

HULL SWAP GUIDELINES

Migrating from One Navy Cash Ship (*Ship 1*) to Another (*Ship 2*)

The steps below will help to ensure an accurate and smooth transition from one Navy Cash system to another when two ships swap hulls.

a. Notify the Crew. About four to five weeks before the actual hull swap, the Disbursing Officers on *Ship 1* and *Ship 2* should begin notifying their crews that they can use the funds in their Navy Cash closed-loop (chip) account on either ship during the transition, but they must do a “Ship Check In” at one of the Navy Cash kiosks on the new ship once the crossdeck is completed in order to access funds in their linked bank or credit union account or Mastercard® debit open-loop (strip) account on the new ship. Cardholders signed up for split pay must ensure they complete this “Ship Check In” before the next payday, so their payroll payments can be properly credited to their Mastercard debit accounts. The Disbursing Officer can use POD notes, e-mails, or other means to notify the crew—a proposed POD note is included below. The Fleet Support Groups at NAVSUP FLC Norfolk, NAVSUP FLC San Diego, and NAVSUP FLC Yokosuka are available to provide any advice concerning the transition (but you should probably talk with them before you deploy).

b. Navy Cash Closed-Loop and Mastercard Debit Open-Loop Accounts. Since funds in the Navy Cash closed-loop (chip) account on a Navy Cash card can be used on any Navy Cash ship, cardholders on both ships will be able to use any funds they have in the closed loop for purchases on either ship. To access the Mastercard debit (strip) account once the crossdeck to the new ship is completed, each individual cardholder must do a “Ship Check In” at one of the Navy Cash kiosks on the new ship. When the next round trip is completed between ship and shore, the cardholder’s member profile is transferred to the new ship, and the cardholder can then access funds in his or her bank or credit union account and open-loop account. The Navy Cash system on the ship runs interim round trips automatically at regular intervals throughout the day to synchronize the ship and shore databases, so cardholders’ accounts will be updated on a regular basis during the transition.

c. Clear All Negative Account Balances. The Disbursing Officers on *Ship 1* and *Ship 2* must make every effort to clear all negative Navy Cash account balances prior to completing the hull swap. 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 their accountability, the Disbursing Officers are responsible for collecting on that debt. Continue to review the Negative Balance and Returned Items Detail Reports on a daily basis and call any cardholder whose negative balance is not covered by automatic representment to the Disbursing Office immediately to clear the negative balance (*Note: Any cardholders with a negative balance will appear on the Negative Balance Reports on both ships for a two-week period after they complete a “Ship Check In”*).

d. Option to Stop Split Pay. Members who want to stop split pay must have their SPO stopped and the change transmitted to DFAS Cleveland before the 5th or the 20th of the month in order to have the funds credited to their Direct Deposit System (DDS) bank or credit union accounts the following payday.

e. Split Pay, Navy Cash, and Failed SPO Payments. Currently, when DFAS Cleveland forwards a SPO payroll, the Treasury Agent credits payroll payments to individual accounts by

ship. Individual payroll payments fail when the Navy Cash system ashore does not know that someone is assigned to a particular ship.

(1) Initiate Coordination. The Disbursing Officers on both ships must work with their Personnel Officers to coordinate with the primary POCs at the appropriate PSD, PSD Afloat, ISIC, and Type Commander to make certain that their UICs are matched with their new ADSNs, updating AMF1; that their pay and personnel accounts have been shifted to their new ADSNs; etc. The point of contact at DFAS Cleveland is Ms. Ronnie Ruff at ronnall.ruff@dfas.mil or (216) 204-4411.

(2) Complete “Ship Check In” at Navy Cash Kiosk. To avoid failed SPO payroll payments once the crossdeck is completed, the Disbursing Officers on *Ship 1* and *Ship 2* must ensure everyone signed up for split pay has completed a “Ship Check In” at one of the Navy Cash kiosks on the new ship before the next payday. That way, as soon as the next round trip is completed between ship and shore, the Navy Cash system knows the particular ship to which individual crewmembers are assigned, and payroll payments can be properly credited. As always, any new enrollments in Navy Cash must be completed and the Navy Cash accounts must actually be opened before signing new enrollees up for split pay.

(3) Payroll Reports. The Navy Cash Payroll Funding Report, which can be found in the shore reports directory each payday, provides a summary of the payroll payments posted and an indication of the reason individual payments failed to process. The SPO Payroll Report, which can be generated on the ship as required using the “View Reports” function in the Navy Cash application, lists the Navy Cash cardholders who are receiving SPO and the last payroll amounts credited to their Navy Cash accounts.

f. Navy Cash Card Stock. The Disbursing Officers on *Ship 1* and *Ship 2* must coordinate to ensure both ships have enough Navy Cash instant issue and visitor card stock on hand for the initial needs of the crews after they crossdeck, e.g., a minimum six-month supply of cards.

g. Merchant Cards, Chart of Accounts, and Settlement Options.

