

HULL SWAP—ATMS-AT-SEA AND NAVY CASH

Guidelines for a Navy Cash Ship (*Ship 1*) Migrating Navy Cash and Split Pay Accounts to ATMs-at-Sea

With Navy Cash, DFAS Cleveland processes the ship's Split Pay Option (SPO) payroll and forwards the pay file and funds to the Treasury Financial Agent, JPMorgan Chase, each pay day. JPMorgan Chase then pluses up each person's Navy Cash account accordingly. With ATMs-at-Sea, the ship's Disbursing Office must process the SPO payroll file and transfer the file to the ATMs-at-Sea server to plus up each person's ATMs-at-Sea account.

a. Notify the Crew. About four to five weeks before the actual hull swap, the disbursing office on *Ship 1* should begin notifying the crew that they must zero out both the strip and the chip on their Navy Cash cards before leaving the ship for the last time. The disbursing office can use POD notes, e-mails, or other means to notify the crew—two proposed POD notes are included below. The Disbursing Officer may even want to consider providing a K22 on the quarterdeck to check chip balances when members of the crew leave the ship for the last time. The Fleet Support Group at FISC Norfolk or FISC San Diego is available to provide any advice concerning the transition from Navy Cash to ATMs-at-Sea (but you should probably talk with them before you deploy).

b. Zero Out Both Strip and Chip Accounts. Navy Cash cardholders basically have two options: they can either move all the funds from their strip and chip back to their bank or credit union account using the K80, or they can move all the funds on the strip to the chip and cash out the chip at the disbursing office. If cardholders request it, the disbursing office can cut a U.S. Treasury check when they cash out the chip. Then, when the crossdeck to *Ship 2* is completed, they can turn the check in to disbursing and deposit the money into an ATMs-at-Sea account.

c. Clear All Negative Account Balances. The Disbursing Officer on *Ship 1* 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 his or her accountability, the Disbursing Officer is responsible for collecting on that debt. Review the daily Negative Balance Report each day, and call any cardholder who appears on the report to disbursing immediately to clear the negative balance.

d. Suspend Navy Cash Accounts. After the crossdeck is complete, the Disbursing Officer of *Ship 1*, now on *Ship 2*, must notify the Navy Cash Customer Service Center (CSC) via email that the cross deck has been completed and request that the CSC suspend all Navy Cash accounts for former *Ship 1* crewmembers effective immediately.

(1) Option to Automate Process. If *Ship 1* has software release 1.4.5 build 0 or later, they can automate this process by indicating a transfer date (date crossdeck will be completed) for each member of the crew using the "Account Information Update" function in the Navy Cash application. Account update information is forwarded automatically to the Navy Cash backend ashore as a part of the end-of-day process. The transfer dates will be used to pull accounts off *Ship 1*'s Navy Cash roster. When pulled, the Navy Cash accounts will be suspended, and Navy Cash access to bank and credit union accounts will be blocked, automatically.

(2) Retain Navy Cash Cards. We recommend that everyone keep their Navy Cash cards in a secure location and leave their Navy Cash accounts open. The cards do not expire until three years from date of issue.

- If their next ship is Navy Cash equipped, they can report to the disbursing office as a part of their check-in process; disbursing can unblock their Navy Cash access to their bank or credit union account and contact the CSC to reactivate their Navy Cash accounts; and they can quickly get access to all Navy Cash capabilities.

