.....	RE
Romania.....	RO	Russia.....	RS
Rwanda.....	RW	St. Kitts and Nevis.....	SC
St. Helena.....	SH	St. Lucia.....	ST
St. Pierre and Miquelon.....	SB	St. Vincent and the Grenadines.....	VC
San Marino.....	SM	Sao Tome and Principe.....	TP
Saudi Arabia.....	SA	Senegal.....	SG
Serbia.....	SR	Seychelles.....	SE
Sierra Leone.....	SL	Singapore.....	SN
Slovakia.....	LO	Slovenia.....	SI
Solomon Islands.....	BP	Somalia.....	SO
South Africa.....	SF	South Georgia and.....	SX
Spain.....	SP	South Sandwich Islands	
Spratly Islands.....	PG	Sri Lanka.....	CE
Sudan.....	SU	Surinam.....	NS
Svalbard.....	SV	Swaziland.....	WZ
Sweden.....	SW	Switzerland.....	SZ
Syria.....	SY	Taiwan.....	TW
Tajikistan.....	TI	Tanzania.....	TZ
Thailand.....	TH	Togo.....	TO

Tokelau	TL	Tonga	TN
Trinidad and Tobago.....	TD	Tromelin Island.....	TE
Tunisia.....	TS	Trust Territory of the	PS
Turkey	TU	Pacific Islands (Palau)	
Turkmenistan	TX	Turks and Caicos Islands	TK
Tuvalu	TV	Uganda	UG
Ukraine.....	UP	United Arab Emirates	TC
United Kingdom.....	UK	United States	US
Uruguay.....	UY	Uzbekistan.....	UZ
Vanuatu	NH	Vatican City	VT
Venezuela.....	VE	Vietnam.....	VM
Virgin Islands.....	VQ	Wake Island	WQ
Wallis and Futuna	WF	West Bank.....	WE
Western Sahara	WI	Western Samoa	WS
Yemen (Aden).....	YM	Zambia	ZA
Zimbabwe	ZI		

Block 16. Home Phone. Enter your personal or ship telephone number beginning with the area code in the following format: 206 605-4253. *Use no more than 20 characters.*

Block 17. Email Address. Enter either ship or personal email address. Used to verify your identity if you call or email the Customer Service Center. *Use no more than 64 characters.*

Figure 1, Sample Check, is provided below to help in filling out Blocks 18 through 25. If at all possible, you should bring a blank, voided check, which will be used to verify account information.

If you do not want to enroll your bank or credit union account in Navy Cash, draw an “X” from Block 18 to Block 26 and from Block 25 to Block 22 and initial the “X”.

Block 18. Depository Name. Enter the name of your bank or credit union. *Use no more than 60 characters.*

Block 19. Branch. Enter the particular branch of your bank or credit union (if applicable). *Use no more than 60 characters.*

Block 20. City. Enter the city in which your bank or credit union is located. *Use no more than 30 characters.*

Block 21. State. Enter the state in which your bank or credit union is located. Use the U.S. postal abbreviations for the state from the abbreviations listed under Block 12. *Use 2 characters.*

Block 22. ZIP Code. Enter the nine-digit ZIP code of your bank or credit union following format: “12345-6789.” If the last four digits are unknown, enter four zeros (0000); e.g., “12345-0000.” If the ZIP Code is unknown, leave blank. *Use no more than 10 characters.*

DK1 Curt Maple
Anne Maple
 123 Pear Lane
 Anyplace, VA 20000

Account Name

PAY TO THE ORDER OF **Depository Name**

ANYPLACE BANK
 Anyplace, VA 20000

ABA Routing Number

Account Number

For

1234

Do not include the check number.

1500-0000

1234

DOLLARS

1 250250025 2020200703 1234

Figure 1. Sample Check

Block 23. ABA Routing Number. Enter the ABA routing number for your bank or credit union. *The routing number must be nine digits.* On the sample check above, the routing number is 250250025

Block 24. Account Number. Enter your account number. *The account number can be up to 17 characters, both numbers and letters.* Include hyphens but omit spaces and special symbols. On the sample check above, the account number is 2020200703. Be sure not to include the check number.

Block 25. Account Name. Enter your name *as it appears on your account or check*, not the name of the bank or credit union (depository name), which is entered in Block 18 above. *Use no more than 64 characters.*

Block 26. Account Type. Enter the account type, either an “S” for savings account or a “C” for checking account. *Use 1 character.*

Block 27. Signature. To apply for enrollment in Navy Cash and issuance of a Navy or Marine Cash card, you must sign in this block. Your signature authorizes debits and credits to your bank or credit union account at your request using Automated Clearing House (ACH) transactions and consents to immediate collection from pay for the face value or resulting negative Navy Cash balance due the U.S. Treasury funds pool in the event the ACH transaction is dishonored and returned for any reason.

Block 28. Date Signed (YYYYMMDD). Enter the date you sign the DD XXXX in four-digit year, three-alpha-character month, and two-digit day format (YYYYMMDD), e.g., 2003JUN24.

Appendix G

Sample Navy Cash Equipment Checklist

Priority 0

Item	Location	Works	
Server	Communications Center	Yes	No
Client	Disbursing Laptop	Yes	No
Client	Disbursing Desktop	Yes	No
Client	Troop Disbursing Office	Yes	No

Priority 1

Item	Location	Works	
ATM - K80	Disbursing PWAY	Yes	No
ATM - K80	Troop Training - Gym - Left	Yes	No
ATM - K80	Troop Training - Gym - Right	Yes	No
ATM - K80	Ship Store #1 - Across from	Yes	No
ATM - K80	PWAY 1-46-02-L - Officer's Country	Yes	No
K22	Ship's Store #1 - Nearest to door	Yes	No
K22	Ship's Store #1 -	Yes	No
K22	Ship's Store #2 - Nearest to door	Yes	No
K22	Ship's Store #2 -	Yes	No

Priority 2

Item	Location	Works	
K22	Food Service Office	Yes	No
K22	Galley Office	Yes	No
K22	MWR	Yes	No
K22	CPO Mess	Yes	No
K22	Wardroom Mess Treasurer's Office	Yes	No
K22	Post Office #9	Yes	No
K22	Post Office #10	Yes	No
K22	Post Office #11	Yes	No

Priority 3

Item	Location	Works	
CAD	Hangar Bay - Soda - #7	Yes	No
CAD	Hangar Bay - Soda - #8	Yes	No
CAD	Hangar Bay - Soda - #9	Yes	No
CAD	Disbursing Office PWAY - Soda - #6	Yes	No
CAD	Vending Room - Soda - #4	Yes	No
CAD	Vending Room - Soda - #3	Yes	No
CAD	Vending Room - Soda - #2	Yes	No
CAD	Vending Room - Soda - #1	Yes	No
CAD	Vending Room - Candy - #A	Yes	No
CAD	Vending Room - Candy - #B	Yes	No
CAD	Troop Training - Candy - #C	Yes	No
CAD	PWAY 1-41-02-L (near FSO) - Soda - #5	Yes	No
CAD	Laundry Room Lobby - Soap	Yes	No

CONDUCTED BY: _____

DATE ____/____/____

Appendix H

Basic Bulk Enrollment Procedures

1. **BACKGROUND.** The Navy Cash system is designed to replace bills and coins for personal financial transactions on board Navy ships and to provide Sailors and Marines 24/7 off-line access to funds in bank and credit union accounts ashore. Prior to system implementation, all crewmembers must provide personal information on special enrollment forms to establish Navy Cash accounts and be issued Navy Cash MasterCard debit cards. The bank or credit union account information provided enables the transfer of funds to and from the Navy Cash account. The process of enrolling crewmembers en masse prior to system startup can be somewhat cumbersome and time consuming, especially for a large ship with thousands of crewmembers. A comprehensive enrollment procedure must be coordinated with the ship about 10 to 12 weeks prior to system implementation to ensure the enrollment process is orderly and accurate and minimizes the impact on the ship's routine and crew.

