

Career Sea Pay

Overview

Introduction This guide provides the procedures for starting, restarting, stopping and deleting Career Sea Pay (CSP) in Direct Access (DA). It also provides the procedures for entering and deleting neutral time.

References (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
(b) [Pay & Personnel Center – MAS/CSP](#)

Information

- CSP now starts automatically upon PCS reporting to a CSP eligible vessel, but must be manually started if reporting to a mobile unit and the member normally deploys on a routine basis (duties not administrative in nature).
- The Sea Time Balance page doesn't update until a finalization occurs. SPOs and P&A Cutter YNs need to review sea time balances after a finalization and report any discrepancies through the proper channels. **Sea Time Balances is also where YN can look for neutral rows with no End Date that could prevent CSP from paying out.**
- SPOs must also stop/restart CSP for members TDY more than 30 days.

Override Guidance

- When unable to edit a Neutral Time row directly in the Sea Time Balances component, SPO technicians must submit a Career Sea Time Override using the same Begin Date as the existing Neutral Time row which needs changed. The end date should be changed to match any PCS delay En route or TDY period end date on the member's orders.
- In the case that the SPO is unable to delete an incorrect Neutral Time Row in the Sea Time Balances component, they may change the end date of such a transaction to match the begin date. Although this will allow an invalid Neutral Time Row, it will minimize the negative impact and allow the member's sea time counter and pay to start.
- Upon the completion of these transactions, Sea Time Balances will update AFTER FINALIZATION. SPOs should not automatically submit requests for a Statement of Creditable Sea Service (SOCSS). SPOs should verify the member's Sea Time AFTER FINALIZATION and only submit a SOCSS if the accrual is inaccurate. Please refer to [PPC's website](#) for complete guidance prior to submitting any SOCSS request.

Auditing Information [E-Mail ALSPO message B/19](#) implemented a standard business process for submitting and validating pay transactions entered by Servicing Personnel Offices (SPOs).

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Overview, Continued

Sea Duty for Advancement - Not the Same as Sea Time for Points

Enlistments, Evaluations, and Advancements, COMDTINST M1000.2 (series) provides the policies for Sea/Surf Duty for Advancement and Sea/Surf Duty and Award Points for Service-wide Exam Competition. Note that the policies are discussed in two separate articles.

1. Article 3.A.16 covers Sea/Surf Duty for Advancement.
2. Article 3.A.17 covers Sea/Surf Duty and Award Points for the SWE Competition.

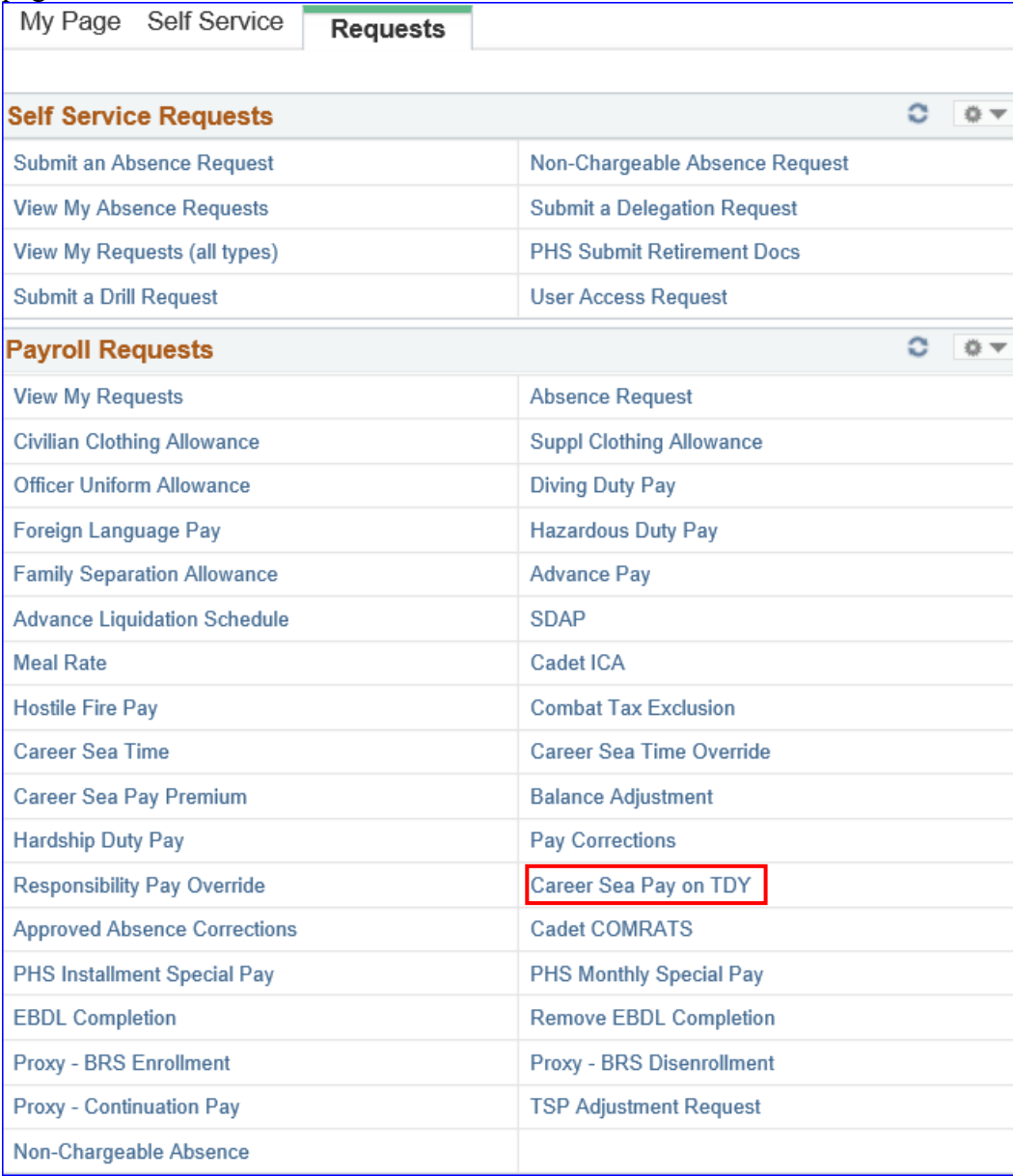
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Starting CSP on TDY

Introduction This section provides the procedures for starting CSP when a member performs TDY onboard an eligible vessel or mobile unit.

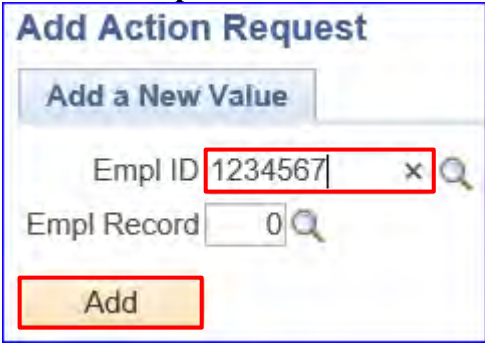
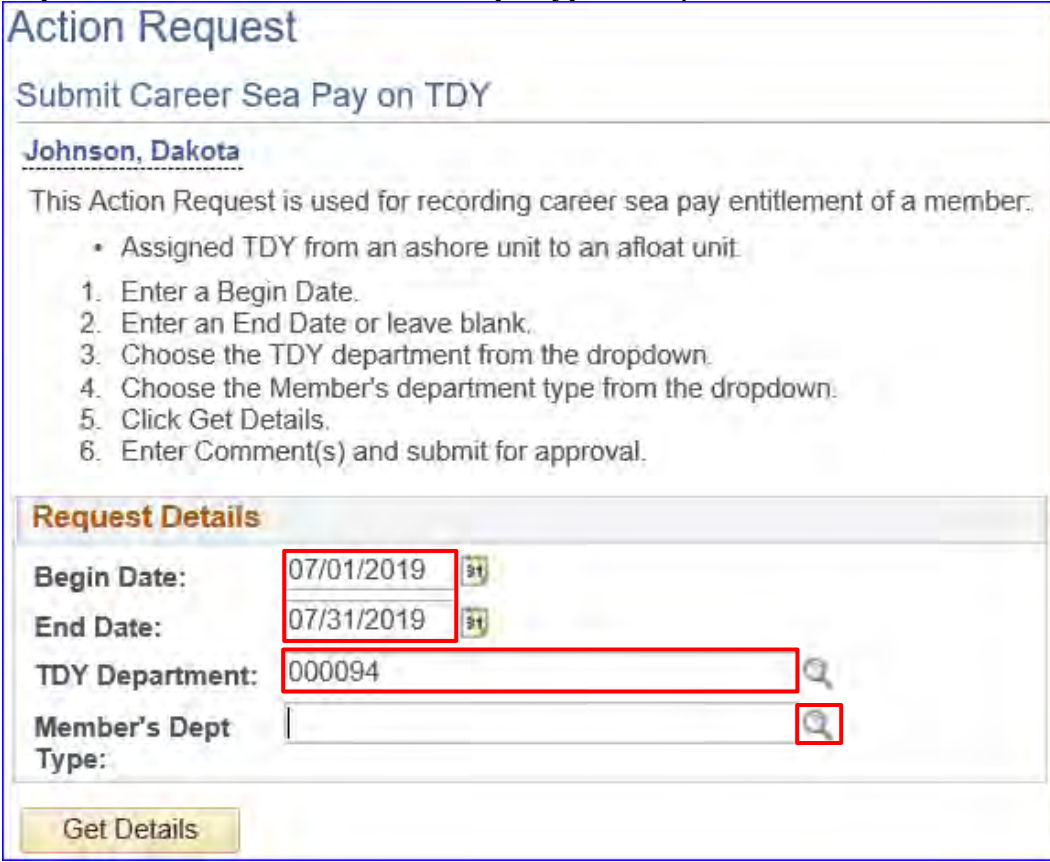
Procedures See below.

Step	Action																																																
1	<p>On the Requests tab, select Career Sea Pay on TDY from the Payroll Requests pagelet.</p>  <p>The screenshot shows a web interface with three tabs: 'My Page', 'Self Service', and 'Requests'. The 'Requests' tab is active. Below the tabs are two main sections: 'Self Service Requests' and 'Payroll Requests'. The 'Payroll Requests' section contains a list of items, with 'Career Sea Pay on TDY' highlighted by a red rectangular box.</p> <table border="1" data-bbox="316 640 1369 1854"> <thead> <tr> <th colspan="2">Self Service Requests</th> </tr> </thead> <tbody> <tr><td>Submit an Absence Request</td><td>Non-Chargeable Absence Request</td></tr> <tr><td>View My Absence Requests</td><td>Submit a Delegation Request</td></tr> <tr><td>View My Requests (all types)</td><td>PHS Submit Retirement Docs</td></tr> <tr><td>Submit a Drill Request</td><td>User Access Request</td></tr> </tbody> </table> <table border="1" data-bbox="316 981 1369 1854"> <thead> <tr> <th colspan="2">Payroll Requests</th> </tr> </thead> <tbody> <tr><td>View My Requests</td><td>Absence Request</td></tr> <tr><td>Civilian Clothing Allowance</td><td>Suppl Clothing Allowance</td></tr> <tr><td>Officer Uniform Allowance</td><td>Diving Duty Pay</td></tr> <tr><td>Foreign Language Pay</td><td>Hazardous Duty Pay</td></tr> <tr><td>Family Separation Allowance</td><td>Advance Pay</td></tr> <tr><td>Advance Liquidation Schedule</td><td>SDAP</td></tr> <tr><td>Meal Rate</td><td>Cadet ICA</td></tr> <tr><td>Hostile Fire Pay</td><td>Combat Tax Exclusion</td></tr> <tr><td>Career Sea Time</td><td>Career Sea Time Override</td></tr> <tr><td>Career Sea Pay Premium</td><td>Balance Adjustment</td></tr> <tr><td>Hardship Duty Pay</td><td>Pay Corrections</td></tr> <tr><td>Responsibility Pay Override</td><td>Career Sea Pay on TDY</td></tr> <tr><td>Approved Absence Corrections</td><td>Cadet COMRATS</td></tr> <tr><td>PHS Installment Special Pay</td><td>PHS Monthly Special Pay</td></tr> <tr><td>EBDL Completion</td><td>Remove EBDL Completion</td></tr> <tr><td>Proxy - BRS Enrollment</td><td>Proxy - BRS Disenrollment</td></tr> <tr><td>Proxy - Continuation Pay</td><td>TSP Adjustment Request</td></tr> <tr><td>Non-Chargeable Absence</td><td></td></tr> </tbody> </table>	Self Service Requests		Submit an Absence Request	Non-Chargeable Absence Request	View My Absence Requests	Submit a Delegation Request	View My Requests (all types)	PHS Submit Retirement Docs	Submit a Drill Request	User Access Request	Payroll Requests		View My Requests	Absence Request	Civilian Clothing Allowance	Suppl Clothing Allowance	Officer Uniform Allowance	Diving Duty Pay	Foreign Language Pay	Hazardous Duty Pay	Family Separation Allowance	Advance Pay	Advance Liquidation Schedule	SDAP	Meal Rate	Cadet ICA	Hostile Fire Pay	Combat Tax Exclusion	Career Sea Time	Career Sea Time Override	Career Sea Pay Premium	Balance Adjustment	Hardship Duty Pay	Pay Corrections	Responsibility Pay Override	Career Sea Pay on TDY	Approved Absence Corrections	Cadet COMRATS	PHS Installment Special Pay	PHS Monthly Special Pay	EBDL Completion	Remove EBDL Completion	Proxy - BRS Enrollment	Proxy - BRS Disenrollment	Proxy - Continuation Pay	TSP Adjustment Request	Non-Chargeable Absence	
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Starting CSP on TDY, Continued

