

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 2020-003

21 February 2020

Subject: **BARGE MOVE PROCEDURES**

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

1. Background. This notice reflects changes in guidance for Disbursing Officers moving Navy Cash equipment from ship to barge or barge to ship.

2. Disbursing Officer Action. Upon receipt, Disbursing Officers will follow the specific procedures outlined in this change notice to manage movement of Navy Cash equipment between the ship and barge. NAVSUP Pub 727, SOP Change Notice 2020-003 is a complete replacement of Appendix O.

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.

Ver 1.15v2

All previous change notices have been incorporated into the current 1.15v2 version of the SOP

2017-006	Change in Phone Number Associated with Shipping Failed Equipment to Depot	✓
2018-001	Electronic Receipts via Email for EFTs Initiated at Navy Cash KIOSKs	✓
2018-002	Change in Fax Number for Navy Cash Customer Service Call Centers	✓
2019-001	Reducing Navy Cash Visitor Cards	✓
2019-002	Change to Contact Info and Elimination of the Trouble Call Worksheet Form	✓
2020-001	Ship's Store Profits Transfer to MWR Merchant Procedures	✓
2020-002	Cardstock Reordering Procedures	✓

Please route immediately to the Supply Officer and Disbursing Officer

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
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Appendix O

Barge Support

1. Ships undergoing availabilities in shipyards often use barges as temporary offices, messing and berthing spaces. The Navy Cash equipment (such as the server, workstations, Navy Cash Kiosk and router, and Point of Sale (POS) devices) may be relocated from the ship to the barge. Selected barges have been equipped with the basic infrastructure of Serial and LAN drops and equipment racks/foundations needed to support limited Navy Cash operations. The table below lays out the typical configuration for YRBM (L) size barges. Note: Barge LAN and internal Navy Cash Cable configurations will vary.

Barge Configuration – YRBM(L)

Serial/ LAN Drops	To Support
3	Vending Machines
2	Server (2 Nodes & Cluster)
1	Disbursing Workstation & Laptops
1	Sales Office
1	Download Box
2	Ship’s Store
1	Post Office
1	CATM/Router

2. Coordinate with Barge Managers. If it’s necessary to move Navy Cash to the barge, this must be communicated to the Barge Managers along with the ship’s other requirements. Given enough lead time, Barge Managers can match Navy Cash ships to Navy Cash barges.

3. Relocate Navy Cash Equipment. To relocate Navy Cash equipment from the ship to the barge, the ship is responsible for all labor, equipment moves, set up, and bringing the system up operationally. This includes both physical equipment and electrical/communications systems availability and operation. The ship is responsible for any damages to Navy Cash equipment sustained during the move.

a. There are two scenarios for relocating the equipment:

(1) Ship to Barge. Communications, configuration and operation of the Navy Cash system on the barge is the responsibility of the ship. Moves require ship’s personnel to provide all labor necessary to move the Navy Cash equipment from ship to the barge, and establish Navy Cash operations on the barge. If the ship experiences challenges moving Navy Cash operations from ship to barge, assistance will be provided via Navy Cash Technical Support (NCTS).

NOTE: All workstations/laptops should be moved to the barge even though there is only one drop to ensure that these devices are rotated to keep them patched and security compliant.

(2) Barge to Ship: Some ships may be authorized a barge to ship move performed by the Navy Cash contractor, Science Applications International Corp (SAIC). Approval is required for an SAIC-facilitated barge to ship move outside of Norfolk and San Diego fleet concentration areas unless the ship is receiving an equipment upgrade or a new/upgraded ship network (CANES, ORT, etc) has been installed. At some point near the end of the availability, the Navy Cash equipment previously moved to the barge will need to be moved back to the ship. If your barge to ship move is approved to be completed by the Navy Cash contractor, the ship should work with their Navy Cash FLC representative to support this request. If not, the ship should follow the guidance in this appendix to move the Navy Cash system back to the ship. The included Barge Checklist can be used for the move from the barge to the ship.