2. GENERAL

- a. Enrollment in Navy Cash is highly recommended for all crewmembers.
- b. Providing bank or credit union information is optional when enrolling in Navy Cash. An individual can elect not to provide bank or credit union account information but can still be issued a Navy Cash MasterCard debit card with a magnetic strip and an associated Navy Cash account. Individuals who choose this option will still be able to fund their Navy Cash accounts by electing the Split Pay Option (SPO). Each payday, the amount of their split pay payroll will be forwarded either by DFAS Cleveland for the Navy or by the Marine Disbursing Officer for the Marine Corps to the Treasury Financial Agent who will plus up their Navy Cash accounts.
- c. Crewmembers fill out Navy Cash enrollment forms provided through the Disbursing Office and acknowledge, by their signature, the policy for collection from pay of any negative Navy Cash account balance resulting from transactions that are dishonored and returned by their bank or credit union for Non-Sufficient Funds (NSF), closed accounts, inaccurate account information, or any other return reason.
- d. Individuals whose check cashing privileges aboard ship have been suspended can be enrolled with access to their home bank or credit union accounts blocked until the ship decides to restore their privileges. Procedures for unblocking access are found in Chapter 8, Disbursing, paragraph 8.8.2. The Supply Officer or Disbursing Officer will provide a list of any individuals in this category to the Treasury Financial Agent, JPMorgan Chase, during the bulk enrollment process.
- e. The information entered on the enrollment forms will be transferred into the Navy Cash system database to establish each crewmember's account and to initiate the Navy Cash MasterCard debit card issuance process. The signed Navy Cash enrollment forms will be imaged and stored by JP Morgan Chase, the Treasury Financial Agent and prime contractor for Navy Cash.
- f. A special enrollment team will be set up by the Navy Cash program office to conduct the enrollment process. About 30 days before issuing the Navy Cash cards and starting up the Navy Cash system, crewmembers will be required to attend a Navy Cash orientation and enrollment meeting.

3. PRE-ENROLLMENT PROCEDURES

- a. Hold a pre-enrollment meeting on the ship to coordinate orientation and enrollment particulars and tailor the entire process to individual ship requirements. The meeting should include representatives from ship's company (primarily Supply Department and a Navy Cash Tiger Team made up of Division Pay Liaison Representatives (PLRs) or other departmental training personnel), the Type Commander, NAVSUP, the Fleet Support Group, and the Treasury Financial Agent.
- b. Determine dates and times to conduct enrollment and orientation training.
- c. Determine what classrooms or other designated spaces will be used to conduct the orientation training and enrollment.
- d. Determine the number of instructors, data entry clerks, laptop computers, tables, chairs, training aids, etc. necessary to facilitate a quick and accurate enrollment process.
- e. Organize crewmembers into logical groups to facilitate the orientation and enrollment process. Group size should be 100 people or less (size is dependent on facilities available), and it is recommended that the groups be planned along department, division, or work center lines.
- f. Develop an enrollment schedule and assign groups to a specific time and place.
- g. Distribute the enrollment schedule to the crewmembers.
- h. Build database of enrollment information for all members of the crew and pre-populate the database with as much information as possible (NAVSUP action).
- i. About two weeks prior to the ship's scheduled orientation and enrollment sessions, provide training to the ship's Navy Cash Tiger Team and Disbursing Office so they can answer questions about Navy Cash and the enrollment process.
- j. At the same time, provide material that can be distributed to the crew that provides basic information about Navy Cash, to include proposed POD notes, Frequently Asked Questions (FAQs), CCTV infomercials, brochures, posters, and bulletins.
- k. Print and distribute pre-populated enrollment forms and instructions to each crewmember a few days prior to the ship's scheduled orientation and enrollment sessions. This step provides an opportunity for crewmembers to verify pre-populated information; correct information as necessary; fill in any additional information required, e.g., mother's maiden name; and acquire information that an individual may not remember, e.g., bank ABA routing number and bank account number.

4. ORIENTATION TRAINING AND ENROLLMENT PROCEDURES

- a. Prior to their scheduled orientation training and enrollment session, crewmembers verify enrollment information, make pen and ink changes to correct any incorrect items, and fill out any incomplete items. Questions about the enrollment form can be addressed to the ship's Navy Cash Tiger Team or Disbursing Office or can wait until the orientation training and enrollment sessions are conducted.
- b. If at all possible, crewmembers should bring a cancelled check or deposit slip from the bank or credit union account that they want to associate with Navy Cash so that the ABA routing number and account number can be verified by the enrollment team.
- c. Enrollment team reports to the ship and, assisted by ship's Navy Cash Tiger Team, sets up tables, computer, and learning aids in the classroom or other designated space(s) to prepare for the orientation training and enrollment process.

d. For each enrollment group, the enrollment team conducts Navy Cash orientation training. The prepared training material takes about 30 minutes to cover and is followed by a question and answer period, which normally takes about 30 minutes as well. This step provides an additional opportunity for crewmembers to receive standard information about the Navy Cash program and to ask questions after the training materials are presented about the enrollment process and how the Navy Cash system works.

e. For each enrollment group, the enrollment team clerks assist individual crewmembers to fill out the enrollment forms as needed.

f. Each crewmember completes an enrollment form and gives the completed form to an enrollment clerk.

(1) Enrollment clerk immediately verifies that the enrollment form is complete and accurate. Any inaccurate or incomplete item will be resolved immediately. If a cancelled check or deposit slip is provided by the crewmember, the enrollment clerk will verify the ABA routing number and the account number and staple the cancelled check or deposit slip to the signed enrollment form.

SAMPLE CHECK

DK1 Curt Maple
Anne Maple
 123 Pear Lane
 Anyplace, VA 20000

Account Name

PAY TO THE ORDER OF Depository Name

ANYPLACE BANK
 Anyplace, VA 20000

ABA Routing Number

Account Number

For

1234

1500-0000

\$

DOLLARS

Do not include the check number.

1 250250025 2020200703 1234

(2) After the enrollment information on the form is verified, the crewmember signs the enrollment form, and the enrollment clerk immediately enters any additional or corrected enrollment data into the Navy Cash enrollment database.

(3) Crewmembers authorize, by their signature, debits and credits to their bank or credit union accounts at their request using Automated Clearing House (ACH) transactions, e.g., when requesting a transfer of funds at the K80 Cashless ATM.

(4) Crewmembers acknowledge, by their signature, the policy for collection from pay of any negative Navy Cash account balance resulting from transactions that are dishonored and returned by their bank or credit union for Non-Sufficient Funds (NSF), closed accounts, inaccurate account information, or any other return reason. This completes the enrollment process for the crewmember.

(5) The enrollment clerks keep the completed and signed enrollment forms. A copy of the enrollment form will be retained on file by the Disbursing Office, and the original will be sent to the Treasury Financial Agent.

5. POST-ENROLLMENT PROCEDURES

a. The enrollment team compiles the final enrollment database for the ship and generates a data file that includes the required header and trailer information in accordance with agreed upon procedures.

b. The enrollment team forwards the enrollment data file to the Treasury Financial Agent, JP Morgan Chase. The enrollment team will also forward the original copies of the enrollment forms to the Treasury Financial Agent to be imaged and stored.

c. The Treasury Financial Agent processes either the enrollment data file or the imaged enrollment forms, initiates the Navy Cash card issuance process, and sends pre-notification (pre-note) Automated Clearing House (ACH) transactions to verify that the bank or credit union account information has been entered correctly in the database. This final step helps to ensure that initial transactions are not dishonored and returned by a bank or credit union for closed accounts or otherwise inaccurate account information.

Appendix I

Affidavit of Unauthorized Transactions

1. An individual Navy/Marine Cash cardholder has every right to dispute an unauthorized ATM withdrawal ashore or MasterCard debit purchase ashore if he or she suspects unauthorized activity on his or her Navy/Marine Cash card.

2. In the event of an unauthorized transaction with a Navy/Marine Cash card, the individual cardholder should stop using his or her card and immediately notify the Customer Service Center (CSC)

Phone: 1 866 3NAVY CASH
1 866 362-8922

Web site: www.NavyCash.com

email: NavyCash@ezpaymt.com

Fax: 1 866 CHASE01
1 866 242-7301

3. In order to dispute an unauthorized transaction, an individual must fill out, sign, and date an affidavit form. The form must then be faxed, mailed, or scanned and emailed to the CSC. A copy of the affidavit form is attached.

Address: Navy/Marine Cash Customer Service Center
10430 Highland Manor Drive
Building 1, 4th Floor
Tampa, FL 33610

4. If at all possible, the form should be sent to the CSC on the same day that the unauthorized use of the Navy Cash card was reported. The CSC will respond within 10 business days of receiving the affidavit form.

5. The individual must fill out all applicable information on the form for the claim to be processed. If the individual has exercised reasonable care in safeguarding the Navy / Marine Cash card, he or she will not be responsible for unauthorized purchases, depending, of course, on the history of the account, e.g., the individual has not reported two or more unauthorized events in the past 12 months. After the claim has been investigated and processed, the CSC will return the funds to the individual's Navy / Marine Cash account.

6. In the event an ATM ashore does not dispense the amount of money requested, i.e., too little or too much cash, no affidavit is required. The individual cardholder should immediately notify the CSC. The CSC will investigate the problem and, depending on the history of the account, return the funds to the individual's Navy Cash account.



