

# Navy Cash

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# From the Program Management Office

## **Enhanced Enrollment Features!**

Navy Cash self-enrollment has been available to all new card holders for some time. New Crewmembers, Marines, Squadrons, AIRDETs, and TAD personnel can use Navy Cash Self Enrollment before embarking onboard ships. This is a terrific value added feature to further reduce the DISBOs work load for 2887/2889 management and allow both new cardholders and DISBOs a smooth transition for card issuance. New cardholders can go to [www.navycash.com](http://www.navycash.com), look for “Need a Navy Cash Card?” and click on ‘Enroll Here’ to get started.

New cardholders will have to agree to the Terms and Conditions, and privacy policies then enter their personal email to proceed. DISBOs will want to inform those self-enrolling to have their bank’s routing number and their checking account number ready to input into the application to fully register. New enrollees will need to know the command they are going to so their profile can be sent to that ship. Upon arrival, the enrollee can go to Disbursing to get their new card. As a DISBO, you don’t need to have them complete a new 2887, it’s done through the self-enrollment; no need to upload a 2887, the self-enrollment information is attached to the card holders profile.

All contractors should be directed to self-enroll as well, they’ll have an extra requirement to note they are a contractor within the 2887 and then provide additional employer information. Properly completing this step will generate a 2889 contractor form to attach to their profile.

Self-enrollment reduces the work load on the DISBO/Deputy and ensures the cardholder has a valid 2887 on file and gives the DISBO the proper information to manage and collect negative balances and ensure remaining funds left on a card be pushed to the cardholder.

## **Completed 2887/2888/2889 Documents**

Please ensure any cardholder within your command using a Navy Cash card has a completed 2887/2888/2889 on file with the Federal Reserve Bank.

**2887s** are for any military or federal civilian employees, direct new cardholders to complete the self-enrollment through the Navy Cash website or the Navy Cash mobile App.

**2888s** are for all merchants’ onboard ship under your Navy Cash/Disbursing responsibility that have a card connected to a bank. When a merchant card holder turns over as a result of new responsibilities, or a transfer a new 2888 should be completed for the new accountable official for that merchant. Please ensure all your merchant card holders with a connected bank account to the card are current.

**2889s** are an additional form required by US Treasury for all contractors that use Navy Cash, this is an additional form to the 2887 both of which can be managed through the Navy Cash website through self-enrollment.

Completed forms are the best management tool a DISBO can have to manage cardholder accounts, negative balance collections, and to return abandoned funds should a card holder not go through a proper check out.

**Device Management Reminder:**

Whether you're pier side, out for local ops or deployed we remind you to employ sound device management. All your devices; Point of sales (POS), Card accessing devices (CAD), Kiosks, work stations and servers should be fully operation to support Navy Cash for everyday business. When your devices are off line reference the Device User Guide in the SOP, section 5D, to try and bring them back up. This usually entails powering the device off, then back on. If that doesn't bring the device back online then open a trouble ticket with Navy Cash CSU for additional support.

If the Device is broken, regardless of the reason, open a ticket to have it replaced, return instructions will follow then get the broken POS or CAD into the mail as soon as you're able and a replacement will be shipped. If there are any transactions remaining on the device, FRB or SAIC will recover the transaction if possible, once collected you'll receive an email to establish a remote session to upload any transactions to your system.

Take the opportunity to ensure all your devices are in good working order, any broken or non-functional devices that may be sitting around in a drawer or safe or closet, open a ticket and get them ready to send out for replacement once instructed. It's important to ensure you take the time to manage your devices to ensure inventory compliance, you have the allotted number of spares, and you can support your crew's Navy Cash activity. It further helps us ensure you're fully supported through the program office and we maintain good back up inventory to ensure you can do the same.

**IPA 280 Point of Sale Devices**

For all ships with Navy Cash version 1.4.7.1, you have IPA 280 point of sale devices. As you're all aware these legacy POS devices are very aged. NAVSUP Program Office asks you keep a close eye on these devices for swollen batteries. If you have an IPA 280 out of commission due to breakage, or just not communicating/charging please open a case with Navy Cash CSU to have it exchanged for a replacement. If there is an IPA 280 POS with a swollen battery, it should be removed, turned into your HAZMAT department and then open a ticket with the subject line 'Swollen Battery'. This will allow the program office to manage remaining inventory and allocate devices and spare batteries as needed. For additional questions or comments please connect with your Navy Cash FLC representative.

**Navy Cash Cardholder Profile Moves:** As a reminder, when processing new checks in for personnel that had a Navy Cash account previously, please use the full SSN to search on the Navy Cash website. After locating the profile, you can change the location to your ship. After the next roundtrip, or about 24 hours later, you should be able to issue the cardholder a new card. Of note, if you do NOT use the full SSN and use the first and last name, you may accidentally pull the wrong individual over to your ship, which will cause several issues. If the cardholder still has their unexpired Navy Cash card, they can simply do a "Ship check in" at the Navy Cash ATM onboard the ship. After 24 hours, their Navy Cash card should be fully functional. If you have any questions about these procedures, please contact your supporting FLC.

