Attention Disbursing Officers and Supply Officers

NAVY CASH® FLASH!

Naval Supply Systems Command

Navy Family Support Mechanicsburg
Code 56
5450 Carlisle Pike
P.O. Box 2050
Mechanicsburg, PA 17055-0791

Navy Cash® Flash 10-014r **09 November 2010**

Attention: Disbursing Officer/Supply Officer

Subject: FORWARDING ENROLLMENT FORMS FOR SCANNING AND ARCHIVING

1. When forwarding packages of Navy Cash enrollment forms to the JPMorgan Chase Scanning Operations Center, remember to send an e-mail notification to: enrollment_forms@chase.com and cc: carrie.kunze@navy.mil. This e-mail notification is important, because it enables JPMorgan Chase to verify that every package sent and all the enrollment forms have been received.

   In the e-mail include: date package was sent; number of enrollment forms in package; carrier name, e.g., FedEx, UPS, registered mail, etc.; tracking information; and the ship's name and a point of contact on the ship (phone number and e-mail address). A sample memorandum is attached. To report all of the required information, fill out the memorandum, and send it as an attachment to the e-mail notification. Include a copy of the memorandum in the package with the enrollment forms. *Finally, retain a copy of each e-mail and memorandum sent on file for inspection.*

2. Double-pack all enrollment forms, with the JPMorgan Chase address listed on each package, to protect against possible damage during the shipping and handling process. Enrollment forms contain sensitive personal information and must be sent via traceable means, e.g., FedEx, UPS, or registered mail. Do not send enrollment forms via fax, digital sender, or e-mail.

   JPMorgan Chase
   Document Processing Services
   Attention: Phyllis Smith
   300 N King Street, Mail Stop DE 1404
   Wilmington, DE 19801
   (302) 282-2176 *(Phone number for FedEx, UPS, etc. packages)*

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3. Enrollment forms are a critical requirement for the Navy Cash program. A signed enrollment form (DD Form 2887, Feb 2009, Application for Department of Defense (DoD) Stored Value Card (SVC) Programs) must be on file for every Navy Cash cardholder. By signing the DD 2887, cardholders authorize debits and credits to their bank and credit union account, consent to immediate collection from pay for any negative balances that result from use of the Navy Cash card, and authorize the Government to initiate debt collection procedures for amounts that remain or become due and owing. Please ensure you comply with the procedures outlined above for every new Navy Cash cardholder.

If you have any questions, please contact Carrie Kunze. Thank you for your support. POC: carrie.kunze@navy.mil or (717) 605-1272.

Marlene Higgins

MARLENE HIGGINS
Director, Navy Disbursing

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