AFFIDAVIT OF UNAUTHORIZED ELECTRONIC FUNDS TRANSFER AND POINT OF SALE TRANSACTION

Fax Completed Form Toll Free To: 1 866 242-7301 or
 Mail Completed Form To: Navy Cash Customer Service Center
 10430 Highland Manor Drive
 Building 1, 4th Floor
 Tampa, FL 33610

ACCOUNT NUMBER	ACCOUNT TITLE		
ADDRESS (Street and Number)	CITY	STATE	ZIP CODE
PERSON REPORTING ALLEGED ERROR			
NAME	Home Phone Number	Business Phone Number	

CIRCUMSTANCES OF THE LOSS

(All applicable information must be included for claim to be processed)

Check (☑) One Box Below (A, B, C, or D)

- ☐ A. My ATM Card bearing number _____ has been:
☐ Lost ☐ Stolen
 I discovered my Card missing on *(enter date here)* _____
 I last recall using my Card on *(enter date here)* _____
 Please give a brief explanation of how your Card was lost/ stolen _____

- ☐ B. I still have my Card bearing number _____
 It has not left my possession, but money was withdrawn or transactions processed against my account(s) without my authorization. I learned about the withdrawals on *(enter date here)* _____
 How? _____

- Note: If you have copies of receipts for the transfers in dispute, please forward copies along with this form.*
- ☐ C. My Card was never received.
 I learned on *(enter date here)* _____ that money was withdrawn or transactions were processed against my Navy Cash/Marine Cash account.
- ☐ D. Other circumstances *(please explain)* _____

(Continued On Back)

POLICE REPORT

I ☐ have *or* ☐ have not reported this incident to the police. If you have, Precinct Number: _____

Officer's Name: _____ Complaint Number: _____ Date: _____

OTHER INFORMATION

A. I ☐ have *or* ☐ have not allowed anyone to use my Navy Cash/Marine Cash Card.

If you have, please list below:

NAME	RELATIONSHIP	PURPOSE	DATE

B. Please state how or where you keep your Personal Identification Number (PIN) _____

C. Who may have seen you enter your PIN number?

Name: _____ Relationship: _____

D. How do you think these unauthorized withdrawals occurred? _____

E. Do you have any ideas as to who could have used your Card? Who? _____

F. All authorized users and I have examined the following list of transactions and agree that they are unauthorized
(use separate page for additional items):

WITHDRAWALS			PURCHASES		
Date	Amount	Bank	Date	Amount	Merchant

Total Amount Claimed: \$_____

CUSTOMER'S ACKNOWLEDGEMENT

Neither I, nor any authorized user of the card number indicated in this claim, used this card for the transactions listed above and/or authorized a third party to use the card for these transactions. I have no knowledge of the identity or the whereabouts of the person(s) using this card, and I have not received any benefit or value whatsoever from these transactions.

ACCOUNT HOLDER SIGNATURE	DATE
JOINT ACCOUNT SIGNATURE	DATE
AUTHORIZED USER'S SIGNATURE	DATE

Appendix J

Checklist for Recurring Navy Cash Tasks

Checklist for Recurring Navy Cash Tasks

Task	SOP ¹	Daily	Weekly	Monthly	As Required
Opening Business Each Day					
Log On. Log on to Navy Cash Application.	8.4	X			
Check EOD. Use Navy Cash Application to check status of previous End Of Day (EOD Report).	8.4.22	X			
Verify Shore Reports. Verify ROM II, PC 1412, and other merchant daily returns with end-of-day reports from shore. Print and distribute copies as needed.	8.4.21.n	X			
Replace Backup Tapes. Verify/replace server backup tapes. Tapes must be changed daily for complete backups (in accordance with Sys Admin Guide).	3.1.2.1 and 3.1.2.2	X			
Open Cash Transaction Ledger. Maintain ledger for chip transactions from Disbursing Office.	8.4.13	X			X
Check Negative Balances. Review Returned Items Detail and Negative Balance Reports. If account negative, use options available to collect on that debt.	8.4.21.n 8.8.1	X			
Closing Business Each Day					
Verify Backups. Set up system back-ups. Backup tapes must be changed daily for complete backups (in accordance with Sys Admin Guide).	3.1.2.1 and 3.1.2.2	X			
Close Cash Transaction Ledger. Close out ledger for chip transactions from Disbursing Office.	8.4.13	X			X
Unused Card Stock. Record return of unused working stock at end of day on Bulk Navy Cash Card Log.	8.3.1	X			X
MPCC — Close Out Batch. Close out Military Paper Check Conversion batch at end of day.	MPCC SOP	X			X
DD 2657 and DD 2665. Maintain Daily Statements of Accountability.	8.10	X			
Initiate EOD. Initiate Indicate End Of Day (IEOD) function on Navy Cash Application. ²	8.4.21	X			
Verify Server Reports. Review end-of-day merchant reports from server. Print/distribute copies as needed.	8.4.22	X			
Log Off. Log off of Navy Cash Application.	8.4	X			

¹ References are to Navy Cash SOP Version 1.10 and Sys Admin Guide Version 1.0.1.1.

² Should be performed every day, to include non-working days.

Task	SOP ¹	Daily	Weekly	Monthly	As Required
Other Recurring Tasks					
Review Personnel Transfers. Review pending transfers/ discharges with Personnel Office. Settle Navy Cash accounts. Issue temp cards 30 days prior to departure.	8.4.19		X		
Review Unmatched Chip-to-Chip. Review Unmatched Chip-to-Chip Transaction Report; return any value reflected on report to sending card cardholder.	8.4.11		X		
Reboot Server. Reboot server to guard against memory loss (in accordance with Sys Admin Guide).	3.1.3		Biweekly		
EOM Closeout. Initiate EOM closeout and reporting for Vending, Ship's Store, ³ Disbursing, Food Service, Wardroom, Chief's Mess, MWR, etc. (Start process at least five working days prior to actual end of month.)	8.4.26.b 8.9			X	X ⁴
Safe Bank Transaction. Conduct Safe Bank Transaction.	8.4.24			X	X ⁴
EOM Spreadsheet. Fill out and exchange EOM spreadsheet with Treasury Financial Agent Bank navycashfin@ezpaymt.com.	8.9			X	X ⁴
SF 1219. Prepare and submit Disbursing Officer's Statement of Accountability on time at end of month.	8.9			X	X ⁴
Website IDs. Log in to MPCC and Navy Cash websites monthly to keep accounts active.	8.14.3 MPCC SOP			X	
PMS. Perform preventive maintenance in accordance with schedule. MIP 6541/080-14 applies to Navy Cash .	See 3M Coordinator				X
Bulk Card Log. Maintain Bulk Navy Cash Card Log. ⁵	8.3.1			X	X
Card Issue Log. Maintain Navy Cash Card Issue Log.	8.3.1				X
Card Working Stock. Issue card working stock.	8.3.1				X
Quarterly Cash Verification. Navy Cash Quarterly Cash Verification Check-Off List (audit of funds/card stock).	8.11	Conducted Quarterly			

³ See guidance in SOP section 8.4.26.b and Appendix A regarding EOM for vending and Ship's Store. Done individually for each vending machine having a Navy Cash CAD and for the Ship's Store.

⁴ Normally conducted monthly and at turnover of Disbursing/Sales Officer.

⁵ All Navy Cash cards held by DISBO shall be inventoried every 30 days and a note entered in the Bulk Card Log. Visitor cards in Cash-to-Card Machine (CCM) must be inventoried weekly.

Appendix K

Internal Procedures and Controls:

Sample Instruction

NEVERSAIL INST 7220.1

USS NEVERSAIL (DDG XX) INSTRUCTION 7220.1

Subj: NAVY CASH INTERNAL PROCEDURES AND CONTROLS

Ref: (a) DOD Financial Management Regulation, Volume 5, Chapter 17 and Appendix D
(b) Navy Cash Financial System Standard Operating Procedure, NAVSUP PUB 727, Chapter 8

1. **PURPOSE.** To promulgate instructions for effective management and administration of Navy Cash operations on board NEVERSAIL.

2. **LETTERS OF AUTHORITY.** Navy Cash is a financial system, and the handling of public funds follows standard financial management procedures and regulations. A Letter of Authority will be signed by the Commanding Officer to the Disbursing Officer, who is the Navy Cash Accountable Officer, delineating what his accountability includes. Subsequent Letters of Appointment from the Disbursing Officer to his Agents will also be maintained. Sample letters are included in Appendix D to reference (a) and paragraphs 8.15.1 and 8.15.2 of reference (b). Detailed operating procedures for Navy Cash are included in reference (b).