(1) Final Settlement. The Disbursing Officers on *Ship 1* and *Ship 2* must coordinate with all Navy Cash merchants on their respective ships to determine when they will stop collecting bill, dues, fees, etc. under the *Ship 1* and *Ship 2* merchants. Our suggestion would be to stop about one week prior to the actual hull swap. If a collection must be done in the interim, use cash or check. To facilitate the final settlement and transition, the Disbursing Officers on *Ship 1* and *Ship 2* should ask the CSU to change the settlement option for all private merchants to the strip account.

(2) Zero Out Both Mastercard Debit (Strip) and Navy Cash (Chip) Accounts. Just prior to final settlement and transition, all private merchants on both *Ship 1* and *Ship 2* should zero out both the Mastercard debit open-loop and Navy Cash closed-loop accounts associated with the merchant Navy Cash cards. They can either move all the funds from the open and closed loop back to the bank or credit union account associated with their merchant card using the Navy Cash kiosk, or they can move all the funds in the open-loop account to the closed-loop account and cash out the closed loop at the Disbursing Office. If requested, the Disbursing Office can cut a U.S. Treasury check when they cash out the closed loop. Then, when the crossdeck to *Ship 2* and *Ship 1* is completed, they can deposit the check into a new bank or credit union account.

(3) Chart of Accounts and Settlement Options. To update the Merchant Chart of Accounts for each ship once the crossdeck is completed, the Disbursing Officers on each ship must provide new points of contact and advise the CSU whether private merchants want to settle

to the Mastercard debit (strip) account or to a bank or credit union account. For a private merchant who settles to a bank or credit union account, the CSU must also be advised of any new account information and whether the merchant wants to settle on a daily or weekly basis **PRIOR** to conducting any sales on the new ship.

(4) Merchant Cards. Since the Navy Cash merchant cards are assigned to the ship, the Disbursing Officers on *Ship 1* and *Ship 2* must coordinate to ensure all Navy Cash merchant cards, for example, Wardroom, Chief's Mess, MWR, Official Mail Manager, Taxi Merchant, Private One through Private Five or Private Fifteen, are handed over from one crew to the next and remain with their respective ships. That is, all *Ship 1* merchant cards **MUST** remain on *Ship 1*, and all *Ship 2* merchant cards **MUST** remain on *Ship 2* for use by the new crews.

Recommendation: About one week prior to the actual hull swap, after all the open- and closed-loop accounts associated with the merchant cards have been zeroed out (see paragraph g.(2) above) and after final settlement (see paragraph g.(1) above), all merchant cards on Ship 1 and Ship 2 should be turned in to Disbursing and stored in the safe. Then, when the crossdeck to Ship 2 and Ship 1 is completed, the Disbursing Officer from the new crew can reissue the cards.

h. Update Disbursing Office Contact Information. Once the crossdeck is completed, the Disbursing Officers on *Ship 2* and *Ship 1* should either contact the CSU to update their Disbursing Office contact information for their new ships or go to the Disbursing web site at www.navycashcenter.com and use the "Ships" tab to locate the ship's profile and then use the "Contacts" tab to update the "Disbursing Office" contact information.

i. Again, the Fleet Support Groups at NAVSUP FLC Norfolk, NAVSUP FLC San Diego, and NAVSUP FLC Yokosuka are available to provide any advice concerning the transition.

Sample POD Note

Hull Swap

Navy Cash — Heads Up, Shipmates! As a part of our (upcoming) turnover (hull swap) with *Ship 2* (*Ship 1*), Navy Cash should help make the transition a little bit easier. Both ships are Navy Cash equipped. Since the funds in the Navy Cash closed-loop (chip) account of a Navy Cash card can be used on any Navy Cash ship, you will be able to use any funds you have in your Navy Cash account for purchases on either ship. Once the crossdeck to *Ship 2* (*Ship 1*) is completed, it is important that you do a "Ship Check In" at one of the Navy Cash kiosks on the new ship. The next round trip will notify the Navy Cash system ashore that you have moved to *Ship 2* (*Ship 1*) and transfer your member profile to the new ship. You can then access your Mastercard debit open-loop (strip) account and transfer funds between your bank or credit union account and your open- and closed-loop accounts. If you are signed up for split pay, it is extremely important that you complete this "Ship Check In" a few days before payday, so that your payroll payment can be properly credited to the Mastercard debit account on your Navy Cash card.

The hull swap with *Ship 1* (*Ship 2*) is currently scheduled to be completed on 19 April 2012. If you are currently signed up for split pay, you should complete your "Ship Check In" by 26 April, so that the payroll for 1 May 2012 can be properly deposited into your Mastercard debit account. If you decide to stop your split pay, you must complete and sign the paperwork at disbursing no later than 16 April 2012, so that we can notify DFAS Cleveland in time to have the funds credited to your direct deposit account on the 1 May 2012 payday.

If you have any questions, please contact the Disbursing Office.

Dates are for illustrative purposes only. Change the dates to suit your schedule.