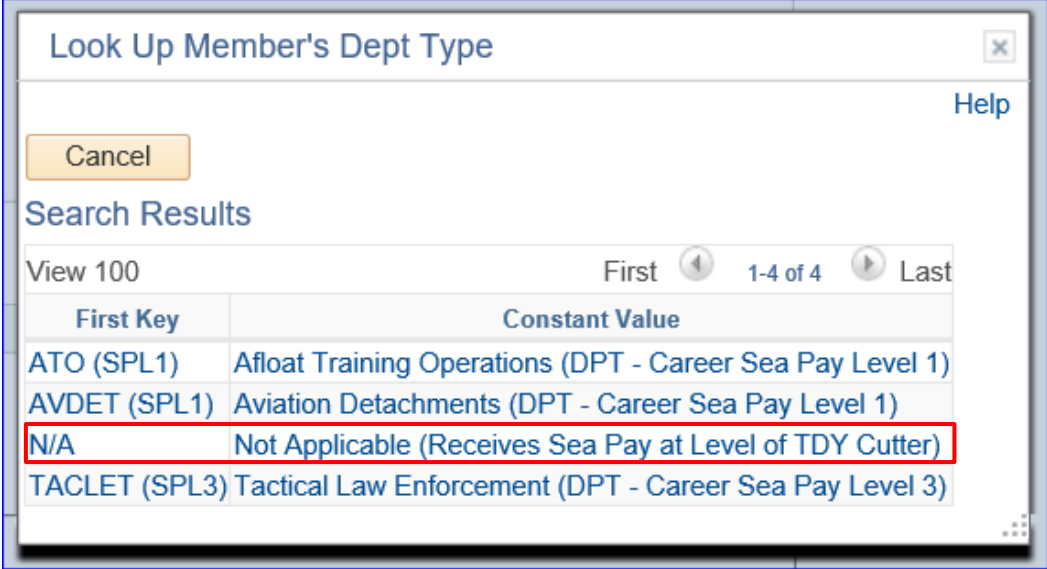
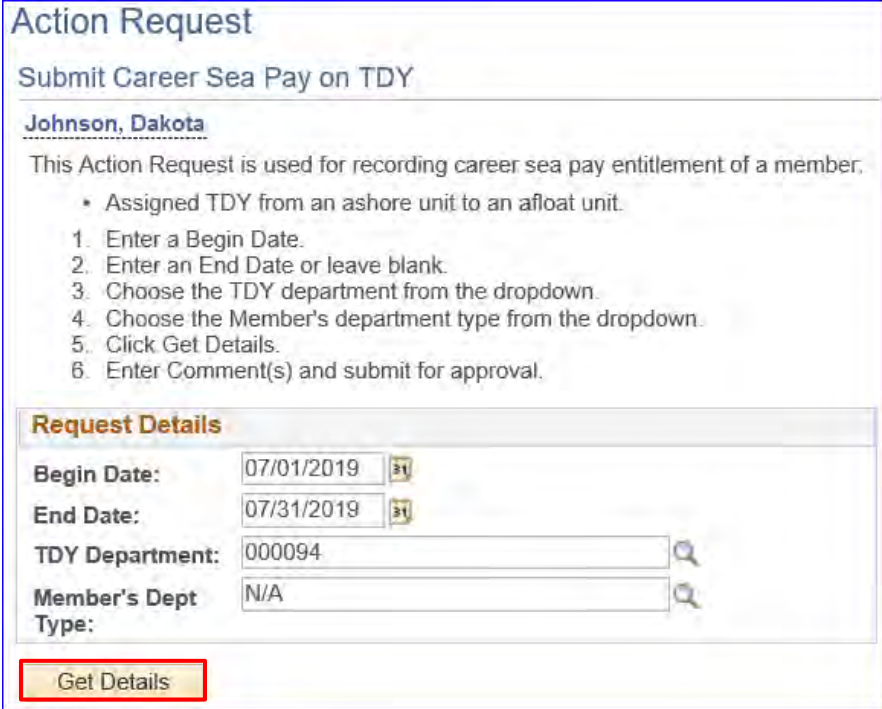
Procedures,
continued

Step	Action
2	<p>Enter the Empl ID and click Add.</p>  <p>Add Action Request</p> <p>Add a New Value</p> <p>Empl ID 1234567 x 🔍</p> <p>Empl Record 0 🔍</p> <p>Add</p>
3	<p>The Action Request page will display. This Action Request is not required if the member is already permanently assigned to a Career Sea Pay eligible unit (unless the TDY unit is in theater). Enter the Begin Date, End Date and TDY Department. Click the Member's Dept Type lookup icon.</p>  <p>Action Request</p> <p>Submit Career Sea Pay on TDY</p> <p><u>Johnson, Dakota</u></p> <p>This Action Request is used for recording career sea pay entitlement of a member:</p> <ul style="list-style-type: none"> Assigned TDY from an ashore unit to an afloat unit. <ol style="list-style-type: none"> Enter a Begin Date. Enter an End Date or leave blank. Choose the TDY department from the dropdown. Choose the Member's department type from the dropdown. Click Get Details. Enter Comment(s) and submit for approval. <p>Request Details</p> <p>Begin Date: 07/01/2019 📅</p> <p>End Date: 07/31/2019 📅</p> <p>TDY Department: 000094 🔍</p> <p>Member's Dept Type: 🔍</p> <p>Get Details</p>

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Starting CSP on TDY, Continued

Procedures,
continued

Step	Action										
4	<p>Select one of the four options. This will determine what level of Career Sea Pay the member will receive.</p>  <p>The screenshot shows a dialog box titled "Look Up Member's Dept Type". It has a "Cancel" button and a "Help" link. Below is a "Search Results" section with a table:</p> <table border="1"> <thead> <tr> <th>First Key</th> <th>Constant Value</th> </tr> </thead> <tbody> <tr> <td>ATO (SPL1)</td> <td>Afloat Training Operations (DPT - Career Sea Pay Level 1)</td> </tr> <tr> <td>AVDET (SPL1)</td> <td>Aviation Detachments (DPT - Career Sea Pay Level 1)</td> </tr> <tr style="border: 2px solid red;"> <td>N/A</td> <td>Not Applicable (Receives Sea Pay at Level of TDY Cutter)</td> </tr> <tr> <td>TACLET (SPL3)</td> <td>Tactical Law Enforcement (DPT - Career Sea Pay Level 3)</td> </tr> </tbody> </table>	First Key	Constant Value	ATO (SPL1)	Afloat Training Operations (DPT - Career Sea Pay Level 1)	AVDET (SPL1)	Aviation Detachments (DPT - Career Sea Pay Level 1)	N/A	Not Applicable (Receives Sea Pay at Level of TDY Cutter)	TACLET (SPL3)	Tactical Law Enforcement (DPT - Career Sea Pay Level 3)
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N/A	Not Applicable (Receives Sea Pay at Level of TDY Cutter)										
TACLET (SPL3)	Tactical Law Enforcement (DPT - Career Sea Pay Level 3)										
5	<p>Click Get Details.</p>  <p>The screenshot shows an "Action Request" form titled "Submit Career Sea Pay on TDY" for "Johnson, Dakota". It includes a list of instructions and a "Request Details" section with the following fields:</p> <ul style="list-style-type: none"> Begin Date: 07/01/2019 End Date: 07/31/2019 TDY Department: 000094 Member's Dept Type: N/A <p>The "Get Details" button at the bottom is highlighted with a red box.</p>										

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Starting CSP on TDY, Continued

Procedures,
continued

Step	Action
6	<p>The Request Information section will populate with the Department's Description, Sea Pay Level and Override Level. Enter supporting remarks in the Comment section. (Cite the authority for the action "<i>Received copy of TDY orders for member TDY to CGC XXXX for the dates above</i>".) Click Submit.</p> <div data-bbox="316 633 1366 1012" style="border: 1px solid blue; padding: 5px;"> <p>Request Information</p> <p>Description: CGC SENECA</p> <p>Sea Pay Level: DPT - Career Sea Pay Level 4</p> <p>Override Level: Receives at Lvl of TDY Cutter</p> <p>Comment: Received TDY Orders for member to CGC Seneca from 7/1/19 - 7/31/19.</p> <p>Submit Resubmit Withdraw</p> </div> <p>NOTE: Prior to 1 Jan 2017: Members temporarily assigned to a CSP vessel or mobile unit shall be paid CSP at the Level 1 rate, unless the vessel is in a designated combat zone. For TDY sea duty on or after 1 Jan 2017, CSP is paid at the rate applicable to the vessel class.</p>
7	<p>The transaction is now Pending approval.</p> <div data-bbox="316 1234 1366 1648" style="border: 1px solid blue; padding: 5px;"> <p>Request Status: Pending View/Hide Comments</p> <p>1</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p>Pending</p> <p>Multiple Approvers CGHRSUP for User's SPO</p> </div> <p>Comments</p> <p>Dakota Johnson at 06/20/19 - 2:44 PM Received TDY Orders for member to CGC Seneca from 7/1/19 - 7/31/19.</p> </div>

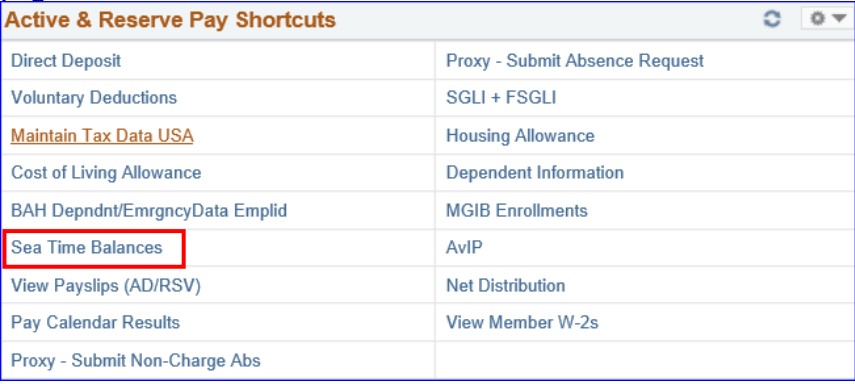
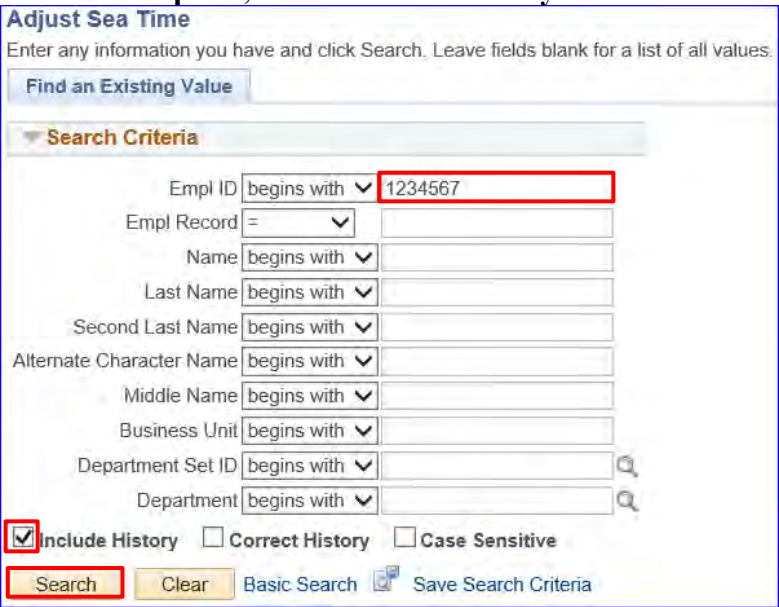
Restarting CSP after TDY

Introduction

This section provides the procedures for restarting CSP after TDY for a member. For example, a member was on a Sea Pay eligible vessel and went TDY from 5/14/19-8/8/19. The SPO shut down the CSP on 6/13/19 (his 31st day away from the vessel). The member returned to the ship on 8/9/19, so the CSP must be restarted. The SPO must review the member's Sea Time Balances first, make the changes in the Career Sea Time Override and get the transaction approved. **Once approved, CSP should automatically restart.**

Procedures


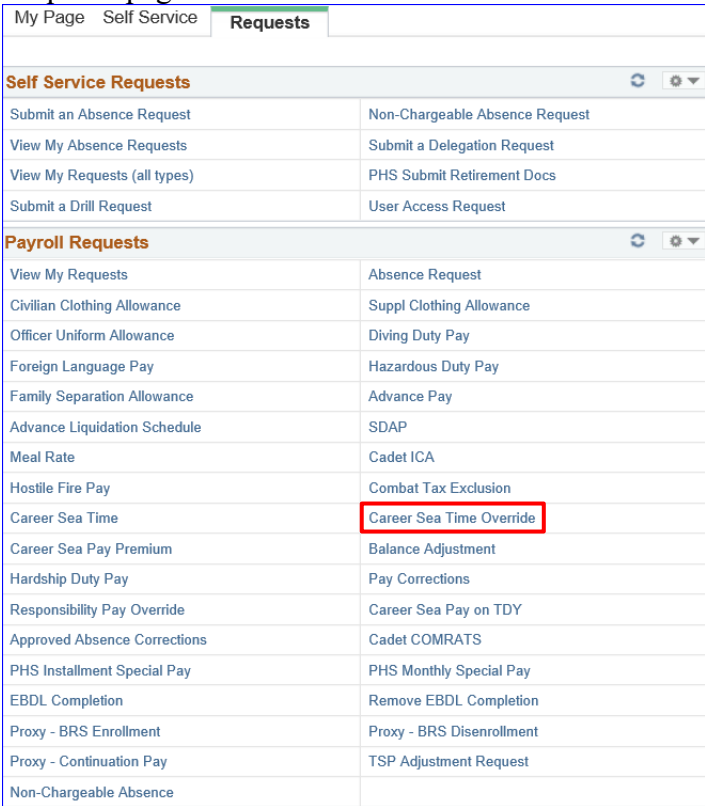
See below.