3. NAVY CASH CARDS

a. Permanent Navy Cash Cards. Permanent cards will be manufactured and mailed to the ship by the Treasury Financial Agent when new personnel report aboard and enroll in Navy Cash. These cards are embossed with the account holder's name and account number.

b. Temporary Navy Cash Cards. If necessary, temporary cards will be issued to newly reporting personnel or as replacements for lost, stolen, or damaged cards. These cards are embossed with "NAVY CARDHOLDER". The Disbursing Officer will be provided a stock of temporary cards. These temporary cards will be exchanged at the Disbursing Office for permanent cards when the permanent cards are received.

c. Visitor Navy Cash Cards. Visitor cards are chip-only cards that will be issued to visitors as required. These cards will be cashed out and turned in to the Disbursing Office when the visitor departs and subsequently reissued to another visitor.

d. Any unused value remaining on a card that couldn't be reimbursed to the visitor, for example, a card that is turned in after hours or "under the door" or after the visitor has left the ship and cannot be attributed to a specific individual, must be collected to the Treasury Department Receipt Account, Forfeiture of Unclaimed Money and Property, in accordance with paragraph 0606 of this volume. *If not cashed out, any value remaining on a card after it has been turned in will be handed over to Treasury and cannot be recovered.*

4. NAVY CASH CARD LIMITS

a. A \$400 daily maximum limit on transfers of funds from an cardholder's bank or credit union account to his or her Navy Cash account is pre-set as a part of a cardholder's customer profile. The Disbursing Officer, through the Navy Cash web site, can reduce this limit, if necessary, for individual cardholders.

b. No more than \$1,000 can be loaded on the electronic purse. This limit is pre-set as a part of a cardholder's customer profile. The Disbursing Officer, through the Navy Cash web site, can reduce this limit, if necessary, for individual cards.

5. CUSTODY OF NAVY CASH CARDS

a. The Disbursing Officer is responsible for maintaining the stock of Navy Cash temporary and visitor cards. Navy Cash cards shall be safeguarded in accordance with the procedures for blank Treasury checks prescribed in Chapter 7, of reference (a).

b. The Disbursing Officer may delegate the responsibility for custody of Navy Cash cards to a representative designated in writing.

c. A Bulk Navy Cash Card Log shall be maintained for each type of card, which contains the Navy Cash card number, name, date, and signature of the person to whom a working stock of Navy Cash Cards is issued. Unused working stock shall be returned to the Disbursing Officer or designated representative at the end of each day.

d. All Navy Cash cards shall be inventoried at least once each month, and an entry shall be made in the Bulk Navy Cash Card Log to document the inventory. A detailed record of the inventory, to include total cards on hand and sequential serial numbers, by card type, shall be retained in the disbursing office, and a copy shall be given to the quarterly cash verification team as an attachment to their quarterly verification report.

e. A separate Navy Cash Card Issue Log shall be maintained, which contains the last four digits of the card number, name and last four digits of the Social Security Number (SSN) of the card owner, issue date, signature of the recipient, date returned for visitor and temporary Navy Cash cards, and the name and signature of the issuer.

f. Cards for newly enrolled personnel shall be issued as described in references (a) and (b).

g. Replacement cards shall be issued as described in references (a) and (b).

6. CUSTODY OF SPARE K22 POINT-OF-SALE DEVICES.

In accordance with reference (a), the Disbursing Officer will be responsible for control of all spare K22 Point-of-Sale (POS) devices held in ready reserve, and the Sales Officer, for all spare vending machine Card Access Devices (*also known as Card Accepting Devices*) (CADs). When a K22 or CAD has transactions that have been recorded (stored) but have not yet been downloaded to the server, it should be kept in a safe, for example, the Disbursing Officer's safe. Spare K22s and CADs that do not have transactions stored on them should be kept either in a safe or in a secure storeroom or space on the ship that is locked when not occupied and has limited access, for example, the disbursing officer or sales office. For the K80 Cashless ATM, one of the installed K80s is considered an "online" spare, that is, if one K80 fails, at least one other K80 is immediately available to support Navy Cash transactions.

7. ACCESS CONTROL FOR NAVY CASH APPLICATION

a. The Disbursing Officer will control access to the various functions within the Navy Cash Application. Individual operators are assigned to one of six “User Groups.” These user groups essentially represent six levels of access rights. The access rights for each user group are initially set to default settings. The Disbursing Officer can tailor the access rights for an individual operator by either adding or deleting specific functions.

b. In order for an individual to change his/her password, the Disbursing Officer must first verify the individual’s identity. Once this is established, the individual can then enter a new password into the system.

c. Each individual operator should log off when they are through working on the system. The next operator can then log on the system by entering his or her own password.

8. ENROLLMENT IN NAVY CASH

a. To open a Navy Cash account, an individual must enroll. To enroll, an individual must fill out and sign an enrollment form and turn the form in to the disbursing office. The Disbursing Officer shall verify the ABA or routing number and the account number recorded on the form. In order to help verify account information, the individual should, if possible, bring in a cancelled check or deposit slip from the bank or credit union account he or she wants to associate with Navy Cash.

b. The completed and signed enrollment form must be mailed or sent overnight by FEDEX or UPS to the Treasury’s designated Financial Agent, JPMorgan Chase Bank, N.A. at:

J.P. Morgan Chase
10430 Highland Manor Drive
F3-1505
Tampa, FL 33610
Attn: Transaction Services Unit (TSU)
(813) 432-4640

c. A copy of the enrollment form (and the cancelled check or deposit slip if available) shall be maintained on board ship for reference. Enrollment forms can be purged from the shipboard file three years from the date of signature, unless the individual is still on the ship.

9. CLOSING OR SUSPENDING A NAVY CASH ACCOUNT

a. Transfer Funds from Card. When cardholders are leaving the Navy, transferring to activities that do not have Navy Cash, or no longer want a Navy Cash card, they should move all funds on the chip (electronic purse) and strip (Navy Cash account) back to their home bank or credit union account using the K80 Cashless ATM. Alternatively, they may move all the funds on the strip to the chip at the K80 and cash out the chip at the disbursing office.

b. Close Account. Cardholders leaving military service or who no longer want a Navy Cash card are required to close their Navy Cash account and turn in their Navy Cash card. After verifying that the Navy Cash card is empty (chip and strip), the Disbursing Officer will block Navy Cash ACH access to their home bank or credit union, change the card status to “canceled”, notify the Navy Cash CSC via phone or email to close the account, and cut up the card.

c. Suspend Account. Cardholders transferring to another activity should keep their Navy Cash card, particularly as more and more ships in the fleet are equipped with Navy Cash. After verifying that the Navy Cash card is empty (chip and strip), the Disbursing Officer will block

Navy Cash ACH access to their bank or credit union and request via phone or email that the CSC suspend their Navy Cash account. Cardholder then retain their Navy Cash card until reporting to a Navy Cash equipped ship. Once on board a new ship, cardholders must first complete a “Ship Check In” at a K80 Cashless ATM, and the ship must complete the next end-of-day processing between ship and shore. In the interim, cardholders must also report to disbursing who will request via phone or email that the CSC re-activate their Navy Cash account. Since end-of-day processing is normally completed each day, full access to Navy Cash capabilities should be available the next day.

d. The disbursing office will work closely with the personnel office to keep track of members who will be leaving the ship within 30 days.

(1) The Disbursing Officer will review the Negative Balance Report on a daily basis and ensure cardholders within 30 days of transfer or discharge are not listed on the report. The Disbursing Officer will ensure that a cardholder’s access to his or her home bank or credit union account is blocked until any negative Navy Cash account balance is cleared.

(2) The Disbursing Officer will make a judgment whether or not a negative balance condition is likely on a cardholder’s Navy Cash account, e.g., from an NSF or other returned transaction, taking into account pending transactions that have not yet been processed by the Navy Cash system. To prevent an unrecoverable debt from being posted to Navy Cash, the Disbursing Officer should evaluate the need to suspend the member’s Navy Cash account or cancel the member’s permanent Navy Cash card and close the member’s Navy Cash account some time prior to his or her actual departure date. If necessary, the Disbursing Officer can issue a “chip-only” visitor card for use on the ship until the member leaves the ship.

(3) If a member is within the final 30 days of being discharged from the Navy and has a negative Navy Cash balance, the Disbursing Officer’s only option is to post a “DS01” indebtedness, Company Code D411179, to the member’s military pay account prior to the member’s separation date.

(4) The Disbursing Officer continues to be responsible for stopping a member’s SPO at least 30 days before he or she leaves the ship.

e. The Disbursing Officer must recover permanent and temporary Navy Cash cards from individuals who are closing their Navy Cash accounts and cancel and destroy the cards. Visitor cards must also be recovered from anyone leaving the ship, so they can be reissued to another visitor. Technical representatives and other personnel from both government and industry who make repeated trips to ships can retain their Visitor Navy Cash cards for subsequent visits to other ships.

10. NEGATIVE NAVY CASH ACCOUNT BALANCES

a. The amount of any negative balance in a Navy Cash account represents a debt to the U.S. Treasury funds pool. Even though the amount of that debt is not part of his or her accountability, the Disbursing Officer is responsible for collecting on that debt.

b. A negative Navy Cash account balance can occur:

(1) When ACH transactions are returned from an individual’s home bank or credit union account. Reasons for returned transactions include: nonsufficient funds (NSF), closed account, invalid account information, etc.

(2) As a result of debit card purchases or ATM withdrawals ashore when there are not sufficient funds in a cardholder's Navy Cash (strip) account. Possible causes include merchant holds, merchant without online authorization capability, transaction below merchant floor limit, network unavailable, etc.

