

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 2020-004

21 August 2020

Subject: Navy Cash Card Issuance Requires a Linked U.S. Bank Account

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

- 1. Background.** In a previous SOP change notice related to Visitor Cards, the procedure stated that a linked U.S. bank account is required. During the rewrite of NAVSUP Pub 727, the linked bank account for all enrollments requirement was not made clear. This change notice mandates the use of a U.S. bank account for the issuance of all Navy Cash Instant Issue cards.
- 2. Disbursing Officer Action.** Disbursing Officers enrolling new personnel in the Navy Cash program are required to obtain and record accurate U.S. bank account information for all sailors, civilians and contractor cardholders. Additionally, the supplemental contractor agreement form, FS Form 2889, is mandatory for all contractors.
- 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.** Not applicable - this is the first change notice issued since the publication of NAVSUP Pub 727 dated 18 May 2020.
- 5. Points of Contact.** If you have any questions, please contact:

Hugh Chin at NAVSUP FLC Norfolk
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6. General Changes to Procedures. This change notice requires all cardholders to provide personal U.S bank account information to be eligible for enrollment in the Navy Cash Stored Value Card program. Providing instant issue Navy Cash cards to civilians or contractors requires a linked U.S. bank account. Contractors must also provide their employer’s company name, address, contact information, and sign an FS Form 2889, U.S. Department of the Treasury Stored Value Card Contractor Agreement.

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7. Specific Changes to Procedures.

- a. Page S1-12, paragraph 1 “**NAVY CASH OVERVIEW**” - Below paragraph is added before the paragraph titled **NAVY CASH SYSTEM DEVICE AND PROCEDURE PILOTS**:

All personnel desiring to enroll in Navy Cash **MUST** provide a bank routing number and bank account number. Failure to provide this information will result in a rejection of the Navy Cash application. **NOTE:** Navy Federal Credit Union (NFCU) savings accounts should not be used.

- b. Page S2-30, para 2.1 “**CREATE NEW CARDHOLDER ACCOUNT**” (appended with content below):

- On the FS Form 2887, Civilians and contractors must provide their personal bank account information, and provide their employer’s company name, address and contact information to obtain a Navy Cash Instant Issue card. On the paper enrollment form, contractors should enter the following:

- Block 7 - Military Branch: “NAVY” or contractor company Name
- Block 11 - Military Duty Address: (in the Disbursing App, enter “Co:” before the name of the company provided on address line 3), for example:
 - Address Line 1 – Contractor Company Street Address 1
 - Address Line 2 – Contractor Company Street Address 2
 - Address Line 3 – Co” [Contractor Company Name]

- Contractors are also required to complete an FS Form 2889. This form “U.S. Department of the Treasury Stored Value Card Contractor Agreement” obligates the cardholder’s company to restore the funds pool if their contractors incur negative

balances and do not clear these balances within 10 business days of receiving notification from Fiscal Service or its Treasury Agent.

- Department of Defense civilians and contractors previously enrolled in Navy Cash must complete a new FS Form 2887, and provide a linked personal bank account before a new Navy Cash card will be issued.

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