b. Ships ITs are responsible to support both troubleshooting and insuring the Navy Cash system can communicate off the barge to the Navy Cash shore server. The CYBERFOR message located on SAILOR outlines the IT community's responsibility to Navy Cash.

c. Request a Case Number. Each time there is a request for barge to ship support that involves work performed by SAIC, the ship will contact Navy Cash Client Service Unit (CSU) (see paragraph 8.14.1) to open a case for tracking purposes.

d. Ensure Navy Cash is Fully Operational. The ship must ensure the Navy Cash system is fully operational prior to relocation to either the barge or from the barge back to the ship. Any hardware, software, communications, or operational issues must be reported to the Navy Cash Client Service Unit (CSU) prior to a move (see paragraph 8.14.1). It will be much easier to resolve issues before an equipment move has started.

e. Vending Machines. Vending machines on the barge must be compatible with Navy Cash. If vending machines are to be installed on the barge, NEXCOM and vending distributors (Coke, Pepsi, and snack) need to be aware of the requirement to install machines to support Navy Cash Card Access Devices (CAD) operations. To accommodate shipyard workers or other short-term guests during the availability, the ship can set up selected "cash only" vending machines and/or vending machines that take both coins and Navy Cash by turning on the coin acceptor (see paragraph 1.7, Visitors, Guests, and Dependents). If the Navy Cash server must be relocated from the ship to the barge, the vending machines on the ship may be turned off or revert to accepting cash by replacing the CAD with a dollar bill validator and/or turning on the coin acceptor during the availability (see paragraph 7.7.3, CAD Failure). Any cash collections will be handled in accordance with existing Disbursing procedures.

f. Ship to Barge Checklist. The checklist and included diagrams support the ship's responsibilities for relocating Navy Cash equipment to the barge.

Barge Listing

Barge	Homeport	Barge	Homeport
APL 2	San Diego	YRBM(L) 27	Norfolk/Mayport
APL 4	Kitsap-Bremerton	YRBM(L) 28	Norfolk/Mayport
APL 5	San Diego	YRBM(L) 29	San Diego
APL 15	San Diego	YRBM(L) 30	Kitsap-Bremerton
APL 18	San Diego	YRBM(L) 32	Pearl Harbor
APL 29	Norfolk/Mayport	YRBM(L) 33	Norfolk/Mayport
APL 32	Norfolk/Mayport	YRBM(L) 34	Norfolk/Mayport
APL 39	Sasebo	YRBM(L) 35	Norfolk/Mayport
* APL 40	Yokosuka	YRBM(L) 36	Norfolk/Mayport
APL 42	Norfolk/Mayport	YRBM(L) 37	Pearl Harbor
APL 45	Norfolk/Mayport	YRBM(L) 38	San Diego
APL 50	Norfolk/Mayport	YRBM(L) 39	San Diego
APL 58	Norfolk/Mayport	YRBM(L) 40	Norfolk/Mayport
APL 61	Norfolk/Mayport	YRBM(L) 41	Norfolk/Mayport
APL 62	Kitsap-Bremerton	YRBM(L) 42	Norfolk/Mayport
APL 65	San Diego	YRBM(L) 43	Norfolk/Mayport
APL 66	Norfolk/Mayport	YRBM(L) 44	San Diego
		YRBM(L) 45	Norfolk/Mayport
* YRB 30	Yokosuka	YRBM(L) 46	Norfolk/Mayport
YRB 34	Kitsap-Bremerton	YRBM(L) 49	Pearl Harbor
		YRBM(L) 51	San Diego
YRBM(L) 20	San Diego	YRBM(L) 52	Pearl Harbor
YRBM(L) 23	Norfolk/Mayport	YRBM(L) 53	Pearl Harbor
YRBM(L) 24	Norfolk/Mayport	YRBM(L) 55	San Diego
YRBM(L) 26	San Diego		