- If their next ship has received software release 1.4.6 build 0 or later and *Ship 1* elected to enter a transfer date using the “Account Information Update” function in the Navy Cash application (see paragraph (1) directly above), they can go directly to a K80, rather than reporting to the disbursing office, do a “Ship Check In” and Navy Cash access to their bank and credit union accounts will be unblocked and their Navy Cash account will be reactivated automatically.

e. Option to Stop Split Pay. Members who don’t want to open an ATMs-at-Sea account on *Ship 2* and 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) home bank or credit union accounts the following payday.

f. ATMs-at-Sea Training. The disbursing office will be provided ATMs-at-Sea training. The Disbursing Officer on *Ship 1* must coordinate with NAVSUP Navy Family Support (Robin Stone, robin.stone@navy.mil, (717) 605-1272, DSN 430-1272) to arrange training.

g. Split Pay and ATMs-at-Sea. Each payday, the Disbursing Officer selects the option in the UMIDS/DMO payroll system to generate a payroll file on floppy disk for transfer to the ATMs-at-Sea system server. Follow the procedures in the ATMs-at-Sea Training Manual.

h. Open ATMs-at-Sea Accounts. For the first payday after the crossdeck is completed, the ATMs-at-Sea system will open accounts for everyone listed in the split pay payroll file and assign ATMs-at-Sea cards to each account from the available card stock on hand. For the first payday, it may make sense to process the payroll at least one day early, so that the ATMs-at-Sea cards can be handed out to most of the crew before payday itself, and crewmembers can access their split pay in the ATMs. For subsequent paydays, the ATMs-at-Sea system will plus up the balance in their account by the amount of their payroll. Follow the procedures in the ATMs-at-Sea Training Manual.

i. Pass Out ATMs-at-Sea Cards. To withdraw funds from their ATMs-at-Sea account, members must first pick up their ATMs-at-Sea card and PIN number from the disbursing office during customer service hours. Then, members can go to the ATMs with their card, dip their card into the card reader in the ATM, and enter their PIN to receive funds.

j. ATMs-at-Sea Card Stock. The Disbursing Officer on *Ship 1* must coordinate with the Disbursing Officer on *Ship 2* to ensure *Ship 2* has enough ATMs-at-Sea card stock on hand to accommodate everyone in the crew of *Ship 1* that decides to open an ATMs-at-Sea account.

k. Navy Cash Card Stock. The Disbursing Officer on *Ship 1* must coordinate with the Disbursing Officer on *Ship 2* to ensure *Ship 1* has enough Navy Cash temporary and visitor card stock on hand for the initial needs of the crew after they crossdeck from *Ship 2*, e.g., a minimum six-month supply of cards. *Ship 2* will have gone through Navy Cash Orientation and Enrollment Training (O&E) prior to crossdecking to *Ship 1*. The initial issue of permanent Navy Cash cards should have already been ordered and be in production for delivery to the new crew.

l. SecurID Tokens. The Disbursing Officer on *Ship 1* must coordinate with the Disbursing Officer on *Ship 2* and with the CSC to transfer ownership of the SecurID tokens from the former crew to the new crew. The CSC will need to be provided with the serial number of each token

and the full name, last four digits of the SSN, date of birth (month and day only), and date joined the Navy for each person on the new crew who will access the web site. The SecurID tokens are needed to access the Navy Cash disbursing web site to view split pay payroll payments into accounts, account balances, and other account profile information; update linked bank or credit union account information; and block and unblock Navy Cash access to this linked account.

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

(1) Merchant Cards. The Disbursing Officer on *Ship 1* must coordinate with the Disbursing Officer on *Ship 2* to ensure all Navy Cash merchant cards, for example, Wardroom, Chief's Mess, MWR, Taxi Merchant, are handed over from one crew to the next. That is, all *Ship 1* merchant cards **MUST** remain on *Ship 1* for use by the new crew.

(2) Chart of Accounts and Settlement Options. To update the Merchant Chart of Accounts, the Disbursing Officer on the new crew must provide new points of contact and advise the CSC whether private merchants want to settle to the Navy Cash (strip) account or to a bank or credit union account. For a private merchant who settles to a bank or credit union account, the CSC must also be advised of any new account information and whether the merchant wants to settle on a daily or weekly basis.