Step	Action
1	<p>Before starting Career Sea Pay, first look at the member's Sea Time Balances. Select the Sea Time Balances link from the Active & Reserve Pay Shortcuts pagelet.</p>  <p>The screenshot shows a table of shortcuts. The 'Sea Time Balances' link is highlighted with a red box. Other links include Direct Deposit, Voluntary Deductions, Maintain Tax Data USA, Cost of Living Allowance, BAH Depndnt/EmergencyData Emplid, View Payslips (AD/RSV), Pay Calendar Results, Proxy - Submit Absence Request, SGLI + FSGLI, Housing Allowance, Dependent Information, MGIB Enrollments, AvIP, Net Distribution, and View Member W-2s.</p>
2	<p>Enter the Empl ID, check Include History and click Search.</p>  <p>The screenshot shows the 'Adjust Sea Time' search form. The 'Empl ID' field is set to '1234567' and the 'Include History' checkbox is checked. The 'Search' button is highlighted with a red box. Other fields include Empl Record, Name, Last Name, Second Last Name, Alternate Character Name, Middle Name, Business Unit, Department Set ID, and Department. There are also checkboxes for 'Correct History' and 'Case Sensitive', and buttons for 'Clear', 'Basic Search', and 'Save Search Criteria'.</p>

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Restarting CSP after TDY, Continued

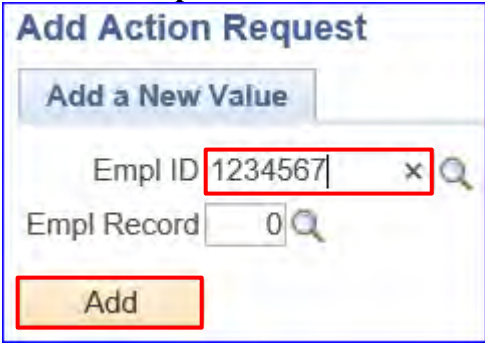
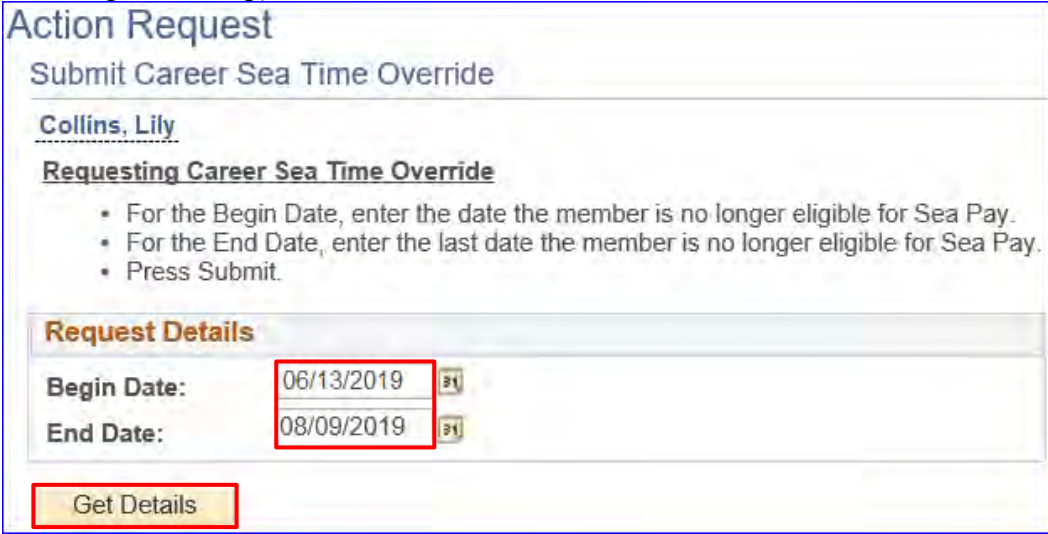
Procedures,
continued

Step	Action
3	<p>Notice the date when the sea time was Last Calculated. Then look at the Sea Time Stop Transactions for the description of why the sea pay isn't running. The Begin Date from the Sea Time Stop Transaction must be used in Step 6.</p>  <p>The screenshot shows the 'Adjust Sea Time' page for employee Lily Collins (Empl ID 1234567). Under 'Career Sea Time', the 'Last Calculated' date is 06/15/2019. Below that, the 'Sea Time Stop Transactions' table has a 'Begin Date' of 06/13/2019. The description of the transaction is: 'On 2019-06-17, 7654321 approved an order (Transaction ID = 2558096) causing this Sea Neutral Rows to be created.'</p>
4	<p>On the Requests tab, select Career Sea Time Override from the Payroll Requests pagelet.</p>  <p>The screenshot shows the 'Requests' pagelet with the 'Payroll Requests' section expanded. The 'Career Sea Time Override' option is highlighted with a red box.</p>

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Restarting CSP after TDY, Continued

Procedures,
continued

Step	Action
5	<p>Enter the Empl ID and click Add.</p>  <p>Add Action Request</p> <p>Add a New Value</p> <p>Empl ID 1234567 x 🔍</p> <p>Empl Record 0 🔍</p> <p>Add</p>
6	<p>Enter the Begin Date from the Sea Time Neutral Transaction. The End Date should be the last day the member was ineligible for Career Sea Pay (day before returning to the ship). Click Get Details.</p>  <p>Action Request</p> <p>Submit Career Sea Time Override</p> <p><u>Collins, Lily</u></p> <p>Requesting Career Sea Time Override</p> <ul style="list-style-type: none"> • For the Begin Date, enter the date the member is no longer eligible for Sea Pay. • For the End Date, enter the last date the member is no longer eligible for Sea Pay. • Press Submit. <p>Request Details</p> <p>Begin Date: 06/13/2019 📅</p> <p>End Date: 08/09/2019 📅</p> <p>Get Details</p>

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Restarting CSP after TDY, Continued

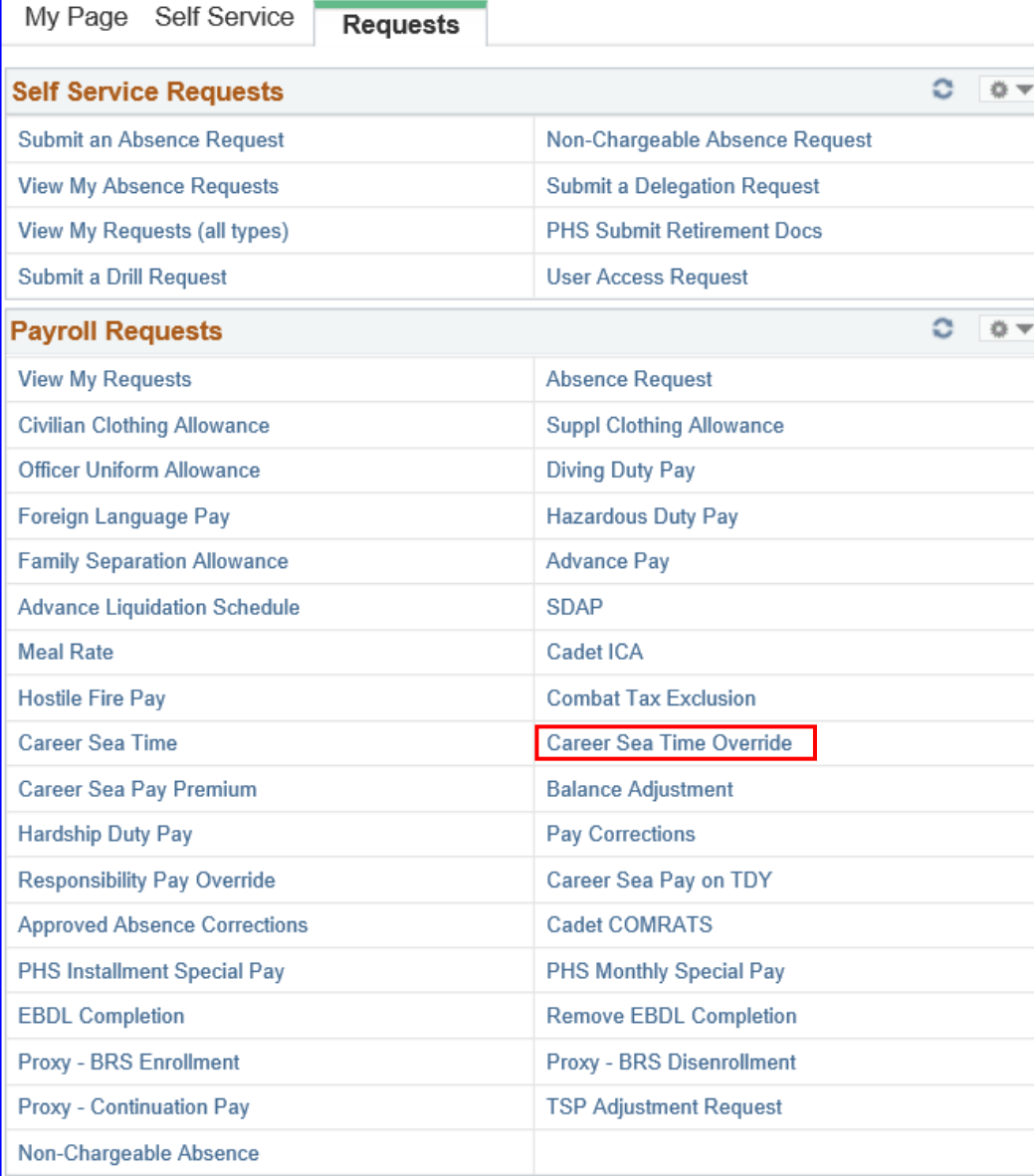
Procedures,
continued

Step	Action												
7	<p>Information auto-populates in the Request Information section. Add any Comments and click Submit.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Request Information</p> <table> <tr> <td>Sea Time Years: 1</td> <td>Neutral Time: 06/13/2019 -</td> </tr> <tr> <td>Sea Time Months: 0</td> <td></td> </tr> <tr> <td>Sea Time Days: 14</td> <td></td> </tr> <tr> <td>Current Unit: 000094 - CGC SENECA</td> <td></td> </tr> <tr> <td>Sea Pay Level: SPL4</td> <td></td> </tr> <tr> <td>Level Description: DPT - Career Sea Pay Level 4</td> <td></td> </tr> </table> <p>Comment: </p> <p>Submit Resubmit Withdraw</p> </div>	Sea Time Years: 1	Neutral Time: 06/13/2019 -	Sea Time Months: 0		Sea Time Days: 14		Current Unit: 000094 - CGC SENECA		Sea Pay Level: SPL4		Level Description: DPT - Career Sea Pay Level 4	
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Level Description: DPT - Career Sea Pay Level 4													
8	<p>The transaction is now Pending approval. Once approved, submit a trouble ticket to PPC for review of Career Sea Time Balances (by ADV) and Career Sea Time Pay (by MAS).</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Request Status: Pending View/Hide Comments</p> <p>1</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Pending</p> <p>Multiple Approvers CGHRSUP for User's SPO</p> </div> <p>Comments</p> <p>Lily Collins at 06/20/19 - 2:44 PM</p> </div>												

Stopping CSP for a Separation

Introduction This section provides the procedures for stopping CSP when a member separates from the Coast Guard.

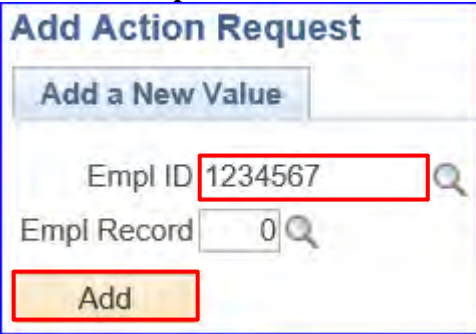
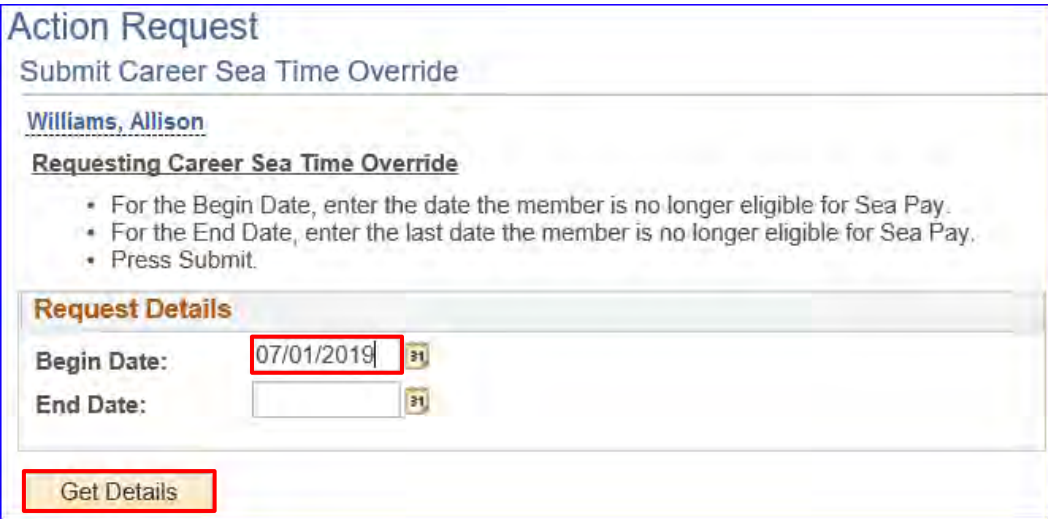
Procedures See below.