** Two sets of Navy Cash infrastructure on each barge*

CHECKLIST FOR MOVING NAVY CASH

SHIP: _____

BARGE: _____

NAVY CASH MOVE ABOARD DATE: _____

Item	Responsible Shipboard POC	Task	Completed
Network Connectivity			
1		Ensure the Local Area Network (LAN) on the barge is up and connectivity is established between all servers and workstations on the barge.	
2		Ensure that the barge can communicate to shore and that web browsing is fully functional.	
3		If the barge has a router and the ship's router isn't moving to the barge, ensure that the password to the router is available, so that the router can be checked/configured with the outbound ACL for Navy Cash if necessary. If the activity that controls/maintains the router will not divulge the password, you will then need a contact to call who can be available quickly.	
Physical Access			
4		Ensure access to all necessary spaces <i>on the ship</i> for Navy Cash components that are intended to be moved to the barge.	
5		Ensure access to all necessary spaces <i>on the barge</i> .	
6		Ensure that Navy Cash vending machines are in place on the barge and the vending machine operator is available to allow access into the machines.	
7		Ensure that network drops for Navy Cash equipment have not been used for other equipment.	
Power			
8		Ensure power is currently supplied to the barge.	
9		Ensure that power outlets for Navy Cash equipment have not been used for other equipment.	

Ship to Barge Overview

1. Navy Cash Ship to Barge Move Process

- a. Read Navy Cash SOP appendix O.

2. Prior to Ship's network is secured:

- a. Download all transactions from POS devices and vending CADS
- b. Conduct a round trip to transfer transactions, then a Navy Cash EOM if needed.
- c. Perform proper shutdown of servers (see Quick Info sheet)
- d. Shut down the ATMs
- e. Secure power to the Navy Cash switches (typically located behind ATMs in the ATM rack).
- f. Unplug all POS bases. POS devices, bases and other equipment not being used on the barge should be removed and safely stored for the duration of the Availability. For equipment that cannot be removed, steps should be taken to secure and protect in place.

3. Determine equipment to move and install on barge

- a. Determine the extent of activity for Navy Cash onboard the barge. Ships will usually move and install the following equipment:
 - i. Two Dell Servers and the Overland Snap Server
 - ii. Associated UPS units,
 - iii. KVM, keyboard, mouse, and monitor
 - iv. laptop or workstation (with keyboard, mouse, and monitor)
 - v. ATM and Cisco switches (which mounts behind ATM and the APC700 UPS that provides power to this equipment) sufficient for barge operations
 - vi. Sufficient POS devices and bases to support barge operations
 - vii. CADs if vending will be operational on the barge