(3) Final Settlement. The Disbursing Officer on *Ship 1* must coordinate with all Navy Cash merchants to determine when they will stop collecting bills, dues, fees, etc. under the *Ship 1* merchants. To facilitate the final settlement and transition, the Disbursing Officer on *Ship 1* should ask the CSC to change the settlement option for all private merchants to the Navy Cash (strip) account.

(4) Zero Out Both Strip and Chip Accounts. Just prior to final settlement and transition, all private merchants should zero out both the strip and chip accounts associated with the merchant Navy Cash card. They can either move all the funds from the strip and chip back to the bank or credit union account associated with their merchant card using the K80, or they can move all the funds on the strip to the chip and cash out the chip at the disbursing office. If requested, the disbursing office can cut a U.S. Treasury check when they cash out the chip. Then, when the crossdeck to *Ship 2* is completed, they can deposit the check into a new bank or credit union account.

n. Again, the Fleet Support Group at FISC Norfolk or FISC San Diego is available to provide any advice concerning the transition from Navy Cash to ATMs-at-Sea.

Sample POD Notes

Hull Swap — Note 1

Navy Cash — Heads Up, Shipmates! As a part of our (upcoming) turnover (hull swap) with *Ship 2* in Sasebo, it is extremely important that you *zero out both the strip and the chip* on your Navy Cash card before leaving *Ship 1* for the last time. *Ship 2* does not have Navy Cash—she has the older ATMs-at-Sea system. Once we leave *Ship 1*, it will be difficult for you to access any funds left on the strip and impossible to access any funds left on the chip unless you happen to be on another Navy Cash ship or your Navy Cash card is cancelled.

There are basically two options: you can either move all the funds from your strip and chip back to your bank or credit union account using the K80, or you can move all the funds on the

strip to the chip and *cash out* the chip at the disbursing office. If you want, the disbursing office can cut a U.S. Treasury check when you cash out the chip. Then, when we complete the crossdeck to *Ship 2*, you can turn the check in to disbursing, and they can deposit the money into an ATMs-at-Sea account for you.

If you are currently signed up for split pay, the next payroll after we move aboard *Ship 2* will be deposited into an ATMs-at-Sea account that will be opened up for you, and you will be able to pick up your ATMs-at-Sea card at disbursing so you can access your pay in the ATMs.

We recommend you keep your Navy Cash card and account. The cards do not expire until three years from date of issue. If your next ship is Navy Cash equipped, report to the disbursing office as a part of your check-in process, and you can quickly get access to all Navy Cash capabilities. *Ship 2* is currently scheduled to receive Navy Cash in October 2006.

If you have any questions, please contact the disbursing office.

Hull Swap — Note 2

Navy Cash — Heads Up, Shipmates! The hull swap with *Ship 2* will be completed on 24 March 2006. Remember, it is extremely important that you *zero out both the strip and the chip* on your Navy Cash card before leaving *Ship 1* for the last time. *Once we leave Ship 1, it will be difficult for you to access any funds left on the strip and impossible to access any funds left on the chip unless you happen to be on another Navy Cash ship.*

You can either move all the funds from your strip and chip back to your bank or credit union account using the K80, or you can move all the funds on the strip to the chip and *cash out* the chip at the disbursing office. Disbursing can cut a U.S. Treasury check when you cash out the chip, but only if you go to disbursing no later than close of business on 16 March 2006.

If you are currently signed up for split pay, the payroll for 31 March 2006 will be deposited into an ATMs-at-Sea account that will be opened up for you, and you will be able to pick up your ATMs-at-Sea card at disbursing on 30 March 2006, so you can access your pay in the ATMs on payday. If you asked disbursing to cut you a check when you cashed out your Navy Cash card, you can cash that check at disbursing on 3 April 2006, and they can deposit the money into an ATMs-at-Sea account for you. If you decide to stop your split pay, you must complete and sign the paperwork at disbursing no later than 16 March 2006, so your split pay amount can be included in the direct deposit to your bank or credit union account on payday on 31 March 2006.

