

NAVY CASH[®]
SOP CHANGE NOTICE
NAVSUP PUB 727

Navy Cash Fleet Support Groups
NAVSUP Fleet Logistics Centers
Norfolk
San Diego
Yokosuka

Navy Cash SOP Change Notice 2020-006

13 November 2020

Subject: Fraud-Related Navy Cash Accounts Information Requests

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

- 1. Background.** Individuals requesting Navy Cash cardholder records must have proper authorization. If an investigator or other official who is not authorized access requests a Navy Cash account or cardholder’s records, a special request memorandum must be completed and sent to Treasury for review and approval for release of the records in question.
- 2. Disbursing Officer Action.** Adhere to the specific procedures outlined in this change notice.
- 3. Official Change to Navy Cash SOP.** This Navy Cash SOP Change Notice represents an official change to the Navy Cash SOP (NAVSUP PUB 727). Each DO/Navy Cash Accountable Officer shall retain a copy of all effective Navy Cash SOP Change Notices on file for inspection with the current version of the SOP (*see list of effective Navy Cash SOP change notices immediately below*).
- 4. List of Effective Navy Cash SOP Change Notices.** This table identifies all change notices issued in the publication year of the rewrite of NAVSUP Pub 727 dated 18 May 2020. An “N/A” in the Issued column identifies that those changes were incorporated in the new SOP. They are listed only to avoid confusion regarding the change notice numbering sequence.

<i>CHG #</i>	<i>Issued</i>	<i>Change Title</i>	<i>SOP Version</i>
2020-001	N/A	Ship’s Store Profits Transfer to MWR Merchant Procedures	v1.15v2
2020-002	N/A	Cardstock Reordering Procedures	v1.15v2
2020-003	N/A	Barge Move Procedures	v/1.15v2
2020-004	21 Aug 20	Navy Cash Card Issuance Requires a Linked U.S. Bank Account	18 May 20
2020-005	15 Oct 20	Procedures for Missing or Deceased Members	18 May 20

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

Hugh Chin at NAVSUP FLC Norfolk
hugh.chin@navy.mil
(757) 443-1189 DSN: 646-1189

Andy Yager at NAVSUP FLC San Diego
andrew.yager@navy.mil
(619) 556-6493 DSN: 526-6493

Vicente Cruz at NAVSUP FLC Yokosuka
Vicente.Cruz@fe.navy.mil
+81 (46) 816-7324 DSN: (315) 243-7324

6. **General Changes to Procedures.** Provides guidance regarding proper procedures for referring individuals and officials not authorized access to Navy Cash account information for Navy Cash cardholder transactions or related records.

7. **Specific Changes to Procedures.** Part 1, Section 4, Para 2.4.5.3.A on page S4-84 is modified as shown below:

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2.4.5.3. REQUESTED BY OTHER THAN CARDHOLDER WITHOUT A SUBPOENA.

A. If someone other than the Navy Cash cardholder submits a request for account information, transaction history, or any PII concerning Navy Cash accounts, e.g. Chain of Command, Legal Officer, designated Investigating Officer, NAVSUP, NCIS investigators, other state or police agencies; the Treasury Agent nor the Disbursing Officer is authorized to provide such information. This information may not be provided to anyone other than the cardholder without prior written approval from the U.S. Treasury. Provide the requestor with the standard “**Fraud-related Requests for Navy Cash Account or Cardholder Information**” memorandum. (See Part 2, Section 5B, page S5B-37) When approval is received, the Treasury Agent will provide such information to the U.S. Treasury or an approved agent of the Treasury for further distribution.

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Fraud-related Requests for Navy Cash Account or Cardholder Information

To Whom It May Concern:

This disclosure is in response to your request for records related to the Navy Cash program. Navy Cash is a payments and collections service provided to Department of Defense (DoD) Agencies by the United States Department of the Treasury, Bureau of the Fiscal Service (Fiscal Service) to replace cash in forward-deployed environments. The Federal Reserve Bank of Kansas City, Omaha Branch (FRBKC) and PNC Bank (PNC) are the designated Fiscal Service agents for the Navy Cash program. The records you are seeking belong to the Fiscal Service and are subject to laws and policies that govern the release of such information. Although FRBKC cannot directly provide you with the records you seek, Fiscal Service may be able to assist you with your investigation.

As the records requested pertain to personal information of Navy Cash cardholders, Fiscal Service is required to comply with the Privacy Act of 1974, as amended (Privacy Act). 5 U.S.C. § 552a. The Privacy Act protects Navy Cash cardholders' records from being disclosed to any third party without prior written consent of the cardholder to whom the records pertain. However, there are twelve exceptions which allow disclosure of records without the individual cardholder's consent. Two of the twelve exceptions may be relevant to the disclosure of Navy Cash cardholder's personal information to your agency.

The Privacy Act, 5 U.S.C. § 552a(b), states in part:

(b)Conditions of Disclosure.—No agency shall disclose any record which is contained in a system of records by any means of communication to any person, or to another agency, except pursuant to a written request by, or with the prior written consent of, the individual to whom the record pertains, unless disclosure of the record would be—

(7) to another agency or to an instrumentality of any governmental jurisdiction within or under the control of the United States for a civil or criminal law enforcement activity if the activity is authorized by law, and if the head of the agency or instrumentality has made a written request to the agency which maintains the record specifying the particular portion desired and the law enforcement activity for which the record is sought; [or]

(11) pursuant to the order of a court of competent jurisdiction.

If you believe your request meets one of the exceptions noted above (or another exception), please forward to your request to:

Sean P. Kemple - Navy Cash Program Manager
U.S. Department of the Treasury
Bureau of the Fiscal Service
401 14th Street, S.W. - Room 349E
Washington, D.C. 20227
(202) 874-5206
Sean.kemple@fiscal.treasury.gov

Please be aware that a request made under 5 U.S.C. § 552a(b)(7) will need to be signed by the head of the agency or instrumentality as set forth above and a court-signed subpoena will be required for requests made under 5 U.S.C. § 552a(b)(11).

Thank you for your interest in Navy Cash. Please let us know if you have any questions.