4. Move and install Navy Cash system

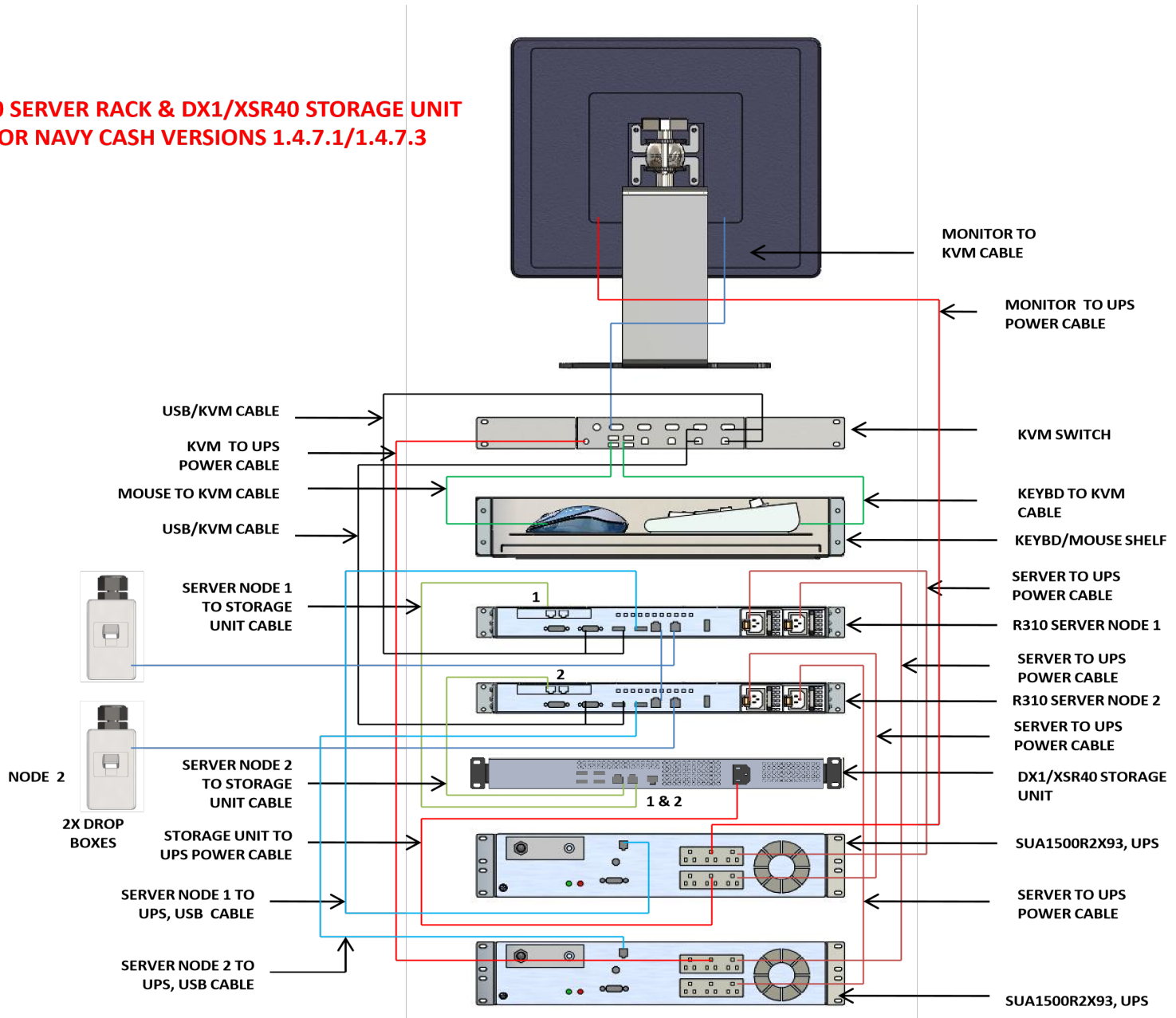
- a. Install and hook up servers in accordance with provided drawings (your server model will determine which drawing to utilize)
- b. Install switches and ATMS and connect ATMs to switches
- c. Install POS devices POS bases, and CADs.

5. Energize and verify equipment is operational

- a. Perform proper startup of servers (see Quick Info sheet) and then energize all other Navy Cash equipment
- b. Verify all devices are logged on and connected
- c. Perform an end of day.