Step	Action
1	<p data-bbox="316 577 1359 645">On the Requests tab, select Career Sea Time Override from the Payroll Requests pagelet.</p>  <p>The screenshot shows a web interface with two main sections: 'Self Service Requests' and 'Payroll Requests'. The 'Requests' tab is selected. Under 'Self Service Requests', there are links for 'Submit an Absence Request', 'View My Absence Requests', 'View My Requests (all types)', and 'Submit a Drill Request'. Under 'Payroll Requests', there are links for 'View My Requests', 'Civilian Clothing Allowance', 'Officer Uniform Allowance', 'Foreign Language Pay', 'Family Separation Allowance', 'Advance Liquidation Schedule', 'Meal Rate', 'Hostile Fire Pay', 'Career Sea Time', 'Career Sea Pay Premium', 'Hardship Duty Pay', 'Responsibility Pay Override', 'Approved Absence Corrections', 'PHS Installment Special Pay', 'EBDL Completion', 'Proxy - BRS Enrollment', 'Proxy - Continuation Pay', and 'Non-Chargeable Absence'. The 'Career Sea Time' link is highlighted with a red box, and its corresponding option 'Career Sea Time Override' is also highlighted with a red box.</p>

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Stopping CSP for a Separation, Continued

Procedures,
continued

Step	Action
2	<p>Enter the Empl ID and click Add.</p>  <p>The screenshot shows a form titled "Add Action Request". At the top is a button labeled "Add a New Value". Below it are two input fields: "Empl ID" with the value "1234567" and a search icon, and "Empl Record" with the value "0" and a search icon. At the bottom is a button labeled "Add".</p>
3	<p>Enter the Begin Date the member is no longer eligible for Sea Pay (the day after they depart the vessel, in this example the member is departing on terminal leave on 6/30/19). The End Date is not needed for separating members.</p> <p>Click Get Details.</p>  <p>The screenshot shows a form titled "Action Request" with the subtitle "Submit Career Sea Time Override". It lists the member as "Williams, Allison" and the request as "Requesting Career Sea Time Override". There are two bullet points: "For the Begin Date, enter the date the member is no longer eligible for Sea Pay." and "For the End Date, enter the last date the member is no longer eligible for Sea Pay." Below this is a "Request Details" section with "Begin Date" set to "07/01/2019" and "End Date" empty. A "Get Details" button is at the bottom.</p>

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Stopping CSP for a Separation, Continued

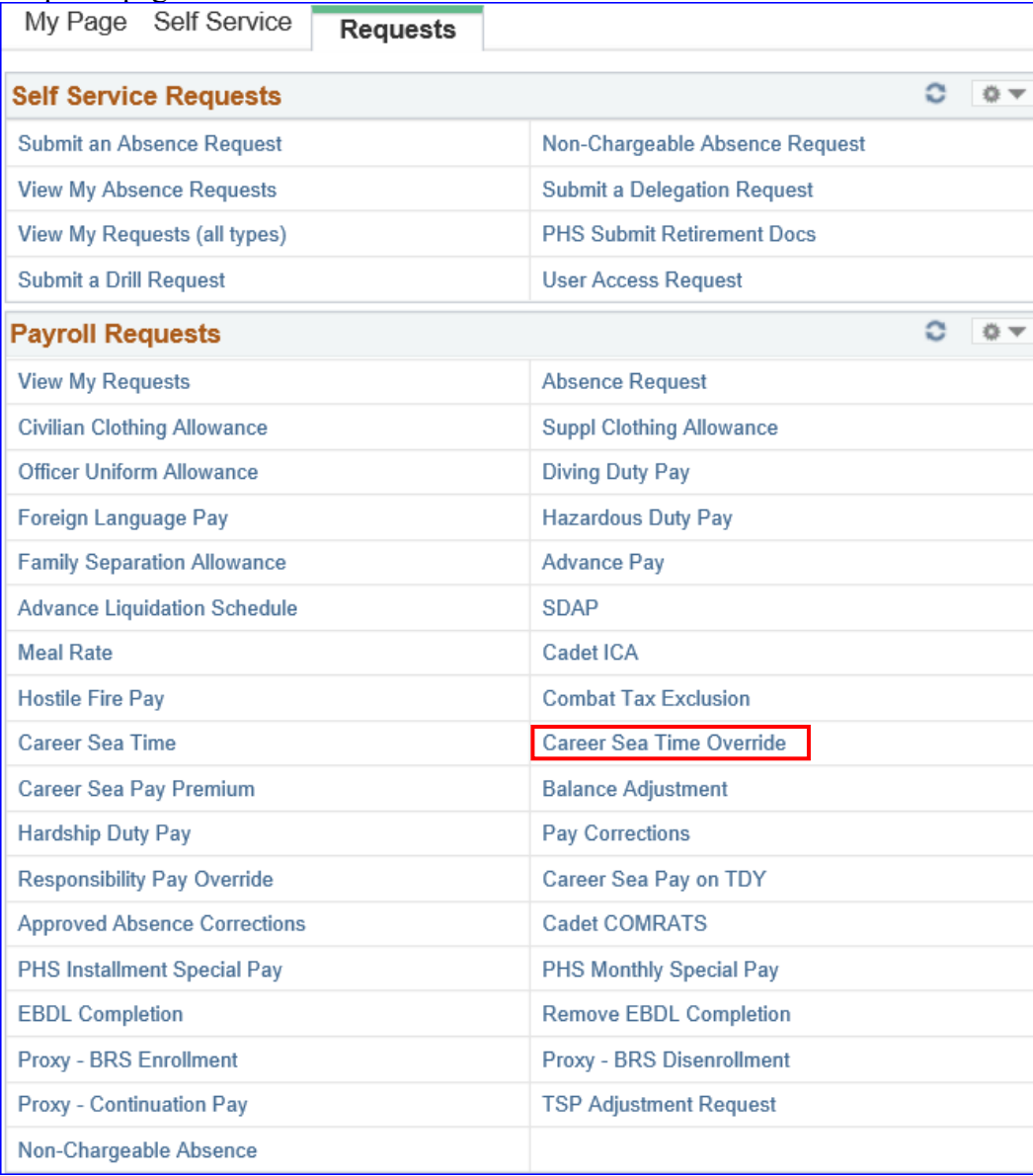
Procedures,
continued

Step	Action
4	<p>Information auto-populates in the Request Information section. Add any Comments and click Submit.</p> <div data-bbox="316 562 1366 927" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Information</p> <p>Sea Time Years: 4 Neutral Time: 07/14/2017 - 07/30/2017 Sea Time Months: 8 Sea Time Days: 12 Current Unit: 000099 - CGC THETIS Sea Pay Level: SPL4 Level Description: DPT - Career Sea Pay Level 4</p> <p>Comment: Member is departing 6/30/19 on terminal leave without intention to return. Manually stopping CSP to prevent overpayments.</p> <p>Submit Resubmit Withdraw</p> </div>
5	<p>The transaction is now Pending approval.</p> <div data-bbox="316 1003 1366 1462" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Status: Pending View/Hide Comments</p> <p>1</p> <div data-bbox="327 1108 715 1227" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Pending</p> <p> Multiple Approvers CGHRSUP for User's SPO</p> </div> <p>Comments</p> <p>Allison Williams at 06/20/2019 - 3:37 PM Member is departing 6/30/19 on terminal leave without intention to return. Manually stopping CSP to prevent overpayments.</p> </div>

Stopping CSP for a Known Period

Introduction This section provides the procedures for stopping CSP for a Known Period of time. CSP should manually be stopped when a member departs a vessel for longer than 30 days (TDY, leave, etc.). CSP is shut down on the 31st day away from the vessel.

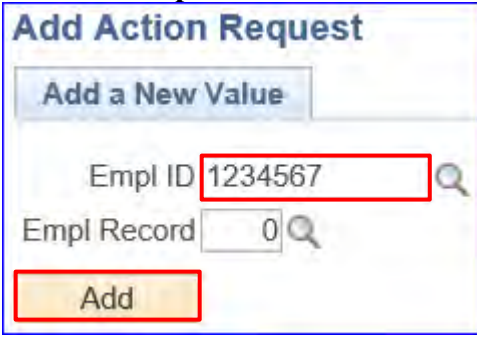
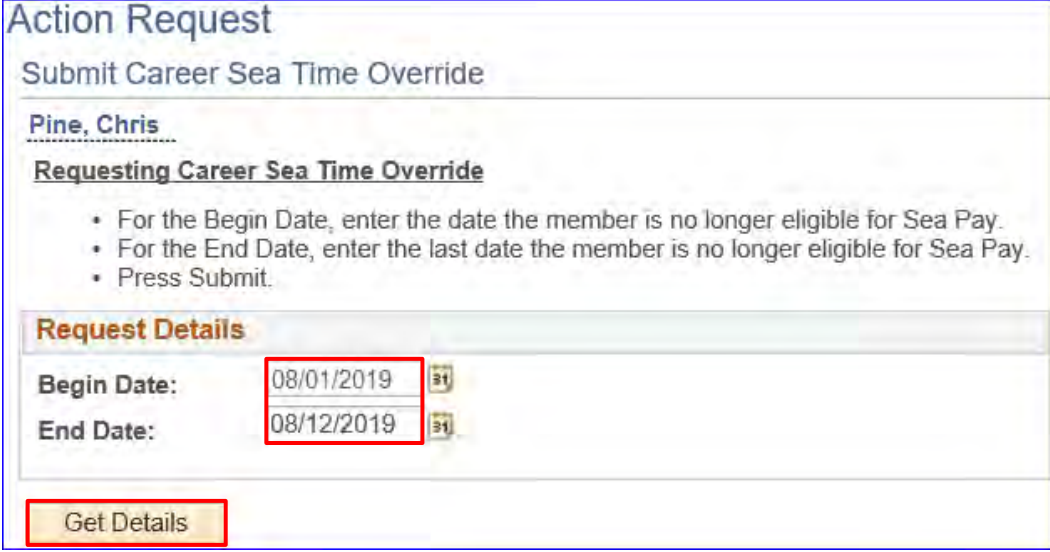
Procedures See below.

Step	Action
1	<p>On the Requests tab, select Career Sea Time Override from the Payroll Requests pagelet.</p>  <p>The screenshot shows a web interface with a navigation bar containing 'My Page', 'Self Service', and 'Requests'. Below this is a 'Self Service Requests' section with a grid of links: 'Submit an Absence Request', 'View My Absence Requests', 'View My Requests (all types)', 'Submit a Drill Request', 'Non-Chargeable Absence Request', 'Submit a Delegation Request', 'PHS Submit Retirement Docs', and 'User Access Request'. Below that is a 'Payroll Requests' section with a grid of links: 'View My Requests', 'Civilian Clothing Allowance', 'Officer Uniform Allowance', 'Foreign Language Pay', 'Family Separation Allowance', 'Advance Liquidation Schedule', 'Meal Rate', 'Hostile Fire Pay', 'Career Sea Time', 'Career Sea Pay Premium', 'Hardship Duty Pay', 'Responsibility Pay Override', 'Approved Absence Corrections', 'PHS Installment Special Pay', 'EBDL Completion', 'Proxy - BRS Enrollment', 'Proxy - Continuation Pay', 'Non-Chargeable Absence', 'Absence Request', 'Suppl Clothing Allowance', 'Diving Duty Pay', 'Hazardous Duty Pay', 'Advance Pay', 'SDAP', 'Cadet ICA', 'Combat Tax Exclusion', 'Career Sea Time Override' (highlighted in a red box), 'Balance Adjustment', 'Pay Corrections', 'Career Sea Pay on TDY', 'Cadet COMRATS', 'PHS Monthly Special Pay', 'Remove EBDL Completion', 'Proxy - BRS Disenrollment', and 'TSP Adjustment Request'.</p>

Continued on next page

Stopping CSP for a Known Period, Continued

Procedures,
continued

Step	Action
2	<p>Enter the Empl ID and click Add.</p>  <p>Add Action Request</p> <p>Add a New Value</p> <p>Empl ID 1234567</p> <p>Empl Record 0</p> <p>Add</p>
3	<p>Enter the Begin Date the member is no longer eligible for Sea Pay (the 31st day after they depart the vessel). For the End Date, enter the day before they return to the vessel.</p> <p>Click Get Details.</p>  <p>Action Request</p> <p>Submit Career Sea Time Override</p> <p>Pine, Chris</p> <p>Requesting Career Sea Time Override</p> <ul style="list-style-type: none"> • For the Begin Date, enter the date the member is no longer eligible for Sea Pay. • For the End Date, enter the last date the member is no longer eligible for Sea Pay. • Press Submit. <p>Request Details</p> <p>Begin Date: 08/01/2019</p> <p>End Date: 08/12/2019</p> <p>Get Details</p>

Continued on next page

Stopping CSP for a Known Period, Continued

Procedures,
continued

Step	Action
4	<p>Information auto-populates in the Request Information section. Add any Comments and click Submit.</p> <div data-bbox="316 562 1366 913" style="border: 1px solid blue; padding: 5px;"> <p>Request Information</p> <p>Sea Time Years: 5 Neutral Time: 06/02/2016 - 06/15/2016 Sea Time Months: 9 Sea Time Days: 25 Current Unit: 000508 - CGC POLAR STAR Sea Pay Level: SPL3 Level Description: DPT - Career Sea Pay Level 3</p> <p>Comment: Member went on medical TDY from CGC Polar Star from 7/1/19 - 8/12/19. Member became ineligible for CSP on 8/1/19 (over 30 days TDY) and became re-eligible upon returning 8/13/19.</p> <p>Submit Resubmit Withdraw</p> </div>
5	<p>The transaction is now Pending approval.</p> <div data-bbox="316 987 1366 1496" style="border: 1px solid blue; padding: 5px;"> <p>▼ Request Status: Pending View/Hide Comments</p> <p>1</p> <div data-bbox="336 1099 719 1218" style="border: 1px solid blue; padding: 5px; margin-bottom: 10px;"> <p>Pending</p> <p>Multiple Approvers CGHRSUP for User's SPO</p> </div> <p>▼ Comments</p> <div data-bbox="336 1285 1358 1487" style="border: 1px solid blue; padding: 5px;"> <p>Chris Pine at 06/20/2019 - 3:40PM</p> <p>Member went on medical TDY from the CGC Polar Star from 7/1/19 - 8-12-19. Member became ineligible for CSP on 8/1/19 (went over 30 days TDY) and became re-eligible upon returning 8/13/19.</p> </div> </div>


Starting Retroactive CSP

Introduction This section provides the procedures for starting retroactive CSP for a member.

Information For example, a member transferred to a CSP eligible unit on 6/1/19 and the CSP was never started. The SPO must first review the member’s Sea Time Balances and then make the changes in Career Sea Time Override and get the transaction approved.
Once approved, PPC can manually credit the member for the retroactive period.

NOTE: This procedure should only be used if the CSP was not started.



Procedures See below.