Again, we recommend you keep your Navy Cash card and account. The cards do not expire until three years from date of issue. If your next ship is Navy Cash equipped, report to the disbursing office as a part of your check-in process, and you can quickly get access to all Navy Cash capabilities. *Ship 2* is currently scheduled to receive Navy Cash in October 2006.

If you have any questions, please contact the disbursing office.

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

Guidelines for an ATMs-at-Sea Ship (*Ship 2*) Migrating ATMs-at-Sea and Split Pay Accounts to Navy Cash

With ATMs-at-Sea, the ship's Disbursing Office processes the SPO payroll file and transfers the file to the ATMs-at-Sea server to plus up each person's ATMs-at-Sea account. With Navy Cash, the ship no longer processes the SPO payroll file on pay day. DFAS Cleveland processes the ship's Split Pay Option (SPO) payroll and forwards the pay file and funds to the Treasury Financial Agent, JPMorgan Chase, each pay day. JPMorgan Chase pluses up each person's Navy Cash account accordingly. As a part of the hull swap and the switch to Navy Cash, the ATMs-at-Sea system must be closed out and shut down.

a. Notify the Crew. About four to five weeks before the actual hull swap and the ATMs-at-Sea system is scheduled to be shut down, the disbursing office on *Ship 2* should notify members of the crew that the ATMs-at-Sea will be shutting down. The disbursing office can use POD notes, e-mails, or other means to notify members and direct them to remove all of the money from their ATMs-at-Sea accounts at the ATMs—two proposed POD notes are included below. The Fleet Support Group at FISC Norfolk or FISC San Diego is available to provide any assistance required (but you should probably talk with them before you deploy).

b. Shut Down ATMs-at-Sea System.

(1) Thirty days before the ATMs-at-Sea system is scheduled to be shut down in preparation for the hull swap, delete all dormant (zero balance) and closed accounts from the ATM system. Do a complete End-of-Session to ensure ATM accounts are in balance and that there are no closed or dormant accounts remaining. If the ATMs-at-Sea accounts are not in balance, call Fleet Support Group FISC Norfolk or FISC San Diego for assistance in resolving the out-of-balance condition.

(2) Print and save to disk the Master File Report from the Reports Icon Group on the ATM server. Procedures are in Section 5 of the ATMs-at-Sea Training Manual. This report shows all the information on a customer's ATM account, i.e., Name, SSN, Date Last Pay, Date Last Transaction, Last Payroll Amount, and Current Balance.

(3) Three to five days before the ATMs-at-Sea system is scheduled to be shut down, repeat the steps in paragraphs (1) and (2) above.

(4) Using the Master File Report, the Accountable Officer logs on to the "Admin Account Adjustments" icon and goes to the "Administrative Adjustment" screen. Using the "current balance" column of the Master File Report, do a Negative Adjustment (Neg Adj) for each member that has monies in his/her account to zero balance each account. Follow the procedures in the Section 8.1 of the ATMs-at-Sea Training Manual.

(5) For those members who had monies remaining in their accounts or who requested a Government check for the remaining balance, individual ex-cash remittance checks will have to be prepared and delivered to the members. When the crossdeck to *Ship 1* is completed and they have received their Navy Cash card, they can turn the check in to disbursing and deposit the money into the electronic purse (chip) on the card. The Navy Cash chip can hold up to a maximum value of \$1,000. Amounts greater than \$1,000 require multiple transfers to the chip and then from the chip to the Navy Cash (strip) account. If *Ship 1* has software release 1.4.5 build 0 or later, amounts greater the \$1,000 can be deposited directly to the strip account in a

single transfer. Value can then be transferred from the strip to the chip at the K80 as needed to use on the ship.

(6) After the last member's account has been adjusted, do a complete End-of-Session to ensure all ATM accounts have a zero balance. Remove the safekeeping funds from the ATMs and place the funds in the Disbursing Officer's safe. Print another Master File Report. All accounts must have a "zero" in the current balance column.