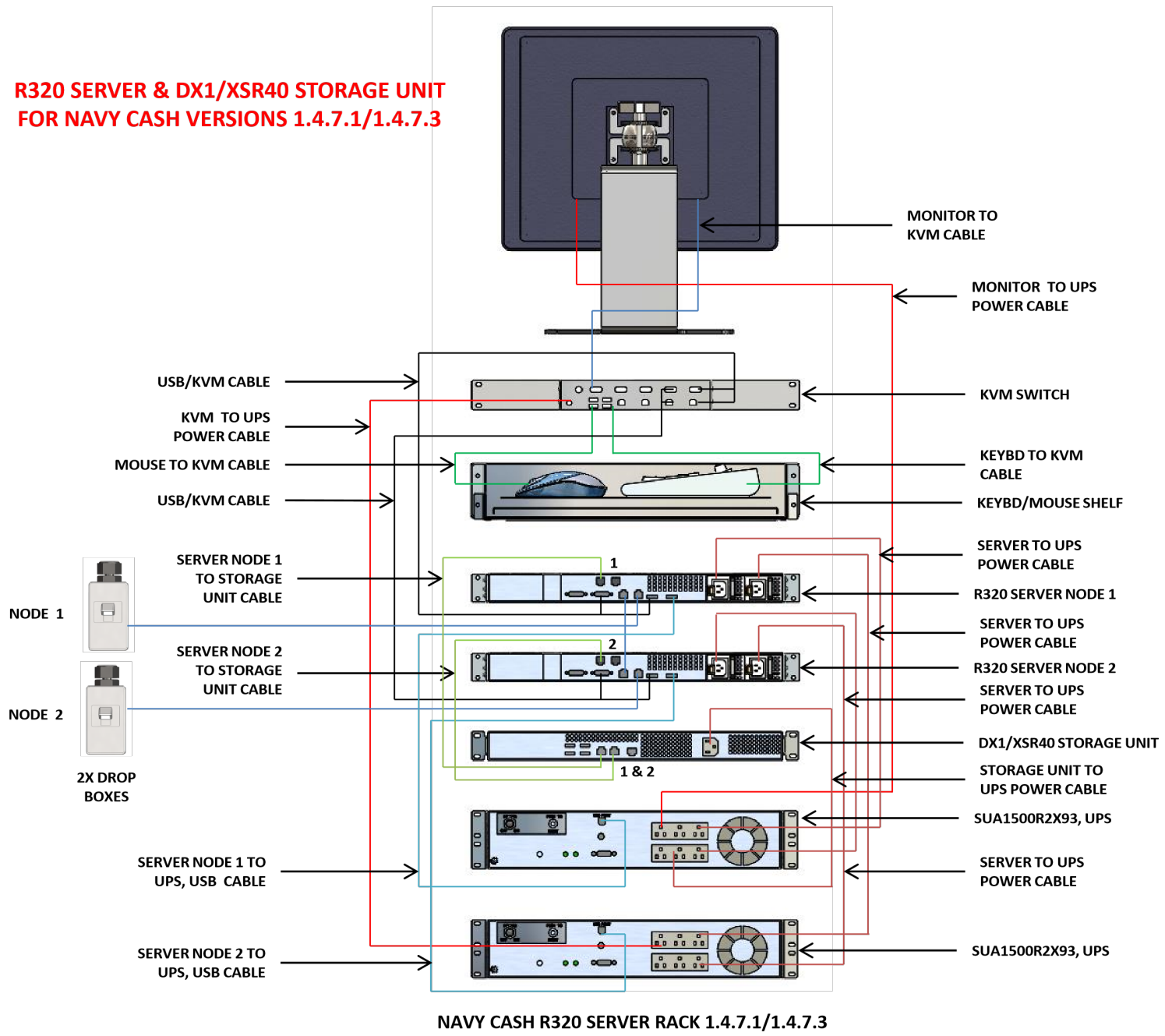
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**R310 SERVER RACK & DX1/XSR40 STORAGE UNIT
FOR NAVY CASH VERSIONS 1.4.7.1/1.4.7.3**