(3) When cardholders use their Navy Cash debit feature ashore, either to get cash at an ATM or to purchase something at a restaurant or store, the new balance in their Navy Cash accounts will be reflected ashore immediately, but won't be reflected on the ship until the next end-of-day processing is completed between ship and shore. If they get back to the ship and check their Navy Cash account balance before this processing is completed, the K80 Cashless ATM will show their old balance not their new balance. If they transfer money to their chip based on their old balance.

c. Timeline for Collecting on a Negative Account Balance

(1) The Disbursing Officer will review the Negative Balance Report and the Returned Items Detail Report on a daily basis and immediately notify in writing any cardholder who appears on the report, for example, via email (include the cardholder's chain of command for second and third occurrences).

(2) Once notified, the cardholder shall report to the Disbursing Officer within two working days to establish how the cardholder's Navy Cash balance will be restored to \$0 or greater. Options for clearing a negative account balance are detailed below.

(3) The Disbursing Officer shall collect the amount of the negative balance within 10 working days after the date of receipt of the initial negative balance report. A pay checkage (DS01) shall be applied to a cardholder's pay account if no response is received from the cardholder within the prescribed period. The Company Code for Navy Cash is D411179.

(4) The Disbursing Officer should recommend any disciplinary action considered necessary through the cardholder's chain of command within five working days of receipt of the pertinent Negative Balance Report.

d. All authorized military personnel who request Navy Cash privileges and enroll in Navy Cash consent in writing, using the Navy Cash enrollment form, to immediate collection against their pay for the face value of or resulting negative Navy Cash account balance due the U.S. Treasury funds pool from all dishonored transactions. With this procedure, dishonored transactions will not become a delinquent debt; therefore, there is no authority to assess a service charge (see reference (a) Chapter 4).

e. There are several options available to clear a negative account balance:

(1) The member may ask to settle the indebtedness by providing a check or cash to the Disbursing Officer. The Disbursing Officer can forward those funds to the Treasury Financial Agent, JP Morgan Chase, by mailing or overnighting (e.g., by FEDEX, UPS, etc.) a U.S. Treasury check, along with a list of the member(s) and the amount(s) that are covered by that check, to the following address:

J.P. Morgan Chase
10430 Highland Manor Drive
F3-1505
Tampa, FL 33610
Attn: Transaction Services Unit (TSU)
(813) 432-4640

(2) Chip to Navy Cash Account Transfer. The Disbursing Officer can have the member put the cash on the chip on the member's Navy Cash card, then escort the member to the K80 Cashless ATM, and verify that the member moves the funds from the chip to the Navy Cash account (strip). Depending on the size of the negative balance, this may need to occur several times to clear the negative balance.

(3) Change or Initiate Split Pay Option (SPO). The Disbursing Officer may have the member change or initiate SPO, which is transferred directly to the member's Navy Cash account (strip) on pay day, to cover the amount of the negative balance. Depending on the size of the negative balance, these "collections" may be spaced out over several pay periods until the negative balance is cleared.

(4) Immediate Collection from Pay. The Disbursing Officer can initiate an immediate collection from pay to clear the amount of any negative Navy/Marine Cash balance. The Disbursing Officer may post an indebtedness to the member's military pay account using the "DS01" Format Identifier (FID) in the DJMS system in accordance with the DJMS Procedural Training Guide. The Company Code for Navy Cash is D411179. When DFAS-CL receives the information from the DJMS system, the debt will be reconciled with the Treasury Financial Agent via a collection from the member's military pay account. Depending on the size of the negative balance, these collections may be spaced out over several pay periods until the negative balance is cleared. This option is also appropriate for members who have left the ship but are still in the service.

(5) If a member is within the final 30 days of being discharged from the Navy and has a negative Navy Cash balance, the Disbursing Officer's only option is to post a "DS01" indebtedness, Company Code D411179, to the member's military pay account prior to the member's separation date.

(6) Out-of-Service Debt. Even if a member leaves the service before settling a negative account balance, the Defense Finance and Accounting Service (DFAS), Directorate of Debt and Claims Management, and the Department of the Treasury, Financial Management Service, are responsible for collecting delinquent debts owed the government by former military members. Debt collection procedures for the Government are detailed in Book 31 of the Code of Federal Regulations, Chapter 9, Parts 900-904. A debt notice will be sent through the United States Postal Service using the mailing address provided by the Master Military Pay Account. If the Postal Service returns the debt notice as undeliverable, an attempt will be made to obtain a current mailing address through the commercial credit bureau network and various other government databases. Whether or not a current mailing address is found, DFAS and Treasury are required by law to continue with the debt collection process. Thus, even if they cannot contact the former member, the debt must be reported to commercial credit bureaus as a "collection account", and the former member's Federal income tax refund will be offset by the Department of the Treasury for payment towards the debt. They are also required by law to report the delinquent account to private collection agencies through the Department of the Treasury.

f. The Disbursing Officer or designated representative can block or unblock a cardholder's Navy Cash ACH access to his or her home bank or credit union account by going to the Disbursing web site (www.navycashcenter.com) or by contacting the CSC by phone or email. The Disbursing Officer will ensure that a cardholder's Navy Cash ACH access remains blocked until the negative balance is cleared.

11. FUNDS TRANSFER

a. A member can plus up the electronic value on his/her Navy Cash card with a check, cash, or refund at the Disbursing Office. Checks and cash received in exchange for electronic credit on the Navy Cash card will be treated as public funds and maintained in the Disbursing Officer's safe. Checks that are exchanged for electronic credit on the Navy Cash card will be treated the same as cash within the Navy Cash system. All transactions will be recorded automatically on the Navy Cash server and added to the daily reports. In accordance with reference (a), all transactions will be manually recorded on the Check and Cash Transaction Ledger, which will be kept in the safe.

12. REFUNDS

a. When a crewmember is due a refund from a merchant, for example, Ship's Store or MWR, he or she must first obtain authorization, for example, from the Sales Officer or MWR Officer, or a designated representative, on a standard, serialized, Navy Cash refund chit. In addition, the approving merchant will record the refund on the Refund Chit Log. The crewmember will then take the refund chit to the Disbursing Office and present it to the Disbursing Officer or Deputy.

b. The Disbursing Officer will retain one copy of all approved chits and the end of month reports summarizing all refunds. The original chits will be returned to the approving merchants for verification against the serialized logs.

13. FUNDS TRANSFER FROM CHIP

a. A member can convert the electronic value on his/her Navy Cash chip to cash at the Disbursing Office. Transactions will be recorded automatically on the Navy Cash server and added to the daily reports. In addition, transactions will be recorded manually on the Check and Cash Transaction Ledger and kept in the safe.

b. When a member no longer requires a visitor card (e.g., checking off ship, leaving Navy service, arrival of permanent card, etc.) the card shall be turned in to the Disbursing Office, and the value on the chip shall be returned to the member. The return date shall be entered on the Card Issue Log and the card shall be returned to the "chip-only" spare card stock for re-issue.

c. The Navy Cash Application is designed to handle electronic value transfers from the chip on a customer's Navy Cash card to the various Navy Cash accounts held by retail merchants on the ship, e.g., Wardroom, Chiefs Mess, Ship's Store, etc. Because these transactions represent electronic transfer of value, they are handled completely within the Navy Cash application and do not affect the Disbursing Officer's accountability or other responsibilities for funds. Similarly, transferring value at the K80 Cashless ATMs, e.g., from the chip on the Navy Cash card to a Navy Cash account, are handled within the Navy Cash application and do not affect the Disbursing Officer's accountability.

14. INDICATE END-OF-DAY

a. At the end of a business day, the Disbursing Officer or Deputy must perform the "Indicate End of Day". This will end all business transactions for that particular day and the system will begin recording all subsequent transactions for the next business day.

b. On non-workdays, Saturday, Sunday etc., the duty Supply/IT/ET should access the Navy Cash application at the server, and perform the "Indicate End-of-Day" function.

15. REPORTS

a. The Disbursing Officer and other responsible individuals, e.g., Sales Officer, MWR Officer, Chief's Mess Treasurer, etc., will compare the daily reports with reports from other existing systems to verify accuracy. Navy Cash generated reports state the collections that have been recorded to any particular activity. Therefore, the reports serve the same function to an accountable officer as a signed page in the NS 470 or a deposit ticket.

b. Transaction reports will be generated for all enrolled merchants. Typical enrolled merchant accounts are:

- (1) MWR
- (2) Post Office — Metered Mail
- (3) Post Office — Money Orders
- (4) Post Office — Stamps
- (5) Ship's Store
- (6) Vending — Store Items (e.g., Snack, Phone Cards, Soap)
- (7) Vending — Soda
- (8) Vending — Amusement Machines
- (9) Chiefs Mess
- (10) General Mess
- (11) Wardroom
- (12) Flag Mess
- (13) Commanding Officer's Mess
- (14) First Class Petty Officer Association.