## Navy Cash Managers of the Month



LTJG Emily Fricke, the Disbursing and Sales Officer onboard USS BLUE RIDGE (LCC 19) in Yokosuka, Japan has been selected as the Navy Cash Manager of the Month! LTJG Fricke has been onboard the BLUE RIDGE since February 2022. She works with her team to provide support to both BLUE RIDGE crew and 7<sup>th</sup> Fleet Embarked Staff.

LTJG Fricke successfully oversaw the implementation of Navy Cash Version 1.4.7.4 while it was streamlined with CANES 4.0 last summer. With the help of her deputies, RS1 Davis and RS1 Purugganan, they quickly transitioned to cash sales to prevent a loss of services to the crew. They maintained 100% accountability for the \$3,000 of cash collected during the 10-day period. A few weeks later she received a 98.79% OUTSTANDING Score on the 2022 Field Examination Group Audit.

LTJG Fricke always has a positive attitude, and is committed to providing the highest caliber of service to the crew onboard USS BLUE RIDGE!

## Navy Cash Managers of the Month



ENS Sofia Kitchen-Knight, the Disbursing and Sales Officer aboard USS PAUL HAMILTON (DDG 60) has been selected as the Navy Cash Manager of the Month. ENS Kitchen-Knight has been onboard PAUL HAMILTON since January 2022 and is in the midst of an extended deployment to the 7<sup>th</sup> and 5<sup>th</sup> Fleet Areas of Operation. She oversaw the upgrade and replacement of all Navy Cash devices onboard prior to deployment, striving to maintain 100% uptime throughout for the store and all vending outlets. Her efforts resulted in transferring \$55K in profits to MWR after the first four months of deployment. LTJG Kitchen-Knight's dedication, drive for excellence, and attention to detail resulted in a score of "EXCELLENT" during her surprise Field Examination Group Audit, above-average scores in Supply during a Readiness Evaluation Six inspection, and earned PAUL HAMILTON a Blue "E" for Logistics Excellence for 2022. Her level of service is exemplary and she well deserves to be Navy Cash Manager of the Month.

## Navy Cash Managers of the Month



ENS Nastassia Rowe, Disbursing and Sales Officer aboard USS Bainbridge, homeported in Norfolk, VA was selected as the Navy Cash Manager of the Month for the month of May. Her outstanding leadership, technical acumen, and superb management have been an integral and crucial part of BAINBRIDGE's success. Her Disbursing and Navy Cash Operation are in full compliance with DoDFMR and SOP instructions. Her high standards, coupled with the strict adherence to procedural compliance, led to BAINBRIDGE earning a grade of OUTSTANDING during the most recent Field Examination Group audit that was completed on February 15, 2023. Her performance and maintenance of the Navy Cash System has been nothing short of outstanding. The current FS 2887 Missing Summary Report for April 2023 reflects no forms missing on file with FRB-KC and the current FS2888 Progress Report for April 2023 reflects no missing forms for Merchant applications. She also diligently managed her negative balance ledger to reflect no negative balances over 60 days old for the first four months of this year. ENS Natassia Rowe technical knowledge and customer service are a strong reminder of the Supply Corps devotion to supporting the warfighter. Her noteworthy accomplishments, steadfast resolve and devotion to duty make her well deserving of the title "Navy Cash Manager of the Month."

# Fleet Events and Training

## **Refresher Training**

San Diego, CA  
Norfolk, VA

11-14 July  
28 Aug-01 Sept

## **DDS Training**

The Introduction to DDS - Deputy Disbursing Officer Perspective class. Note, all times are EDT.

July – 7/20 1300-1600

August – 8/17 1300-1600

September – 9/14 1300-1600

**Meet the Fleet** (Below dates are tentative and subject to change)

TBD





Navy Cash, DDS & OTCnet tech docs are available on SAILOR 2.1  
<https://sailor.navy.mil/sailor/home.cfm>

## Navy Cash Treasury Website

[Navycash.gov](http://Navycash.gov)

Or

<https://www.fiscal.treasury.gov>

NAVSUP 727, NAVYCASH SOP, NAVY CASH SOP CHANGE  
NOTICE

<https://fiscal.treasury.gov/navy-cash/procedures.html>

## NAVSUP News and Media

<https://www.navsup.navy.mil/navsup/news>

## Deployable Disbursing System (DDS)

Tutorials: <https://www.milsuite.mil/video>



## **Federal Reserve Bank Customer Service Center (CSC)**

Customer Service Center (CSC)

Cardholders: (866) 3NAVYCASH or (866) 362-8922

Business hours (0000-1800 CT M-F)

Website: [www.navycash.com](http://www.navycash.com)

E-mail: [navycashcenter@frb.org](mailto:navycashcenter@frb.org)

Disbursing Offices: (866) 6NAVYCASH or (866) 662-8922

Website: [www.navycashcenter.com](http://www.navycashcenter.com)

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