Step	Action																				
1	<p>Before starting Career Sea Pay, first look at the member’s Sea Time Balances. Select the Sea Time Balances link from the Active & Reserve Pay Shortcuts pagelet.</p>  <p>The screenshot shows a table of shortcuts:</p> <table border="1" data-bbox="316 1077 1225 1480"> <thead> <tr> <th colspan="2">Active & Reserve Pay Shortcuts</th> </tr> </thead> <tbody> <tr> <td>Direct Deposit</td> <td>Proxy - Submit Absence Request</td> </tr> <tr> <td>Voluntary Deductions</td> <td>SGLI + FSGLI</td> </tr> <tr> <td>Maintain Tax Data USA</td> <td>Housing Allowance</td> </tr> <tr> <td>Cost of Living Allowance</td> <td>Dependent Information</td> </tr> <tr> <td>BAH Depndnt/EmrgncyData Emplid</td> <td>MGIB Enrollments</td> </tr> <tr> <td>Sea Time Balances</td> <td>AvIP</td> </tr> <tr> <td>View Payslips (AD/RSV)</td> <td>Net Distribution</td> </tr> <tr> <td>Pay Calendar Results</td> <td>View Member W-2s</td> </tr> <tr> <td>Proxy - Submit Non-Charge Abs</td> <td></td> </tr> </tbody> </table>	Active & Reserve Pay Shortcuts		Direct Deposit	Proxy - Submit Absence Request	Voluntary Deductions	SGLI + FSGLI	Maintain Tax Data USA	Housing Allowance	Cost of Living Allowance	Dependent Information	BAH Depndnt/EmrgncyData Emplid	MGIB Enrollments	Sea Time Balances	AvIP	View Payslips (AD/RSV)	Net Distribution	Pay Calendar Results	View Member W-2s	Proxy - Submit Non-Charge Abs	
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Starting Retroactive CSP, Continued

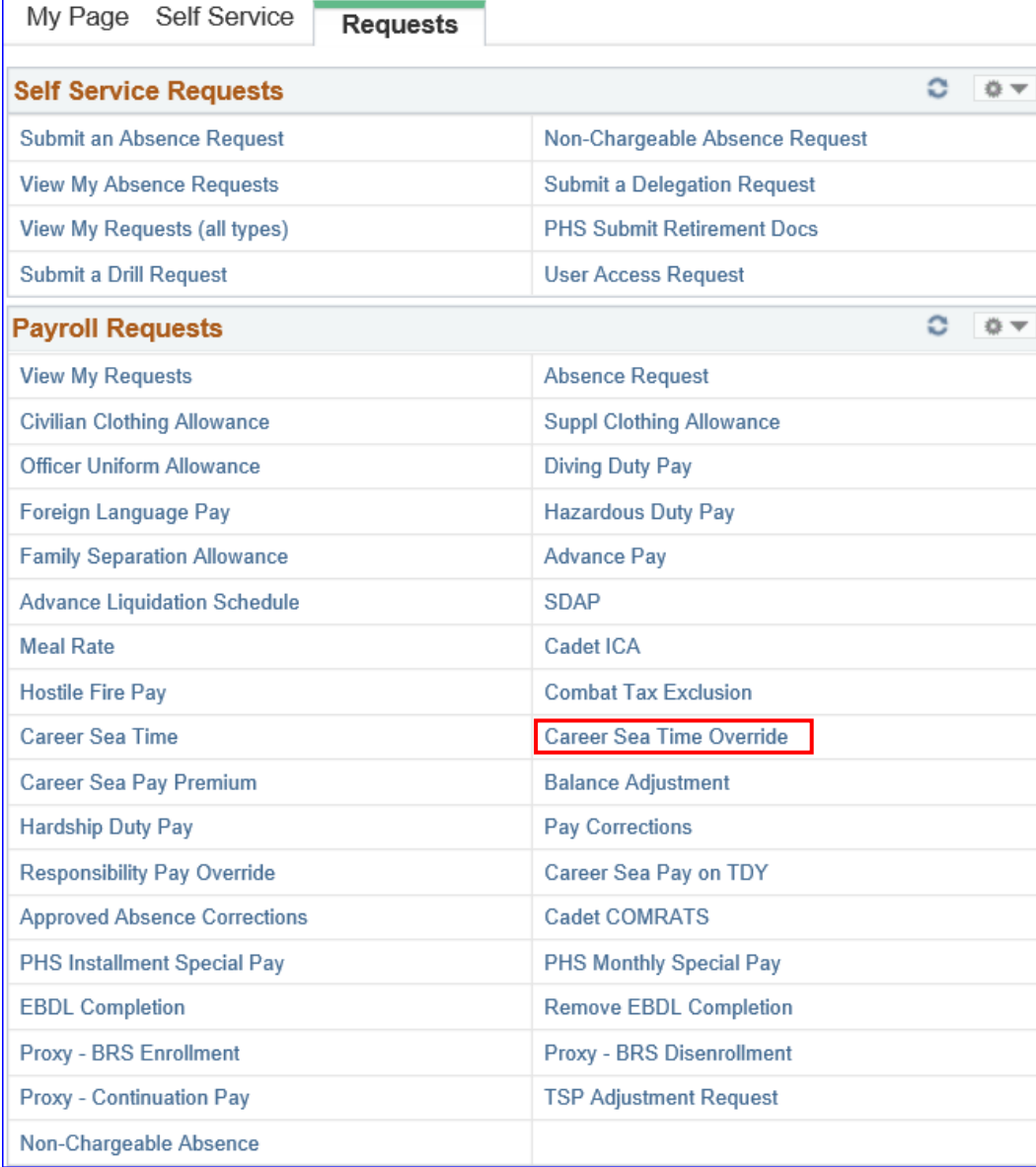
Procedures,
continued

Step	Action																
2	<p>Enter the Empl ID, check Include History and click Search.</p>  <p>Adjust Sea Time Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Search Criteria</p> <p>Empl ID begins with <input type="text" value="1234567"/></p> <p>Empl Record = <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Second Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p>Middle Name begins with <input type="text"/></p> <p>Business Unit begins with <input type="text"/></p> <p>Department Set ID begins with <input type="text"/></p> <p>Department begins with <input type="text"/></p> <p><input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/></p>																
3	<p>Notice the date when the sea time was Last Calculated. Then look at the Sea Time Stop Transactions for the description of why the sea pay isn't running. The Begin Date from the Sea Time Stop Transaction must be used in Step 6.</p>  <p>Adjust Sea Time</p> <p>Jennifer Anniston Employee Empl ID 1234567 Empl Record 0</p> <p>Career Sea Time Find View All First 1 of 1 Last</p> <p>Last Calculated: <input type="text" value="06/15/2019"/> Sea Time For Pay: 1 Years 0 Months 28 Days</p> <p>Comment: Sea Time Accrual of 15 days Processed on 2019.06.11-22.20.23.000000.</p> <p>Last Updated: 7654321 06/11/19 10:20PM</p> <p>Sea Time Stop Transactions Personalize Find First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Begin Date</th> <th>End Date</th> <th>Delete</th> <th>Description</th> <th>Approved Operator ID</th> <th>Approval</th> <th>Last Datetime</th> <th>Approval</th> </tr> </thead> <tbody> <tr> <td><input type="text" value="06/13/2019"/></td> <td><input type="text"/></td> <td><input type="checkbox"/></td> <td>On 2019.06.17, 7654321 approved an order (Transaction ID = 2558096) causing this Sea Neutral Rows to be created</td> <td>Y</td> <td>7654321</td> <td>06/17/19 10:22AM</td> <td></td> </tr> </tbody> </table> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Update/Display"/> <input type="button" value="Include History"/> <input type="button" value="Correct History"/></p>	Begin Date	End Date	Delete	Description	Approved Operator ID	Approval	Last Datetime	Approval	<input type="text" value="06/13/2019"/>	<input type="text"/>	<input type="checkbox"/>	On 2019.06.17, 7654321 approved an order (Transaction ID = 2558096) causing this Sea Neutral Rows to be created	Y	7654321	06/17/19 10:22AM	
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Starting Retroactive CSP, Continued

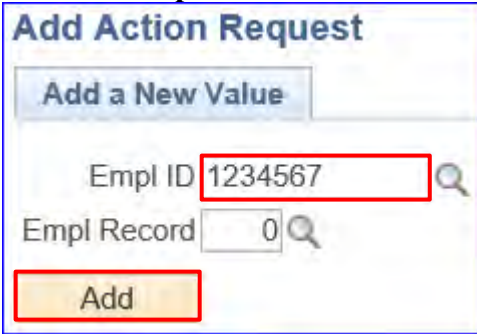
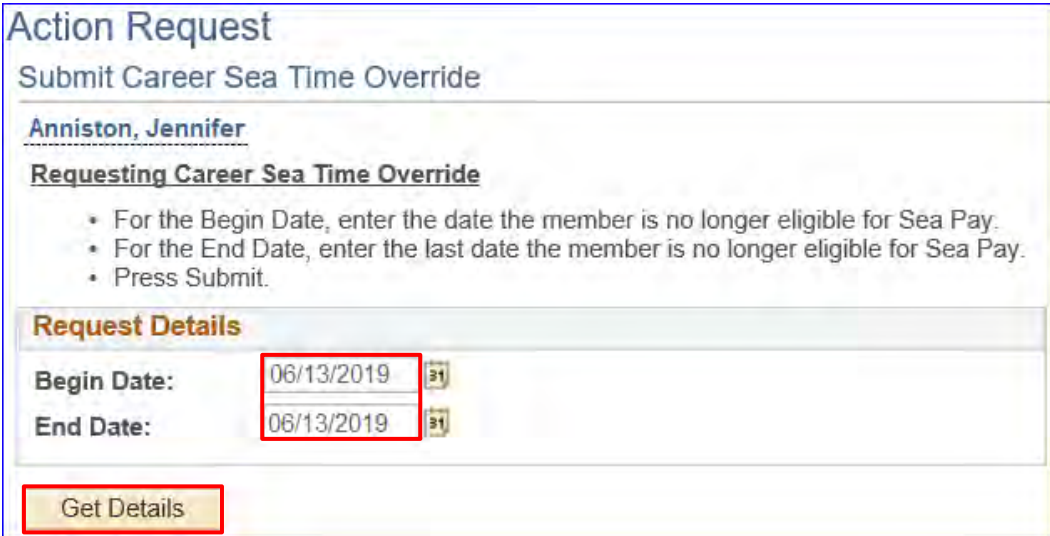
Procedures,
continued

Step	Action																																																
4	<p>On the Requests tab, select Career Sea Time Override from the Payroll Requests pagelet.</p>  <p>The screenshot shows a web interface with a 'Requests' tab selected. It contains two main sections: 'Self Service Requests' and 'Payroll Requests'. The 'Payroll Requests' section is a table with two columns. The item 'Career Sea Time Override' is highlighted with a red rectangular box.</p> <table border="1" data-bbox="316 562 1369 1742"> <thead> <tr> <th colspan="2">Self Service Requests</th> </tr> </thead> <tbody> <tr> <td>Submit an Absence Request</td> <td>Non-Chargeable Absence Request</td> </tr> <tr> <td>View My Absence Requests</td> <td>Submit a Delegation Request</td> </tr> <tr> <td>View My Requests (all types)</td> <td>PHS Submit Retirement Docs</td> </tr> <tr> <td>Submit a Drill Request</td> <td>User Access Request</td> </tr> </tbody> </table> <table border="1" data-bbox="316 875 1369 1742"> <thead> <tr> <th colspan="2">Payroll Requests</th> </tr> </thead> <tbody> <tr> <td>View My Requests</td> <td>Absence Request</td> </tr> <tr> <td>Civilian Clothing Allowance</td> <td>Suppl Clothing Allowance</td> </tr> <tr> <td>Officer Uniform Allowance</td> <td>Diving Duty Pay</td> </tr> <tr> <td>Foreign Language Pay</td> <td>Hazardous Duty Pay</td> </tr> <tr> <td>Family Separation Allowance</td> <td>Advance Pay</td> </tr> <tr> <td>Advance Liquidation Schedule</td> <td>SDAP</td> </tr> <tr> <td>Meal Rate</td> <td>Cadet ICA</td> </tr> <tr> <td>Hostile Fire Pay</td> <td>Combat Tax Exclusion</td> </tr> <tr> <td>Career Sea Time</td> <td>Career Sea Time Override</td> </tr> <tr> <td>Career Sea Pay Premium</td> <td>Balance Adjustment</td> </tr> <tr> <td>Hardship Duty Pay</td> <td>Pay Corrections</td> </tr> <tr> <td>Responsibility Pay Override</td> <td>Career Sea Pay on TDY</td> </tr> <tr> <td>Approved Absence Corrections</td> <td>Cadet COMRATS</td> </tr> <tr> <td>PHS Installment Special Pay</td> <td>PHS Monthly Special Pay</td> </tr> <tr> <td>EBDL Completion</td> <td>Remove EBDL Completion</td> </tr> <tr> <td>Proxy - BRS Enrollment</td> <td>Proxy - BRS Disenrollment</td> </tr> <tr> <td>Proxy - Continuation Pay</td> <td>TSP Adjustment Request</td> </tr> <tr> <td>Non-Chargeable Absence</td> <td></td> </tr> </tbody> </table>	Self Service Requests		Submit an Absence Request	Non-Chargeable Absence Request	View My Absence Requests	Submit a Delegation Request	View My Requests (all types)	PHS Submit Retirement Docs	Submit a Drill Request	User Access Request	Payroll Requests		View My Requests	Absence Request	Civilian Clothing Allowance	Suppl Clothing Allowance	Officer Uniform Allowance	Diving Duty Pay	Foreign Language Pay	Hazardous Duty Pay	Family Separation Allowance	Advance Pay	Advance Liquidation Schedule	SDAP	Meal Rate	Cadet ICA	Hostile Fire Pay	Combat Tax Exclusion	Career Sea Time	Career Sea Time Override	Career Sea Pay Premium	Balance Adjustment	Hardship Duty Pay	Pay Corrections	Responsibility Pay Override	Career Sea Pay on TDY	Approved Absence Corrections	Cadet COMRATS	PHS Installment Special Pay	PHS Monthly Special Pay	EBDL Completion	Remove EBDL Completion	Proxy - BRS Enrollment	Proxy - BRS Disenrollment	Proxy - Continuation Pay	TSP Adjustment Request	Non-Chargeable Absence	
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Starting Retroactive CSP, Continued

Procedures,
continued

Step	Action
5	<p>Enter the Empl ID and click Add.</p>  <p>Add Action Request</p> <p>Add a New Value</p> <p>Empl ID 1234567</p> <p>Empl Record 0</p> <p>Add</p>
6	<p>Enter the Begin Date (from the Sea Time Neutral transaction) and enter the SAME DATE for the End Date.</p> <p>Click Get Details.</p>  <p>Action Request</p> <p>Submit Career Sea Time Override</p> <p><u>Anniston, Jennifer</u></p> <p>Requesting Career Sea Time Override</p> <ul style="list-style-type: none"> • For the Begin Date, enter the date the member is no longer eligible for Sea Pay. • For the End Date, enter the last date the member is no longer eligible for Sea Pay. • Press Submit. <p>Request Details</p> <p>Begin Date: 06/13/2019</p> <p>End Date: 06/13/2019</p> <p>Get Details</p>

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Starting Retroactive CSP, Continued