(7) Back up the entire ATM system and store the back-up tape in the Accountable Officer's safe. Print Transaction Statements for all members who have accounts in the ATM system and give them to the members. Statements show a member's current balance and history of transactions. At this point, the ATM system can be shut down.

c. Option to Stop Split Pay. Members who don't want to participate in SPO as a part of Navy Cash on *Ship 1* 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) home bank or credit union accounts the following payday.

d. Split Pay and Navy Cash. Each payday, DFAS Cleveland processes the ship's SPO payroll and forwards the pay file and funds to JPMC who pluses up each person's Navy Cash (strip) account accordingly. 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.

e. Navy Cash Training. The crew will be provided Orientation and Enrollment (O&E) Training on how Navy Cash works and be enrolled in the Navy Cash. PSs (DKs), SHs, PCs, CSs, ITs, and ETs will be provided Functional Training (FT) and On-the-Job Training (OJT) in their individual responsibilities for operating and maintaining the Navy Cash system. The Disbursing Officer on *Ship 2* must coordinate with NAVSUP Navy Family Support (Robin Stone, robin.stone@navy.mil, (717) 605-1272, DSN 430-1272) to arrange training. O&E training must be completed for the entire crew at least 45 days before the hull swap takes place. FT and OJT will be provided on *Ship 1* just before and just after the new crew moves aboard.

f. Navy Cash Cards. When the enrollment of the crew is completed, the initial issue of permanent Navy Cash cards can be ordered and placed in production for delivery prior to the hull swap. Two to three days prior to moving aboard *Ship 1*, the Disbursing Officer on *Ship 2* must arrange to distribute Navy Cash cards and PIN numbers to the crew. Once the crew moves aboard *Ship 1*, they will need to use their Navy Cash card to buy anything on the ship in the vending machines, in Ship's Store, Post Office, etc. The cards will be delivered to *Ship 1*. To distribute the cards to the *Ship 2* crew, the Disbursing Officer on *Ship 2* must pick up the cards at the Logistics Support Center for *Ship 1* or retrieve the cards once they are delivered to *Ship 1*.

g. ATMs-at-Sea Card Stock. The Disbursing Officer on *Ship 2* must coordinate with the Disbursing Officer on *Ship 1* to ensure *Ship 2* has enough ATMs-at-Sea card stock on hand to accommodate everyone in the crew of *Ship 1* that decides to open an ATMs-at-Sea account.

h. Navy Cash Card Stock. The Disbursing Officer on *Ship 2* must coordinate with the Disbursing Officer on *Ship 1* to ensure *Ship 1* has enough Navy Cash temporary and visitor card

stock on hand to accommodate the initial needs of the crew after they crossdeck from *Ship 2*, e.g., a minimum six-month supply of cards.

i. SecurID Tokens. The Disbursing Officer on *Ship 2* must coordinate with the Disbursing Officer on *Ship 1* and with the CSC to transfer ownership of the SecurID tokens from the former crew to the new crew. The CSC will need to be provided with the serial number of each token and the full name, last four digits of SSN, date of birth (month and day only), and date joined the Navy for each person on the new crew who will access the web site (*Note: SecurID tokens are only provided for two Disbursing personnel on FFGs, DDGs, CGs, LSDs, and LPDs and four Disbursing personnel on LHAs, LHDs, and CVNs*). The SecurID tokens are needed to access the Navy Cash disbursing web site to view split pay payroll payments into accounts, account balances, and other account profile information; update linked bank or credit union account information; and block and unblock Navy Cash access to this linked account.

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

(1) Merchant Cards. The Disbursing Officer on *Ship 2* must coordinate with the Disbursing Officer on *Ship 1* to ensure all Navy Cash merchant cards, for example, Wardroom, Chief's Mess, MWR, Taxi Merchant, are handed over from one crew to the next. That is, all *Ship 1* merchant cards **MUST** remain on *Ship 1* for use by the new crew. Prior to handing over the cards, the crew from *Ship 1* should have zeroed both the strip and chip accounts, i.e., the balance on both the chip and the strip should be zero.