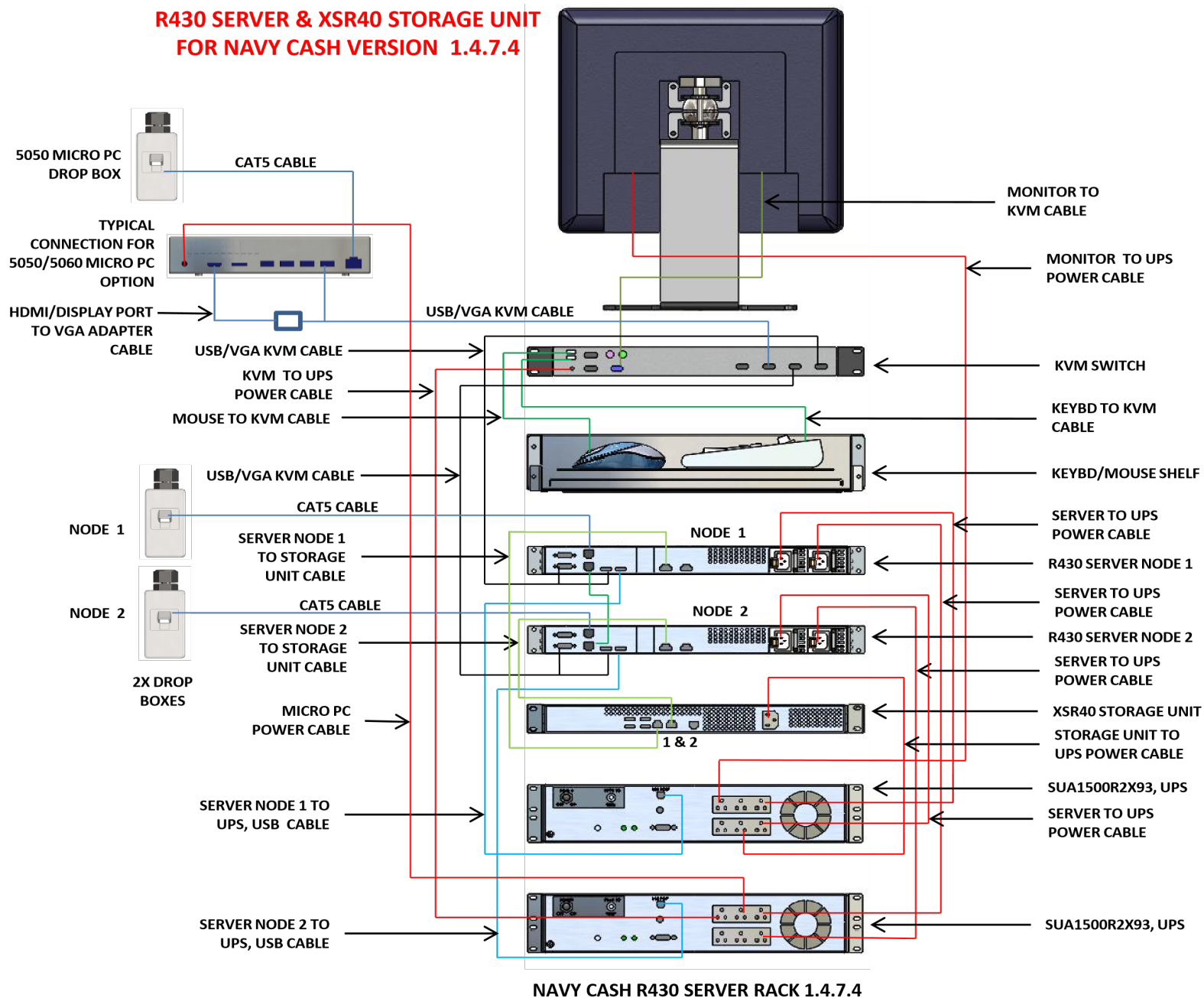
NAVY CASH R310 SERVER RACK 1.4.7.1/1.4.7.3

**R320 SERVER & DX1/XSR40 STORAGE UNIT
FOR NAVY CASH VERSIONS 1.4.7.1/1.4.7.3**



NAVY CASH R320 SERVER RACK 1.4.7.1/1.4.7.3

**R430 SERVER & XSR40 STORAGE UNIT
FOR NAVY CASH VERSION 1.4.7.4**



NAVY CASH R430 SERVER RACK 1.4.7.4