Procedures,
continued

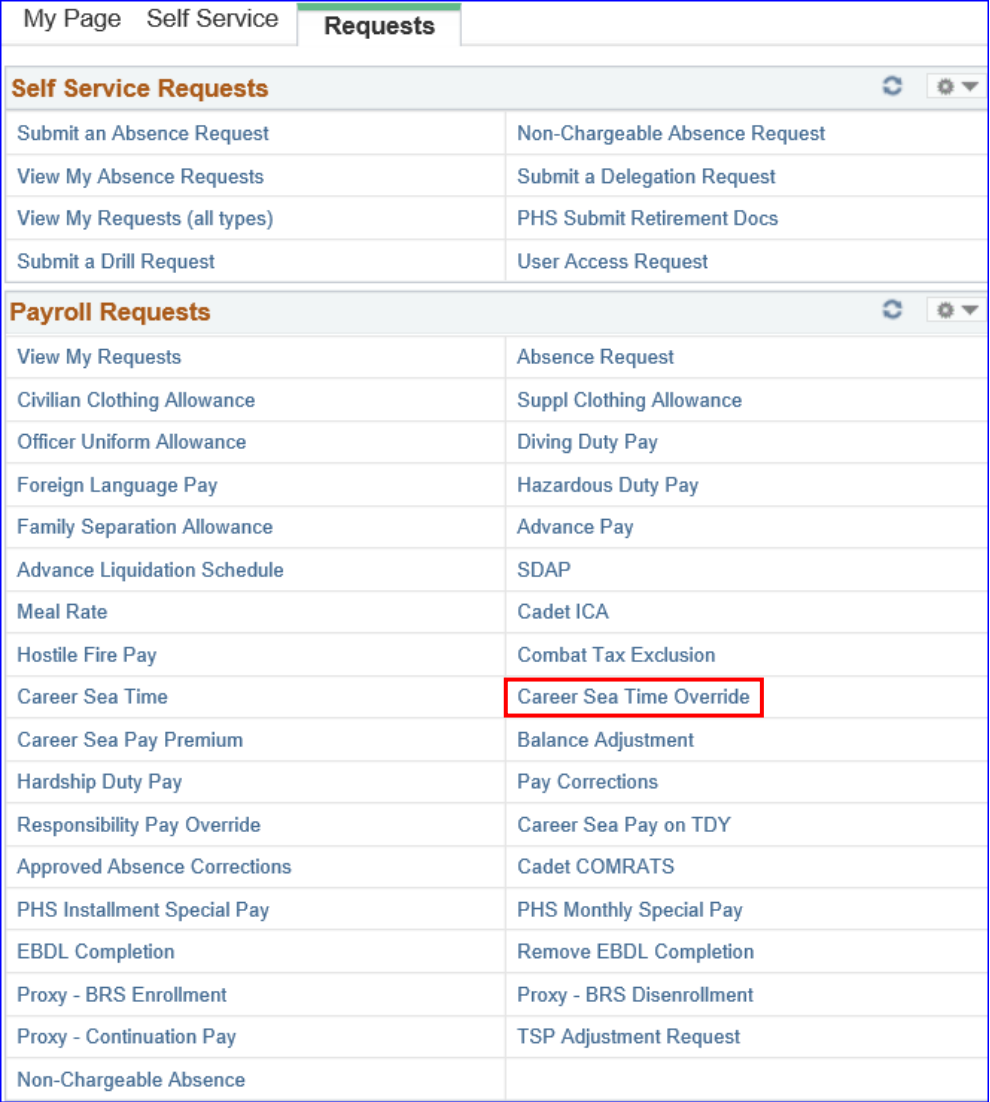
Step	Action												
7	<p>Information auto-populates in the Request Information section. Enter very specific Comments, such as: Member transferred to a CSP Eligible unit on 6/1/19, CSP did not start. Please credit member for sea time and make retro payments.</p> <p>Click Submit.</p> <div data-bbox="316 705 1369 1066"><p>Request Information</p><table><tr><td>Sea Time Years: 1</td><td>Neutral Time:</td></tr><tr><td>Sea Time Months: 0</td><td></td></tr><tr><td>Sea Time Days: 14</td><td></td></tr><tr><td>Current Unit: 000094 - CGC SENECA</td><td></td></tr><tr><td>Sea Pay Level: SPL4</td><td></td></tr><tr><td>Level Description: DPT - Career Sea Pay Level 4</td><td></td></tr></table><p>Comment: Member transferred to CSP eligible unit on 6/1/19, CSP did not start. Please credit member for sea time and make retro payments.</p><p>Submit Resubmit Withdraw</p></div>	Sea Time Years: 1	Neutral Time:	Sea Time Months: 0		Sea Time Days: 14		Current Unit: 000094 - CGC SENECA		Sea Pay Level: SPL4		Level Description: DPT - Career Sea Pay Level 4	
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8	<p>The transaction is now Pending approval.</p> <div data-bbox="316 1137 1369 1597"><p>Request Status: Pending View/Hide Comments</p><p>1</p><div data-bbox="331 1240 719 1361"><p>Pending</p><p> Multiple Approvers CGHRSUP for User's SPO</p></div><p>Comments</p><p>Jennifer Anniston at 06/20/19 - 3:22 PM Member transferred to CSP eligible unit on 6/1/19, CSP did not start. Please credit member for sea time and make retro payments.</p></div>												

Entering Neutral Time for Future TDY

Introduction This section provides the procedures for adding a future row of Neutral Time for CSP.

Information When a member goes TDY, the Career Sea Time Override should be entered, including an End Date, based on the signed TDY Orders.

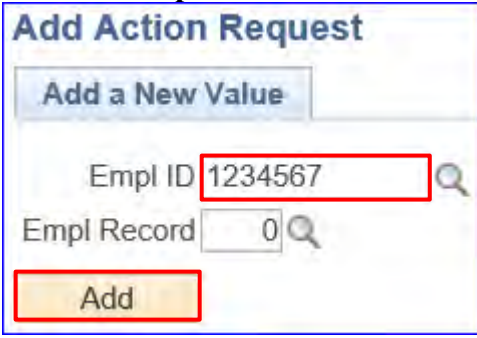
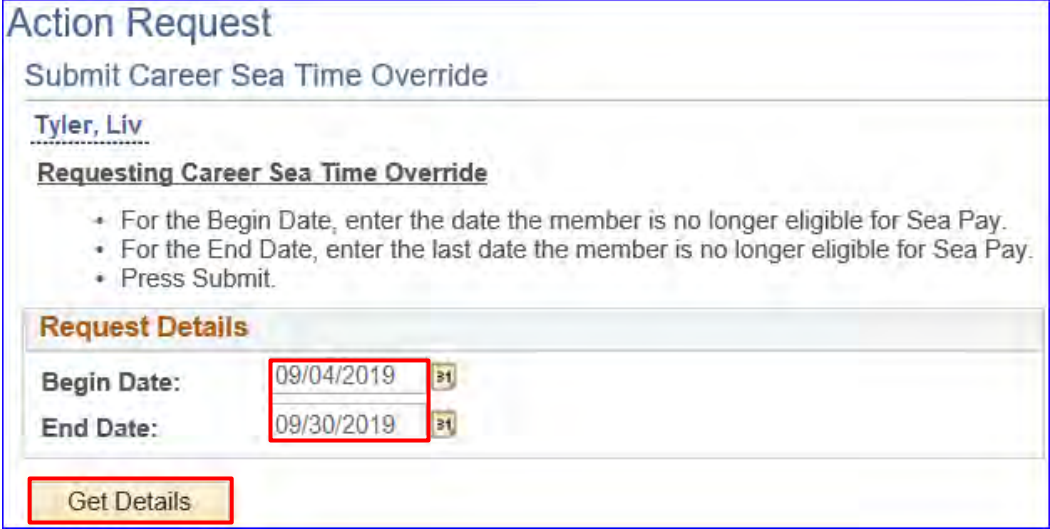
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1	<p>On the Requests tab, select Career Sea Time Override from the Payroll Requests pagelet.</p>  <p>The screenshot shows a web interface with a 'Requests' tab selected. It contains two main sections: 'Self Service Requests' and 'Payroll Requests'. The 'Payroll Requests' section is expanded, showing a list of request types. 'Career Sea Time Override' is highlighted with a red rectangular box.</p> <table border="1" data-bbox="316 786 1310 1883"> <thead> <tr> <th colspan="2">Self Service Requests</th> </tr> </thead> <tbody> <tr><td>Submit an Absence Request</td><td>Non-Chargeable Absence Request</td></tr> <tr><td>View My Absence Requests</td><td>Submit a Delegation Request</td></tr> <tr><td>View My Requests (all types)</td><td>PHS Submit Retirement Docs</td></tr> <tr><td>Submit a Drill Request</td><td>User Access Request</td></tr> </tbody> </table> <table border="1" data-bbox="316 1077 1310 1883"> <thead> <tr> <th colspan="2">Payroll Requests</th> </tr> </thead> <tbody> <tr><td>View My Requests</td><td>Absence Request</td></tr> <tr><td>Civilian Clothing Allowance</td><td>Suppl Clothing Allowance</td></tr> <tr><td>Officer Uniform Allowance</td><td>Diving Duty Pay</td></tr> <tr><td>Foreign Language Pay</td><td>Hazardous Duty Pay</td></tr> <tr><td>Family Separation Allowance</td><td>Advance Pay</td></tr> <tr><td>Advance Liquidation Schedule</td><td>SDAP</td></tr> <tr><td>Meal Rate</td><td>Cadet ICA</td></tr> <tr><td>Hostile Fire Pay</td><td>Combat Tax Exclusion</td></tr> <tr><td>Career Sea Time</td><td>Career Sea Time Override</td></tr> <tr><td>Career Sea Pay Premium</td><td>Balance Adjustment</td></tr> <tr><td>Hardship Duty Pay</td><td>Pay Corrections</td></tr> <tr><td>Responsibility Pay Override</td><td>Career Sea Pay on TDY</td></tr> <tr><td>Approved Absence Corrections</td><td>Cadet COMRATS</td></tr> <tr><td>PHS Installment Special Pay</td><td>PHS Monthly Special Pay</td></tr> <tr><td>EBDL Completion</td><td>Remove EBDL Completion</td></tr> <tr><td>Proxy - BRS Enrollment</td><td>Proxy - BRS Disenrollment</td></tr> <tr><td>Proxy - Continuation Pay</td><td>TSP Adjustment Request</td></tr> <tr><td>Non-Chargeable Absence</td><td></td></tr> </tbody> </table>	Self Service Requests		Submit an Absence Request	Non-Chargeable Absence Request	View My Absence Requests	Submit a Delegation Request	View My Requests (all types)	PHS Submit Retirement Docs	Submit a Drill Request	User Access Request	Payroll Requests		View My Requests	Absence Request	Civilian Clothing Allowance	Suppl Clothing Allowance	Officer Uniform Allowance	Diving Duty Pay	Foreign Language Pay	Hazardous Duty Pay	Family Separation Allowance	Advance Pay	Advance Liquidation Schedule	SDAP	Meal Rate	Cadet ICA	Hostile Fire Pay	Combat Tax Exclusion	Career Sea Time	Career Sea Time Override	Career Sea Pay Premium	Balance Adjustment	Hardship Duty Pay	Pay Corrections	Responsibility Pay Override	Career Sea Pay on TDY	Approved Absence Corrections	Cadet COMRATS	PHS Installment Special Pay	PHS Monthly Special Pay	EBDL Completion	Remove EBDL Completion	Proxy - BRS Enrollment	Proxy - BRS Disenrollment	Proxy - Continuation Pay	TSP Adjustment Request	Non-Chargeable Absence	
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Entering Neutral Time for Future TDY, Continued

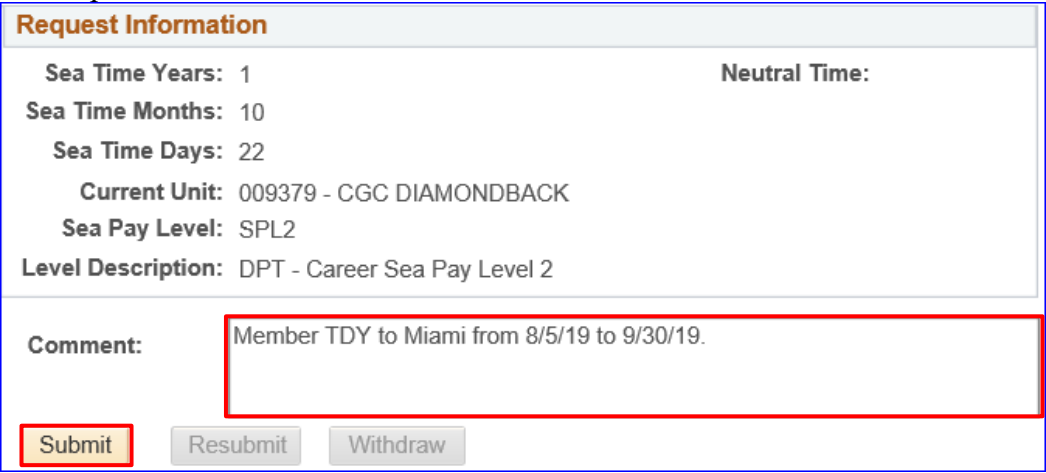
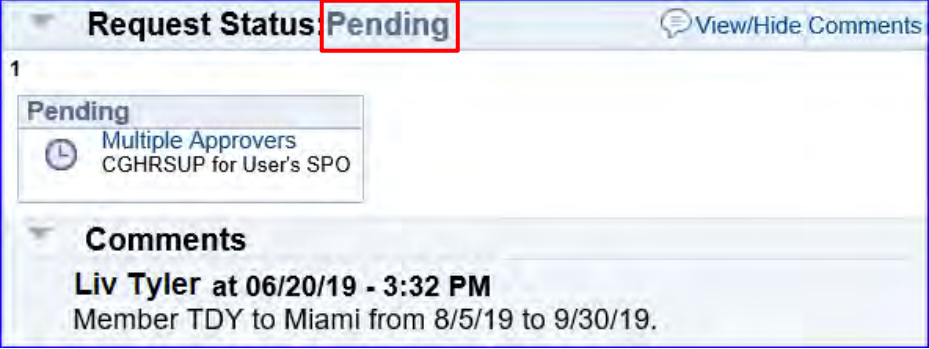
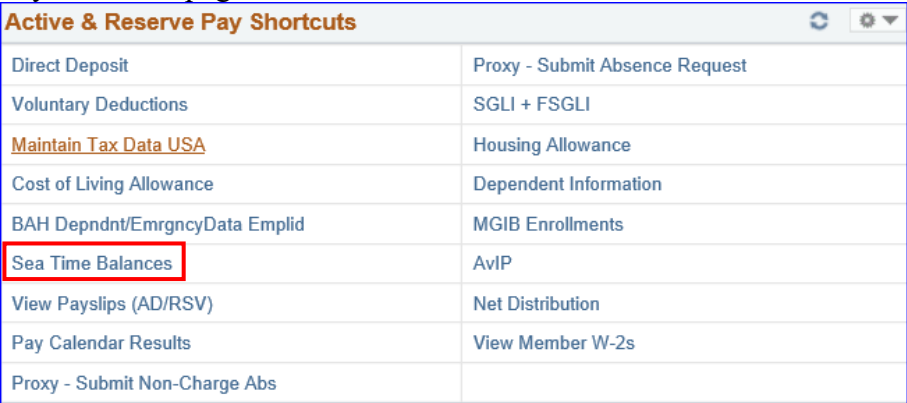
Procedures,
continued