(2) Chart of Accounts and Settlement Options. To update the Merchant Chart of Accounts, the Disbursing Officer on the new crew must provide new points of contact and advise the CSC whether private merchants want to settle to the Navy Cash (strip) account or to a bank or credit union account. For a private merchant who settles to a bank or credit union account, the CSC must also be advised of any new account information and whether the merchant wants to settle on a daily or weekly basis.

k. Again, the Fleet Support Group at FISC Norfolk or FISC San Diego is available to provide any advice concerning the transition from ATMs-at-Sea to Navy Cash.

Sample POD Notes

Hull Swap — Note 1

Navy Cash — Heads Up, Shipmates! As a part of our (upcoming) turnover (hull swap) with *Ship 1*, the ATMs-at-Sea system must be shut down. It is extremely important that you withdraw all the money in your ATMs-at-Sea account at the ATMs several days prior to leaving *Ship 2* for the last time. The hull swap with *Ship 1* is currently scheduled to be completed on 24 March 2006. You should plan on removing all of your money from the ATM by 16 March 2006. For any money left in ATMs-at-Sea accounts after 16 March, individual Government checks will have to be prepared, and it will take a few days before the checks are available to you.

When we move to *Ship 1*, we will be using Navy Cash. If you are currently signed up for split pay, the payroll for 31 March 2006 will be deposited into your Navy Cash strip account. If you decide to stop your split pay, you must complete and sign the paperwork at disbursing no later than 16 March 2006, so that we can notify DFAS Cleveland in time to have the funds credited to your direct deposit account on the 31 March 2006 payday.

You'll receive initial training on how Navy Cash works and be enrolled in the Navy Cash program the week of 13 February 2006. Your new Navy Cash cards will be available for pickup beginning on 20 March 2006. Remember, once we move to *Ship 1*, you will need to use your Navy Cash card to buy anything in the vending machines, in Ship's Store, Post Office, etc.

If you have any questions, please contact the disbursing office.

Hull Swap — Note 2

Navy Cash — Heads Up, Shipmates! The hull swap with *Ship 1*, will be completed on 24 March 2006. Remember, the ATMs-at-Sea system on *Ship 2* will be shut down at the end of the day on 16 March 2006. You should withdraw all the money in your ATMs-at-Sea account at the ATMs before 16 March. For any money left in ATMs-at-Sea accounts after that date, individual Government checks will have to be prepared, and it will take a few days before the checks are available to you.

You've received initial training on how Navy Cash works. You've filled out an enrollment form and enrolled in the Navy Cash program. Once we move aboard *Ship 1*, you will need to use your Navy Cash card to buy anything on the ship in the vending machines, in Ship's Store, Post Office, etc. Navy Cash cards will be handed out 20, 21, and 22 March 2006. If you don't receive your Navy Cash card or haven't enrolled in Navy Cash, please go to the disbursing office, and you will be issued a visitor card that you can use until your permanent Navy Cash card arrives.

If you asked disbursing to cut you a Government check for the balance remaining in your ATMs-at-Sea account, you can cash that check at disbursing on 27 March 2006, and they can deposit the money into the electronic purse (chip) on your Navy Cash card. You can have up to a maximum value of \$1,000 in your Navy Cash chip account.

If you are currently signed up for split pay, the payroll for 31 March 2006 will be deposited into your Navy Cash strip account. If you decide to stop your split pay, you must complete and sign the paperwork at disbursing no later than 16 March 2006, so that we can notify DFAS Cleveland in time to have the funds credited to your direct deposit account on the 31 March 2006 payday.

If you have any questions, please contact the disbursing office.

