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 10-015 **1 July 2010**

Purpose: Procedural Change for Afloat Official Mail Managers (OMM)

The Navy Cash Program is creating a new merchant assigned as Official Mail Manager and sending to all ships to utilize for holding and spending these appropriated funds. This change is replacing the present method of using visitor cards and will allow for better control and accountability of these funds.

In accordance with Department of Defense Instruction (DODI) 4525.08 the assigned Official Mail Manager is responsible for supervision of mailing practices, reporting misuse of official mail, and establishing controls on postal expenditures.

The OMM will be required to sign for this Navy Cash card and be responsible at all times for the card and funds during their assignment. They will additionally be responsible for ensuring that accountability is transferred to the incoming Official Mail Manager by obtaining a new signature or transferring the card to the Disbursing Officer if unable to transfer to the newly designated OMM. Note: OPNAVINST 5218.7B prohibits postal personnel who are performing postal duties from being designated OMMs.

The Navy Cash Standard Operating Procedures will be updated to reflect this change.

Should you have any questions or concerns, POC is Edie Johnston, edie.johnston@navy.mil.

Marlene Higgins
MARLENE HIGGINS
Director, Navy Disbursing

Please route immediately to the Supply Officer and Disbursing Officer