Step	Action
2	<p>Enter the Empl ID and click Add.</p>  <p>Add Action Request</p> <p>Add a New Value</p> <p>Empl ID 1234567</p> <p>Empl Record 0</p> <p>Add</p>
3	<p>Enter the Begin Date the member is no longer eligible for Sea Pay (the 31st day after they depart the vessel). For the End Date, enter the day before they return to the vessel.</p> <p>Click Get Details.</p>  <p>Action Request</p> <p>Submit Career Sea Time Override</p> <p>Tyler, Liv</p> <p>Requesting Career Sea Time Override</p> <ul style="list-style-type: none"> • For the Begin Date, enter the date the member is no longer eligible for Sea Pay. • For the End Date, enter the last date the member is no longer eligible for Sea Pay. • Press Submit. <p>Request Details</p> <p>Begin Date: 09/04/2019</p> <p>End Date: 09/30/2019</p> <p>Get Details</p>

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Entering Neutral Time for Future TDY , Continued


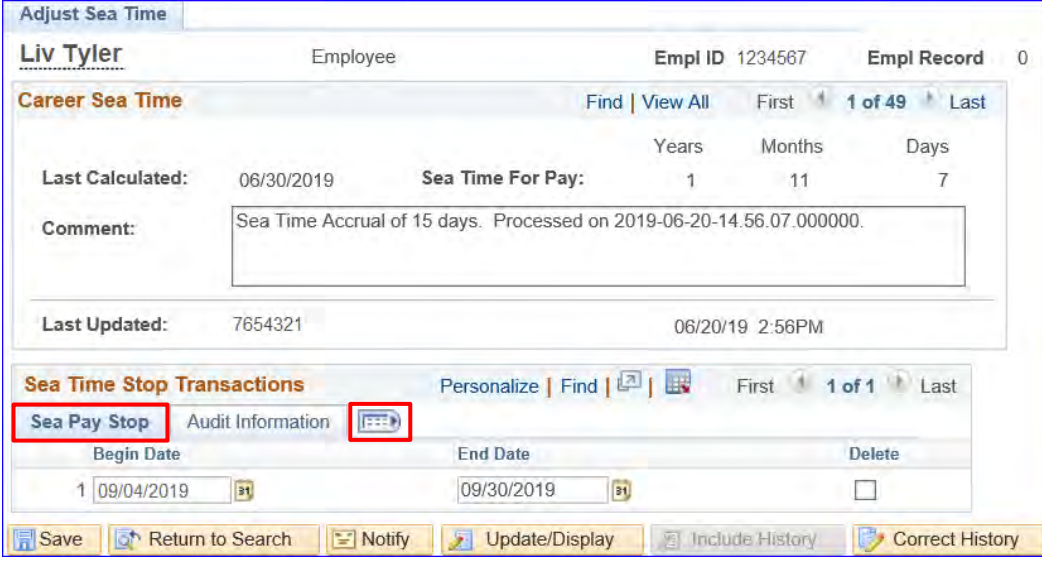

Procedures,
continued

Step	Action																				
4	<p>Enter specific Comments for the Neutral Time and click Submit.</p> 																				
5	<p>The transaction is now Pending approval.</p> 																				
6	<p>Once approved, select the Sea Time Balances link from the Active & Reserve Pay Shortcuts pagelet.</p>  <table border="1" data-bbox="316 1498 1227 1899"> <thead> <tr> <th colspan="2">Active & Reserve Pay Shortcuts</th> </tr> </thead> <tbody> <tr> <td>Direct Deposit</td> <td>Proxy - Submit Absence Request</td> </tr> <tr> <td>Voluntary Deductions</td> <td>SGLI + FSGLI</td> </tr> <tr> <td>Maintain Tax Data USA</td> <td>Housing Allowance</td> </tr> <tr> <td>Cost of Living Allowance</td> <td>Dependent Information</td> </tr> <tr> <td>BAH Depndnt/EmrgncyData Emplid</td> <td>MGIB Enrollments</td> </tr> <tr> <td>Sea Time Balances</td> <td>AvIP</td> </tr> <tr> <td>View Payslips (AD/RSV)</td> <td>Net Distribution</td> </tr> <tr> <td>Pay Calendar Results</td> <td>View Member W-2s</td> </tr> <tr> <td>Proxy - Submit Non-Charge Abs</td> <td></td> </tr> </tbody> </table>	Active & Reserve Pay Shortcuts		Direct Deposit	Proxy - Submit Absence Request	Voluntary Deductions	SGLI + FSGLI	Maintain Tax Data USA	Housing Allowance	Cost of Living Allowance	Dependent Information	BAH Depndnt/EmrgncyData Emplid	MGIB Enrollments	Sea Time Balances	AvIP	View Payslips (AD/RSV)	Net Distribution	Pay Calendar Results	View Member W-2s	Proxy - Submit Non-Charge Abs	
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Proxy - Submit Non-Charge Abs																					

Continued on next page

Entering Neutral Time for Future TDY, Continued

Procedures,
continued

Step	Action						
7	<p>Enter the Empl ID, check Include History and click Search.</p>  <p>Adjust Sea Time Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>Search Criteria</p> <p>Empl ID begins with <input type="text" value="1234567"/></p> <p>Empl Record = <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Second Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p>Middle Name begins with <input type="text"/></p> <p>Business Unit begins with <input type="text"/></p> <p>Department Set ID begins with <input type="text"/></p> <p>Department begins with <input type="text"/></p> <p><input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> <input type="button" value="Basic Search"/> <input type="button" value="Save Search Criteria"/></p>						
8	<p>The Sea Pay Stop (Neutral Time) row will display. Click the Expand All icon to see more information.</p>  <p>Adjust Sea Time</p> <p>Liv Tyler Employee Empl ID 1234567 Empl Record 0</p> <p>Career Sea Time Find View All First 1 of 49 Last</p> <p>Last Calculated: 06/30/2019 Sea Time For Pay: 1 Years 11 Months 7 Days</p> <p>Comment: Sea Time Accrual of 15 days. Processed on 2019-06-20-14.56.07.000000.</p> <p>Last Updated: 7654321 06/20/19 2:56PM</p> <p>Sea Time Stop Transactions Personalize Find First 1 of 1 Last</p> <p>Sea Pay Stop Audit Information </p> <table border="1"> <thead> <tr> <th>Begin Date</th> <th>End Date</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>1 09/04/2019</td> <td>09/30/2019</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Save Return to Search Notify Update/Display Include History Correct History</p>	Begin Date	End Date	Delete	1 09/04/2019	09/30/2019	<input type="checkbox"/>
Begin Date	End Date	Delete					
1 09/04/2019	09/30/2019	<input type="checkbox"/>					

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Entering Neutral Time for Future TDY, Continued

Procedures,
continued

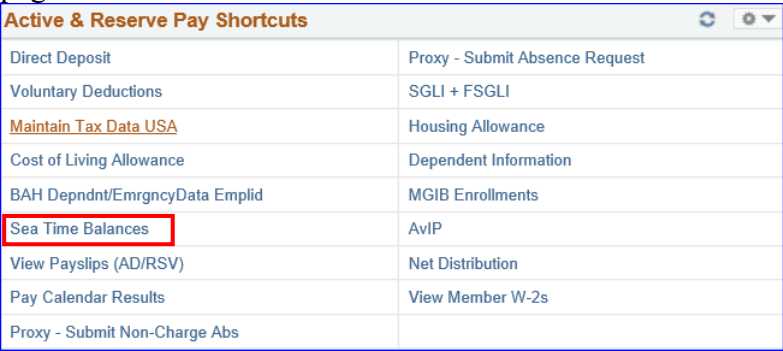

Step	Action
9	<p>Additional information will display. Click Save or Return to Search to exit the screen.</p>  <p>The screenshot shows a web application window titled "Sea Time Stop Transactions". At the top right, there are links for "Personalize", "Find", and "1 of 1" with "First" and "Last" navigation options. Below this is a table with columns: "Begin Date", "End Date", "Delete", "Description", "Approved", "Operator ID", "Approval", and "Last Datetime Approval". A single row is visible with the following data: "1", "08/05/2019", "09/30/2019", a checkbox, "On 2019-06-27, 7654321 approved this Sea Time Neutral transaction.", "Y", "7654321", and "06/27/19 11:08AM". At the bottom of the window, there are several buttons: "Save", "Return to Search", "Notify", "Update/Display", "Include History", and "Correct History". The "Save" and "Return to Search" buttons are highlighted with a red rectangular box.</p>

Deleting Neutral Time Rows

Introduction This section provides the procedures for deleting Sea Time Stop (Neutral Time) rows. This should **only be used** when incorrect dates are entered as well as erroneous submissions.

Information Upon completion of this transaction, Sea Time Balances will update **AFTER FINALIZATION**. SPO's should verify the information after finalization and only submit a Statement of Creditable Sea Service (SOCSS) if the accrual is inaccurate.

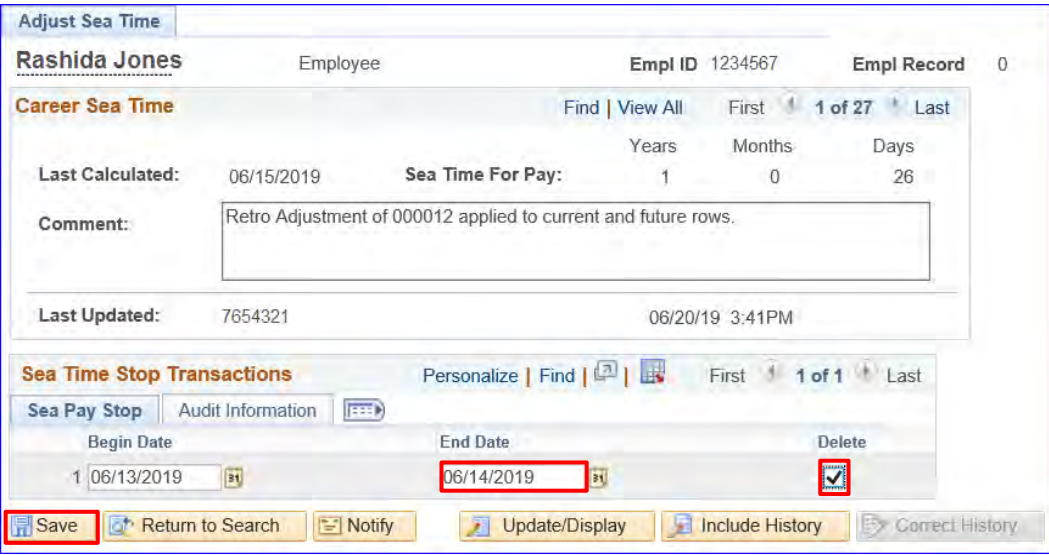
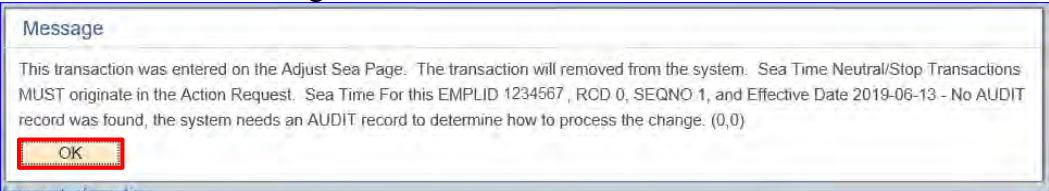
Procedures See below.

Step	Action
<p>1</p>	<p>Select the Sea Time Balances link from the Active & Reserve Pay Shortcuts pagelet.</p>  <p>The screenshot shows a table of shortcuts. The 'Sea Time Balances' link is highlighted with a red box. Other links include Direct Deposit, Voluntary Deductions, Maintain Tax Data USA, Cost of Living Allowance, BAH Depndnt/EmergencyData Emplid, View Payslips (AD/RSV), Pay Calendar Results, Proxy - Submit Non-Charge Abs, Proxy - Submit Absence Request, SGLI + FSGLI, Housing Allowance, Dependent Information, MGIB Enrollments, AvIP, and Net Distribution.</p>
<p>2</p>	<p>Enter the Empl ID, check the Include History and Correct History boxes and click Search.</p>  <p>The screenshot shows the 'Adjust Sea Time' search form. The 'Empl ID' field is set to '1234567' and is highlighted with a red box. The 'Include History' and 'Correct History' checkboxes are checked and highlighted with red boxes. The 'Search' button is also highlighted with a red box. Other fields include Empl Record, Name, Last Name, Second Last Name, Alternate Character Name, Middle Name, Business Unit, Department Set ID, and Department.</p>

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Deleting Neutral Time Rows, Continued