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

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

a. Notify the Crew. About four to five weeks before the actual hull swap, the disbursing offices on *Ship 1* and *Ship 2* should begin notifying their crews that they can use the chip on their Navy Cash card on either ship during the transition but they must do a “Ship Check In” at one of the K80s on the new ship once the crossdeck is completed in order to access funds in their linked bank or credit union account or Navy Cash (strip) account. 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 Navy Cash accounts. The disbursing office can use POD notes, e-mails, or other means to notify the crew—a proposed POD notes is included below. The Fleet Support Group at FISC Norfolk or FISC San Diego is available to provide any advice concerning the transition (but you should probably talk with them before you deploy).

b. Strip and Chip Accounts. Since the funds on the chip of 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 on the chip for purchases on either ship. To access the Navy Cash (strip) account once the crossdeck to the new ship is completed, each individual cardholder must do a “Ship Check In” at one of the K80s on the new ship. When the next End-Of-Day (EOD) 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 Navy Cash (strip) account. The Disbursing Officers on *Ship 1* and *Ship 2* must ensure that the EOD function is completed at least once each day, so cardholders’ accounts are 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. Review the daily Negative Balance Report each day, and call any cardholder who appears on the report to disbursing 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) home 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, JPMC 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) Complete “Ship Check In” at K80. To avoid failed 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 K80s on the new ship before the next payday. That way, as soon as the next EOD 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.

(2) 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 temporary 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. SecurID Tokens. Since the SecurID tokens needed to access the Navy Cash disbursing web site are registered to the individuals, the Disbursing Officers on *Ship 1* and *Ship 2* must coordinate to ensure that each person who has access to the web site brings the SecurID token registered to them to the new ship. Once the crossdeck is completed, each Disbursing Officer should let the CSC know each user’s new ship and the serial number of each token and the full name, last four digits of the SSN, date of birth (month and day only), and date joined the Navy for each person who has access to the web site.

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

(1) 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, Taxi Merchant, 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.

(2) 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 CSC whether private merchants want to settle to the Navy Cash (strip) account or to a bank or credit union account. For a private merchant who settles to a bank or credit union account, the CSC must also be advised of any new account information and whether the merchant wants to settle on a daily or weekly basis.

(3) 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. To facilitate the final settlement and transition, the Disbursing Officers on *Ship 1* and *Ship 2* should ask the CSC to change the settlement option for all private merchants to the Navy Cash (strip) account.

(4) Zero Out Both Strip and Chip Accounts. Just prior to final settlement and transition, all private merchants on both *Ship 1* and *Ship 2* should zero out both the strip and chip accounts associated with the merchant Navy Cash cards. They can either move all the funds from the strip and chip back to the bank or credit union account associated with their merchant card using the K80, or they can move all the funds on the strip to the chip and cash out the chip at the disbursing office. If requested, the disbursing office can cut a U.S. Treasury check when they cash out the chip. 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.

i. Again, the Fleet Support Group at FISC Norfolk or FISC San Diego is available to provide any advice concerning the transition from Navy Cash to ATMs-at-Sea.

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 on the chip of a Navy Cash card can be used on any Navy Cash ship, you will be able to use any funds you have on your chip 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 K80s on the new ship. The next End-Of-Day (EOD) 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 Navy Cash (strip) account and transfer funds between your bank or credit union account and your Navy Cash account. 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 your Navy Cash account.

The hull swap with *Ship 1 (Ship 2)* is currently scheduled to be completed on 24 March 2006. If you are currently signed up for split pay, you should complete your “Ship Check In” by 28 March, so that the payroll for 31 March 2006 can be properly deposited into your Navy Cash (strip) account. If you decide to stop your split pay, you must complete and sign the paperwork at disbursing no later than 16 March 2006, so that we can notify DFAS Cleveland in time to have the funds credited to your direct deposit account on the 31 March 2006 payday.

If you have any questions, please contact the disbursing office.

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