16. SAFE BANK TRANSACTIONS.

a. The "Safe Bank Transaction" functionality enables the Disbursing Officer to make adjustments to the check amount and cash amount in the Safe Audit Summary Report (SASR) in order to change the balance reported by the Navy Cash application. This functionality will be used during the "End-of-Month" process to reset the SASR to a zero balance.

b. In addition, this functionality can be used to create adjustments to the SASR when an out of balance condition exists. This action should be used as a last resort and only as a temporary fix to continue with the "End-of-Day" process when the out-of-balance condition cannot be rectified. The Disbursing Officer should go back and complete all required actions for an out of balance condition, as stated in Chapter 6 of reference (a).

17. NETWORK OPERATIONS CENTER (NOC) SELECTION.

Depending on the communication capabilities available to the ship, the flow of data off the ship moves along two paths. The Disbursing Officer is responsible for selecting the appropriate path for the Navy Cash system. If the wrong selection is made in the Navy Cash Application, the Navy Cash server will not be able to communicate with the shore system.

18. PROCESS SPLIT PAY FILE

a. The procedures for the Navy Cash Split Pay Option (SPO) follow the procedures in place today for non-Navy Cash ships. The member will continue to sign a locally generated form

to authorize SPO, and an HM series FID will be generated in the DJMS system. However, all SPO payroll functions will be accomplished between DFAS Cleveland and the Treasury Financial Agent. The SPO payroll dollars will continue to appear on the pay message, but no action is required by the ship.

b. Should the Treasury Financial Agent reject SPO payroll payments, e.g., for individuals that do not have Navy Cash accounts, the funds will be returned to DFAS Cleveland to be credited back to the individuals' Master Military Pay Accounts (MMPAs). After every payday, the Disbursing Officer should review the rejected SPO payments report the Treasury Financial Agent sends to the ship. The Disbursing Officer should then monitor the MMPA to see when the SPO payroll amounts have been credited back to these individuals' accounts. Once the amounts are reflected in the MMPAs, the Disbursing Officer can pay the individuals as appropriate.

c. In the event of a communications interruption around payday, which is normally held on the 1st and the 15th of the month, the Disbursing Officer has the option to run a provisional SPO payroll on the ship. Cardholders who are enrolled in SPO can be given a "provisional credit" in the amount of their SPO payroll amounts. The Navy Cash system on the ship keeps the previous SPO payroll amounts as a part of each cardholder's customer profile information and provides the Disbursing Officer the ability to update the SPO payroll amounts. Even when the Navy Cash system cannot communicate with the shore side, DFAS Cleveland will still send the actual Navy split pay file to the Navy Cash back end ashore for processing. When communications are restored, the Navy Cash system synchronizes the Navy Cash accounts between ship and shore. The provisional split pay files will be sent from ship to shore as a part of the normal end-of-day processing, and the Navy Cash system will reconcile Navy Cash accounts on the ship so they reflect the correct balances.

19. VENDORS

a. Money Exchange by Vendors in a Foreign Port

(1) When a ship pulls into a port, the Disbursing Officer will issue the vendor a portable K22 point of sale device, using a vendor number that the Disbursing Officer has previously assigned. The vendor will use the K22 to record all transactions and collect value from the cardholders' Navy Cash cards in exchange for foreign currency. The vendor will also maintain a currency exchange log and record each transaction. The Disbursing Officer will provide the vendor a sufficient number of copies of the log.

(2) At the end of each day or at the end of the port visit, the vendor will bring the K22 and the currency exchange logs back to the Disbursing Office. The Disbursing Officer or Deputy will download the information contained on the K22 to the Navy Cash server. Once the reports generated by the Navy Cash system and the vendor's currency exchange logs are reconciled, the Disbursing Officer will cut an exchange for cash remittance check to the vendor for the amount of the money exchanged.

b. Concessionaire Sales by Vendors in a Foreign Port

(1) The Sales Officer will check out a hand-held battery-operated K22 point of sale device for each vendor, using a vendor number that the Disbursing Officer has previously assigned. If possible, the Sales Officer will establish the Concessionaire setup in the on-line mode, which will allow for real-time access to the Navy Cash server. The vendor will be

responsible for this device and use it to record all transactions and collect value from the cardholders' Navy Cash cards.

(2) At the end of each day or at the end of the port visit, each vendor will bring the K22 and all appropriate paperwork back to the Sales Office. The Sales Officer will download the K22 sales information to the Navy Cash server , and, using the reports generated by the system, compute the commission due the NEX and the ship and the amount due the vendor.

(3) The Disbursing Officer will cut exchange for cash remittance checks for the amount due the vendor for his percentage of the sales and the amount due NEX based on the SF1034s provided by the Sales Officer. The amount due the ship will be taken up as a collection under SSPN based on the SF 1034s.

20. NAVY CASH QUARTERLY CASH VERIFICATION

a. All funds collected, disbursed, or maintained by the Disbursing Officer, Deputies, and Agents are to be considered public funds. Therefore, responsible individuals will be required to show auditable proof for the disposition of those funds. Any accountable items, to include cash, checks, blank card stock, and the like, will be verified in the same manner as prescribed within the DODFMR Volume 5 Appendix A.

b. The cash verification board will use the Daily Cash Transaction Ledger as well as the Disbursing Officer's Safe Audit Summary Report to substantiate all funds being held on line 6.9 of the DD 2657.

c. All Navy Cash funds collected and reported as deposits on the SF 1219 can be substantiated by the End Of Month reports generated by the Navy Cash System. For example, the Disbursing Officer reports a \$10,000 deposit on line 4.2 of the SF 1219 for the Ship's Store. There should be a corresponding End Of Month report showing \$10,000 in electronic collections for the same month.

d. All blank Navy Cash card stock shall be verified by count against the Navy Cash Card Issue Log and the Bulk Navy Cash Card Log, and an entry shall be made in the Bulk Navy Cash Card Log to document the audit.

CO's Signature

Distribution

Reason for Negative Balance	Guidelines ¹ for Negative Navy/Marine Cash Account Balances		
	First Occurrence	Second Occurrence	Third Occurrence
Returns from Home Account Requests ²	<p>System <i>temporarily</i> blocks access to DDA until negative balance is corrected.³ Disbursing has discretion to unblock access</p> <p>Options:</p> <ul style="list-style-type: none"> • Counseling from DISBO on managing Navy Cash account more effectively • Disbursing has discretion to reduce daily max limit down from \$400 for 30 days⁴. • If willful negligence or fraud suspected, Non-Judicial Punishment (NJP) or court-martial under Article 92 of Uniform Code of Military Justice (UCMJ) 	<p>System <i>temporarily</i> blocks access to DDA until negative balance is corrected.³ Disbursing has discretion to unblock access</p> <p>Options:</p> <ul style="list-style-type: none"> • Counseling from DISBO on managing Navy Cash account more effectively • Notify member of second occurrence via member's chain of command • Disbursing has discretion to reduce daily max limit from previous limit for 60 days • Block access to DDA for 30 days • If willful negligence or fraud suspected, NJP or court-martial under Article 92 of UCMJ 	<p>System <i>permanently</i> blocks access to DDA.³ Disbursing has discretion to unblock access</p> <p>Options:</p> <ul style="list-style-type: none"> • Notify member of third occurrence via member's chain of command • Block (suspend) Navy Cash account indefinitely • Confiscate Navy Cash card; provide visitor card funded only via cash or SPO • If willful negligence or fraud suspected, NJP or court-martial under Article 92 of UCMJ
ATM and Point-of-Sale Purchases Ashore ⁵	<p>Options:</p> <ul style="list-style-type: none"> • Counseling from DISBO on managing Navy Cash account more effectively • If willful negligence or fraud suspected, NJP or court-martial under Article 92 of UCMJ 	<p>Options:</p> <ul style="list-style-type: none"> • Counseling from DISBO on managing Navy Cash account more effectively • Notify member of second occurrence via member's chain of command • Block (suspend) Navy Cash account 30 days • If willful negligence or fraud suspected, NJP or court-martial under Article 92 of UCMJ 	<p>Options:</p> <ul style="list-style-type: none"> • Notify member of third occurrence via member's chain of command • Block (suspend) Navy Cash account 60 days • Confiscate Navy Cash card; provide visitor card funded only via cash or SPO • If willful negligence or fraud suspected, NJP or court-martial under Article 92 of UCMJ

¹ Several options are presented for each reason a Navy Cash account balance might go negative. Actual action taken is at discretion of cardholder's chain of command. Guidelines are based on the number of times a cardholder's account has gone negative and are listed in order of severity, from least severe to most severe.

² ACH transactions returned from cardholder's DDA account, i.e., home bank or credit union, resulting in a negative balance. Reasons for returned transactions include: nonsufficient funds (NSF) in cardholder's account, closed account, invalid account information, etc.

³ ACH access automatically blocked when ACH return received and Navy Cash (strip) account goes negative. If NSF and balance restored to \$0 or greater, block is removed in first two instances of NSF returns. ACH block remains in place on receipt of third NSF return. If non-NSF return received, ACH access remains blocked until banking info updated.

⁴ For first occurrence, reduction based on graduated access limits determined by rate/rank: E1–E2 \$50, E3–E4 \$75, E5–E6 \$100, E7 and above \$200. For second occurrence: E1–E2 \$10, E3–E4 \$25, E5–E6 \$50, E7 and above \$100. For third occurrence, access to DDA blocked indefinitely.

⁵ Debit card purchases or ATM withdrawals ashore that cause the Navy Cash (strip) account to go negative. Possible causes include merchant holds, merchant without online authorization capability, transaction below merchant floor limit, network unavailable, etc.

Appendix L

Guidelines for Negative Account Balances

1. The following table presents guidelines for taking action in the case of a cardholder whose ACH transaction has been returned and has resulted in a negative Navy/Marine Cash account balance. These guidelines are based on the number of times a cardholder's account has gone negative and are listed in order of severity, from least severe to most severe. These guidelines are offered as suggestions only; the actual action taken is at the discretion of the cardholder's chain of command.
2. A negative Navy/Marine Cash account balance can occur:
 - a. When ACH transactions are returned from a cardholder's home bank or credit union account. Reasons for returned transactions include: nonsufficient funds (NSF), closed account, invalid account information, etc.
 - b. As a result of debit card purchases or ATM withdrawals ashore when there are not sufficient funds in a cardholder's Navy Cash (strip) account. Possible causes include merchant holds, merchant without online authorization capability, transaction below merchant floor limit, network unavailable, etc.
 - c. When cardholders use their Navy Cash debit feature ashore, either to get cash at an ATM or to purchase something at a restaurant or store, the new balance in their Navy Cash accounts will be reflected ashore immediately, but won't be reflected on the ship until the next end-of-day processing is completed between ship and shore. If they get back to the ship and check their Navy Cash account balance before this processing is completed, the K80 Cashless ATM will show their old balance not their new balance. If they transfer money to their chip based on their old balance, their Navy Cash account will end up with a negative balance once all their transactions ashore and on the ship are fully processed.
3. The Navy/Marine Cash system automatically blocks Navy/Marine Cash access to a cardholder's bank or credit union account when an ACH return is received and the cardholder's Navy/Marine Cash (strip) account goes negative. If the reason for the ACH return is NSF, once the Navy/Marine Cash account balance is restored to \$0 or greater, the ACH block is automatically removed in the first two instances of NSF returns. The ACH block remains in place on receipt of the third NSF return until the Disbursing Officer, or his designated representative, initiates action to reinstate access. If an ACH return is received for a reason other than NSF, ACH access remains blocked until an individual's banking information is updated.
4. When an ACH transaction is returned for whatever reason, the Disbursing Officer is responsible for dealing with it in accordance with the procedures delineated in paragraph 8.8 of this SOP. The amount of a negative balance represents a debt to the U.S. Treasury funds pool, and the Disbursing Officer is responsible for collecting on that debt, even though the amount of that debt is not part of the Disbursing Officer's accountability.
 - a. The Disbursing Officer shall review the Negative Balance Report and the Returned Items Detail Report on a daily basis and immediately notify in writing any cardholder who appears on the report, for example, via email (include the cardholder's chain of command for second and third occurrences).

b. Once notified, the cardholder shall report to the Disbursing Officer within two working days to establish how the cardholder's Navy/Marine Cash balance will be restored to \$0 or greater.

c. The Disbursing Officer shall collect the amount of the negative balance within 10 working days after the date of receipt of the initial negative balance report. A pay checkage (DS01) shall be applied to a cardholder's pay account if no response is received from the cardholder within the prescribed period.

5. The Commanding Officer is responsible for establishing a Navy/Marine Cash policy for the command that identifies the limits on size, number, suspension of a customer's card for misuse, and disciplinary repercussions associated with Non Sufficient Funds (NSF) or other returned transactions and a negative Navy/Marine Cash balance. The guidelines in the following table should assist in putting together that policy.

a. Again, immediately upon receipt of a Negative Balance Report, the Disbursing Officer shall be responsible for notifying in writing any cardholder whose Navy/Marine Cash account balance is negative to report to the disbursing office within two working days of notification.

b. Based on the Navy/Marine Cash policy established for the command, the Disbursing Officer should recommend any disciplinary action considered necessary through the cardholder's chain of command within five working days of receipt of the pertinent Negative Balance Report.

Reason for Negative Balance	Guidelines ⁶ for Negative Navy/Marine Cash Account Balances		
	First Occurrence	Second Occurrence	Third Occurrence
Returns from Home Account Requests ⁷	<p>System <i>temporarily</i> blocks access to DDA until negative balance is corrected.⁸ Disbursing has discretion to unblock access</p> <p>Options:</p> <ul style="list-style-type: none"> • Counseling from DISBO on managing Navy Cash account more effectively • Disbursing has discretion to reduce daily max limit down from \$400 for 30 days⁹. • If willful negligence or fraud suspected, Non-Judicial Punishment (NJP) or court-martial under Article 92 of Uniform Code of Military Justice (UCMJ) 	<p>System <i>temporarily</i> blocks access to DDA until negative balance is corrected.³ Disbursing has discretion to unblock access</p> <p>Options:</p> <ul style="list-style-type: none"> • Counseling from DISBO on managing Navy Cash account more effectively • Notify member of second occurrence via member's chain of command • Disbursing has discretion to reduce daily max limit from previous limit for 60 days • Block access to DDA for 30 days • If willful negligence or fraud suspected, NJP or court-martial under Article 92 of UCMJ 	<p>System <i>permanently</i> blocks access to DDA.³ Disbursing has discretion to unblock access</p> <p>Options:</p> <ul style="list-style-type: none"> • Notify member of third occurrence via member's chain of command • Block (suspend) Navy Cash account indefinitely • Confiscate Navy Cash card; provide visitor card funded only via cash or SPO • If willful negligence or fraud suspected, NJP or court-martial under Article 92 of UCMJ
ATM and Point-of-Sale Purchases Ashore ¹⁰	<p>Options:</p> <ul style="list-style-type: none"> • Counseling from DISBO on managing Navy Cash account more effectively • If willful negligence or fraud suspected, NJP or court-martial under Article 92 of UCMJ 	<p>Options:</p> <ul style="list-style-type: none"> • Counseling from DISBO on managing Navy Cash account more effectively • Notify member of second occurrence via member's chain of command • Block (suspend) Navy Cash account 30 days • If willful negligence or fraud suspected, NJP or court-martial under Article 92 of UCMJ 	<p>Options:</p> <ul style="list-style-type: none"> • Notify member of third occurrence via member's chain of command • Block (suspend) Navy Cash account 60 days • Confiscate Navy Cash card; provide visitor card funded only via cash or SPO • If willful negligence or fraud suspected, NJP or court-martial under Article 92 of UCMJ

⁶ Several options are presented for each reason a Navy Cash account balance might go negative. Actual action taken is at discretion of cardholder's chain of command. Guidelines are based on the number of times a cardholder's account has gone negative and are listed in order of severity, from least severe to most severe.

⁷ ACH transactions returned from cardholder's DDA account, i.e., home bank or credit union, resulting in a negative balance. Reasons for returned transactions include: nonsufficient funds (NSF) in cardholder's account, closed account, invalid account information, etc.

⁸ ACH access automatically blocked when ACH return received and Navy Cash (strip) account goes negative. If NSF and balance restored to \$0 or greater, block is removed in first two instances of NSF returns. ACH block remains in place on receipt of third NSF return. If non-NSF return received, ACH access remains blocked until banking info updated.

⁹ For first occurrence, reduction could be based on graduated access limits determined by rate/rank: E1–E2 \$50, E3–E4 \$75, E5–E6 \$100, E7 and above \$200. For second occurrence: E1–E2 \$10, E3–E4 \$25, E5–E6 \$50, E7 and above \$100. For third occurrence, access to DDA could be blocked indefinitely.

¹⁰ Debit card purchases or ATM withdrawals ashore that cause the Navy Cash (strip) account to go negative. Possible causes include merchant holds, merchant without online authorization capability, transaction below merchant floor limit, network unavailable, etc.

Appendix M

Purchasing Stamps for Sale in Ship's Store

1. Ship's stores are authorized to sell U.S. Postal Service (USPS) stamp booklets. Sale of single stamps is not authorized. Procedures for the purchase and sale of stamps are outlined below.
2. Purchasing Stamps from the Ship's Post Office
 - a. Prior to purchasing stamps, the Sales Officer will create a new stock department (P1) in ROM II for the stamp booklets. A stock number (UPC) will be created for the new item. The mark-up percentage for department P1 will be zero percent.
 - b. An Order for Supplies or Services, DD Form 1155, will be prepared in accordance with NAVSUP P487, paragraph 4022, and as outlined in the ROM II User's Guide, except that the senior supply officer will sign the purchase order. In block 9 of the DD 1155, the words "Ship's Post Office" will be entered.
 - c. A Public Voucher for Purchases and Services other than Personal, Standard Form (SF) 1034, will be prepared charging the Navy Working Capital Fund. The SF1034 will be approved by the senior supply officer. The Sales Officer will give the Disbursing Officer the following:
 - (1) Original and one copy of the DD 1155.
 - (2) Original and all copies of the SF 1034.
 - d. The Disbursing Officer will make the payment in cash and transfer the value to the ship's store Navy Cash merchant card for payment of the stamps.
 - e. The Sales Officer will go to the Postal Petty Officer (PPO) and use the ship's store Navy Cash merchant card to pay for the stamps. The PPO will then issue the stamps to S-3. One copy of the DD 1155 and the SF 1034 are required for accounting purposes and to maintain accountability. Both will be filed in the AO File.
3. Returns from Customers. There are no refunds for stamps.
4. Effect on Financial Operations. Each book of stamps represents a zero percent profit margin because the cost price and retail price are the same. When combined with total store sales, the sale of stamps should not measurably affect the overall gross profit of an operation.
5. Receipt and Processing of Stamps into S-3. The Sales Officer will follow the procedures outlined in NAVSUP P487, Chapter 5, when receiving stamps from the PPO.
6. Mandatory Price Increases. If there is an increase in postage rates, the Sales Officer will purchase "make-up stamps" from the PPO in accordance with NAVSUP P487, paragraph 3401, to bundle and sell with the current on-hand inventory. A stock record card will be created and the "make up stamps" will be assigned to department P-1. Bundled stamp booklets will be depleted before new booklets with the new price are purchased.
7. Security of Stamps. Ship's store operators are responsible to the Sales Officer for stamp inventory and sales conducted in the ships store. Operators will exercise care and diligence in all sales transactions. Stamp booklets will be kept in a secure location, and only the ship's store operator(s) will have access during the working hours of the ship's store.

8. Damaged Stamps. Damaged stamp booklets may be exchanged with the PPO or post office for booklets of the same value.

Appendix N

Processing Official Mail

1. On Navy Cash ships, the ship's Official Mail Manager (OMM) is authorized to use a Navy Cash visitor card to pay for postage and postal services when processing official mail. After each transaction, the OMM shall obtain a receipt for the total amount of postage and postal services purchased.

2. Responsibilities

a. The OMM is responsible for the security of the visitor card(s) issued for processing official mail. When not in use the visitor card(s) shall be secured in a locked container or in a locked room, accessible only to the person having custody of the card(s).

b. The OMM will maintain a signature receipt record (logbook) for all visitor cards transferred for use on a sub-custody basis. The OMM will require all persons having sub-custody of or using a visitor card to maintain a daily record reflecting:

- (1) Cash value of the visitor 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 visitor card at the end of the day.
- (5) Receipts for postage and postal services purchased at the post office.

3. Funds Control and Accounting Procedures

a. The OMM will prepare a Standard Form (SF) 1034, Public Voucher for Purchases and Services Other Than Personal, requesting issuance of a treasury check. The SF 1034 will include:

- (1) A letter from the OMM stating the postage and postal services anticipated.
- (2) The anticipated cost of the postage and postal services requested.
- (3) The date the treasury check is required.

b. The OMM will forward the SF 1034 to the comptroller for approval. The comptroller will verify the availability of funds, provide the accounting data, and forward it to the Disbursing Officer for preparation of the treasury check, made payable to the OMM.

c. The OMM will cash the treasury check from the disbursing officer and load the funds on the Navy Cash visitor card. The maximum value on any one chip-only visitor card cannot exceed \$1,000.00, so multiple cards may need to be used.

d. The Disbursing Officer will record the transfer of the payment to the Navy Cash visitor card(s) issued for processing official mail as cash transactions on the Daily Cash Transaction Ledger in accordance with paragraph 8.4.13. Although the transfers are essentially cash-to-chip transactions, the OMM shall sign the ledger for the amount of value received, and the Disbursing Officer shall record the SF 1034 voucher number.

e. The Disbursing Officer will post the amount of the payment to the DD 2657, Daily Statement of Accountability, as an increase to line 6.2A and a decrease to line 6.9.

f. The OMM can then take the Navy Cash visitor card(s) issued for processing official mail to the post office as needed to pay for purchases of postage and postal services for official mail.

g. If a question arises about the record of transactions for any Navy Cash visitor card(s) issued for processing official mail, the OMM can go to the disbursing office and request the Card Report for the particular visitor card in question (see paragraph 8.4.17). The “Card Report” link in the Navy Cash application can provide a breakdown of all chip transactions, including all loads and purchases, for any period specified.

4. Reports. Semi-annually, each command will provide a report of the cost of official mail postage and postal services used. These reports will cover the periods 1 October through 31 March and 1 April through 30 September. These reports will be submitted to the serving Consolidated Mail Facility (CMF) not later than the 15th day of the month following the end of the reporting period.

Appendix O

Barge Support

1. Ships undergoing availabilities in shipyards often use barges as temporary office, messing, and berthing spaces. To accommodate Navy Cash ships when required, selected barges have been equipped with the basic infrastructure of serial and LAN drops and foundations needed to support limited Navy Cash operations. The Navy Cash equipment itself, such as the server, workstations, K80 Cashless ATM and router, and K22 Point of Sale (POS) devices, would be relocated from the ship to the barge. As an example, the table below lays out the typical configuration for YRBM(L) size barges.

Barge Configuration – YRBM(L)

Serial/ LAN Drops	To Support
3	Vending Machines
2	Server
1	Disbursing Workstation
1	Sales Office
2	Download Box
2	Ship's Store
1	K80 and Router

2. Coordinate with Barge Managers. If it becomes necessary to move Navy Cash to the barge, this requirement must be communicated to the Barge Managers along with the ship's other requirements. Given enough lead time, Barge Managers can match Navy Cash ships to Navy Cash barges.

3. Contact Titan Corporation. To relocate Navy Cash equipment from the ship to the barge, the ship must request assistance from Titan Corporation; otherwise, the ship will be responsible for any damages to Navy Cash equipment sustained during the move. The ship will work directly with Titan to arrange these services and will be responsible for all costs associated with the relocation.

4. Ensure Navy Cash is Fully Operational. The ship must ensure that the Navy Cash system is fully operational prior to the relocation. Any hardware, software, communications, or operational issues should be reported to the Customer Service Center (see paragraph 8.14.1). It will be much easier to resolve any issues before the equipment has been moved to the barge.

5. Vending Machines. To operate with Navy Cash, any vending machines on the barge must be compatible with Navy Cash. If soda vending machines are to be installed on the barge, the Coke and Pepsi distributors need to be aware of the requirement to install "MDB compliant"

machines that will be operating with Navy Cash. If the Navy Cash server must be relocated from the ship to the barge, the vending machines on the ship may have to be turned off.

6. Barge Checklist. The checklist below has been developed to lay out the ship's responsibilities in working with Titan to relocate Navy Cash equipment to the barge.

7. Move Back to Ship. At some point near the end of the availability, the Navy Cash equipment that was moved to the barge will need to be moved back to the ship. Again, the ship must work directly with Titan to arrange these services and will be responsible for all costs associated with the relocation. With some straightforward substitutions, the Barge Checklist can be used to support the move from the barge to the ship as well.

CHECKLIST FOR MOVING NAVY CASH TO A BARGE

SHIP: _____

BARGE: _____

NAVY CASH MOVE ABOARD DATE: _____

TITAN ENGINEER: _____

Item	Responsible Shipboard POC	Task ¹	Titan Initials
Network Connectivity			
1		Ensure the Local Area Network (LAN) on the barge is up and connectivity is established between all servers and workstations on the barge.	
2		Ensure that the barge can communicate to shore and that web browsing is fully functional.	
3		If the barge has a router and the ship's router isn't moving to the barge, ensure that the password to the router is available, so that the router can be checked/configured with the outbound ACL for Navy Cash if necessary. If the activity that controls/maintains the router will not divulge the password, we will then need a contact to call who can be available quickly.	
Physical Access			
4		Ensure access to all necessary spaces <i>on the ship</i> for Navy Cash components that are intended to be moved to the barge.	
5		Ensure access to all necessary spaces <i>on the barge</i> .	
6		Ensure that Navy Cash vending machines are in place on the barge and the vending machine operator is available to allow access into the machines.	
7		Ensure that network drops for Navy Cash equipments have not been used for other equipments.	
Power			
8		Ensure power is currently supplied to the barge.	
9		Ensure that power outlets for Navy Cash equipments have not been used for other equipments.	

¹ Any item not completed prior to the scheduled move aboard may incur additional costs to the ship.

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