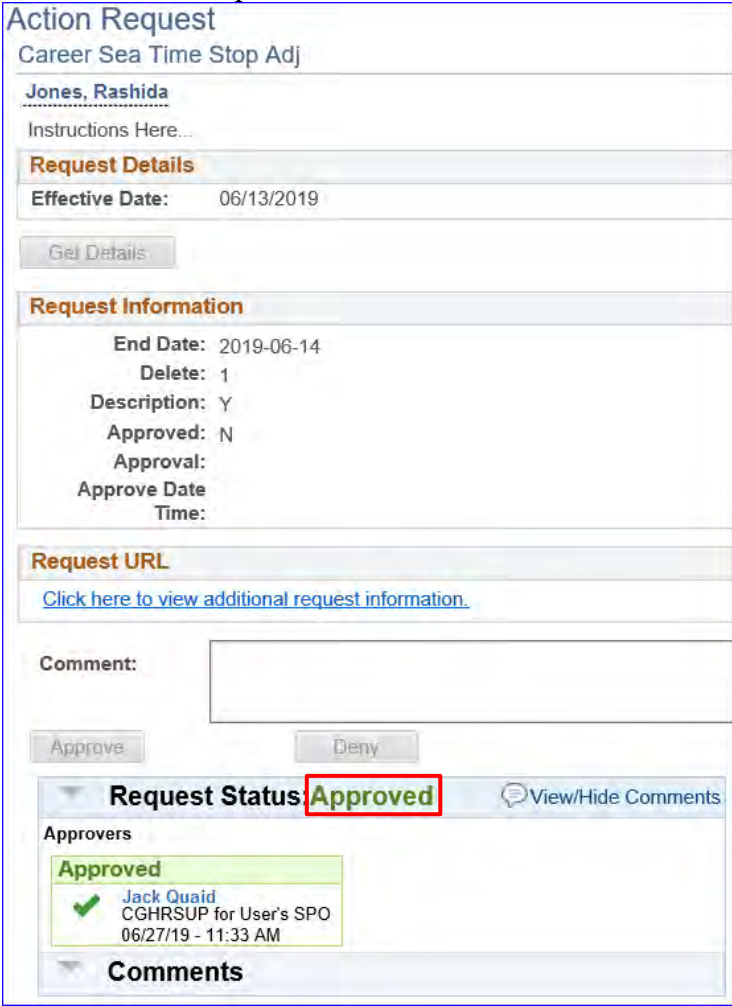
Procedures,
continued

Step	Action
3	<p>Locate the incorrect/erroneous Sea Pay Stop row and check the Delete box. Enter an End Date and click Save.</p>  <p>NOTE: An End Date must be entered to allow the system to save.</p>
4	<p>Because the record will be permanently deleted, a Message will appear warning about audit records being lost. Click OK.</p> 

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Deleting Neutral Time Rows, Continued

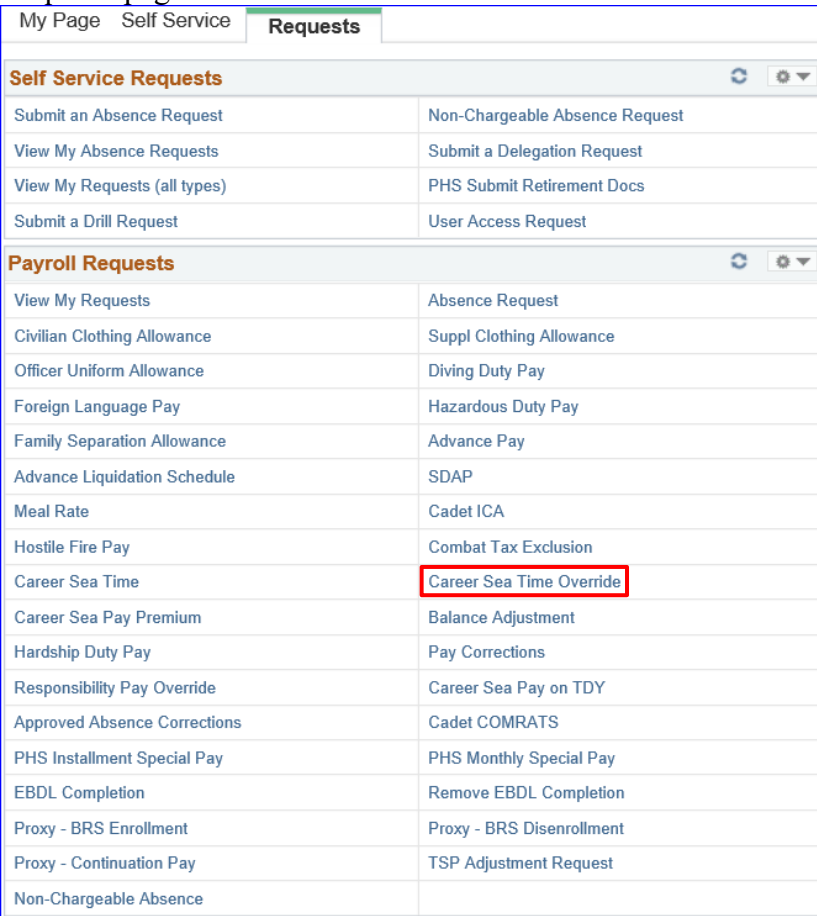
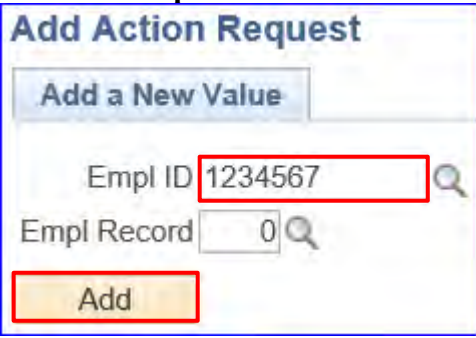
Procedures,
continued

Step	Action
5	<p>Once the deletion Action Request has been Approved by the Auditor, proceed to Step 6 for corrections. If this was a deletion for an erroneous entry, your transaction is complete.</p> 

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Deleting Neutral Time Rows, Continued

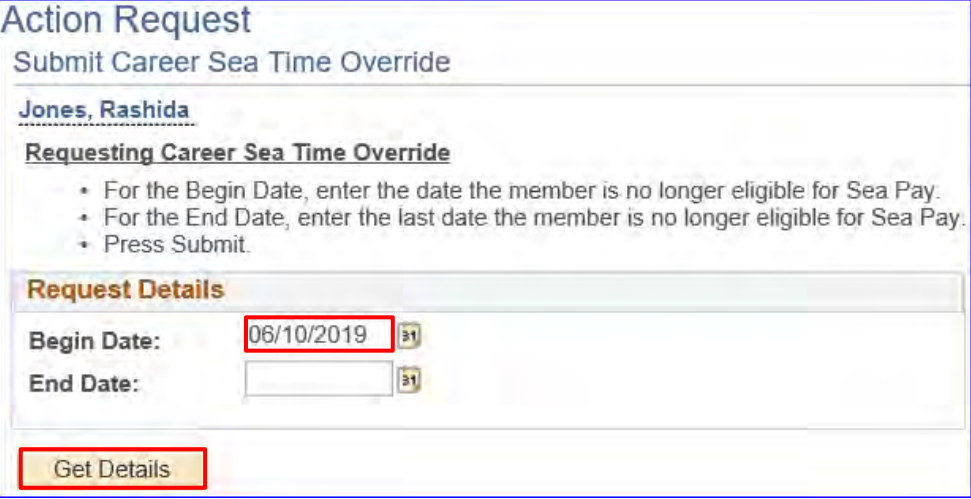
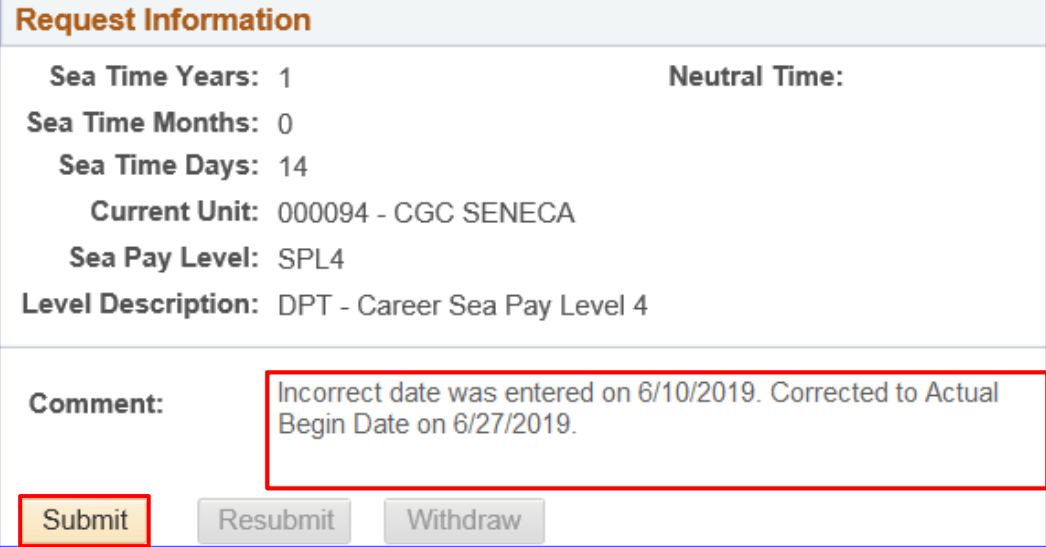
Procedures,
continued

Step	Action
6	<p>On the Requests tab, select Career Sea Time Override from the Payroll Requests pagelet.</p>  <p>The screenshot shows a web interface with a 'Requests' tab selected. It contains two sections: 'Self Service Requests' and 'Payroll Requests'. The 'Payroll Requests' section lists various request types, with 'Career Sea Time Override' highlighted by a red rectangular box.</p>
7	<p>Enter the Empl ID and click Add.</p>  <p>The screenshot shows a form titled 'Add Action Request'. It has a button 'Add a New Value' at the top. Below it are two input fields: 'Empl ID' with the value '1234567' and a search icon, and 'Empl Record' with the value '0' and a search icon. At the bottom is a yellow 'Add' button, which is highlighted with a red rectangular box.</p>

Continued on next page

Deleting Neutral Time Rows, Continued


Procedures,
continued

Step	Action
8	<p>Enter the correct Begin Date and click Get Details.</p>  <p>Action Request Submit Career Sea Time Override</p> <p><u>Jones, Rashida</u></p> <p>Requesting Career Sea Time Override</p> <ul style="list-style-type: none"> • For the Begin Date, enter the date the member is no longer eligible for Sea Pay. • For the End Date, enter the last date the member is no longer eligible for Sea Pay. • Press Submit. <p>Request Details</p> <p>Begin Date: 06/10/2019 <input type="button" value="31"/></p> <p>End Date: <input type="text"/> <input type="button" value="31"/></p> <p><input type="button" value="Get Details"/></p>
9	<p>The Request Information will display. Enter any needed Comments and click Submit.</p>  <p>Request Information</p> <p>Sea Time Years: 1 Neutral Time:</p> <p>Sea Time Months: 0</p> <p>Sea Time Days: 14</p> <p>Current Unit: 000094 - CGC SENECA</p> <p>Sea Pay Level: SPL4</p> <p>Level Description: DPT - Career Sea Pay Level 4</p> <p>Comment: Incorrect date was entered on 6/10/2019. Corrected to Actual Begin Date on 6/27/2019.</p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p>

Continued on next page

Deleting Neutral Time Rows, Continued

Procedures,
continued

Step	Action
<p>10</p>	<p>The corrected transaction is now Pending approval.</p> 
<p>11</p>	<p>REMEMBER: Upon completion of this transaction, Sea Time Balances will update AFTER FINALIZATION. SPO's should verify the information after finalization and only submit a Statement of Creditable Sea Service (SOCSS) if the accrual is inaccurate.</p>

Starting CSP for Mobile Units

Introduction This guide provides the procedures for starting career sea pay at a mobile unit.

Background When a member reports to an Afloat Training Organization (ATO), their sea time/sea pay begins the first day the member reports TDY to a ship, if, one of the following two situations are met:

- the TDY period is greater than 24 hours, or
- the TDY period is less than 24 hours and includes an overnight on the ship.

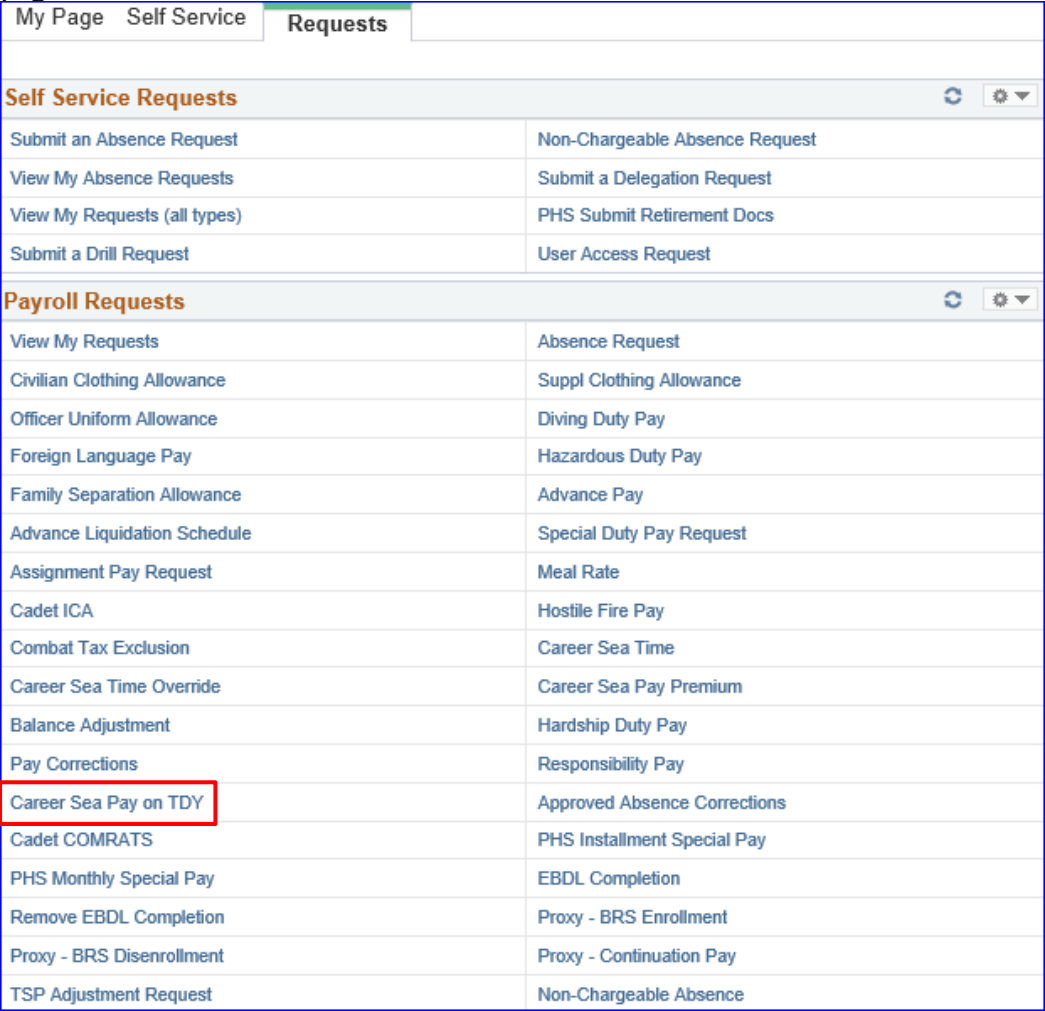
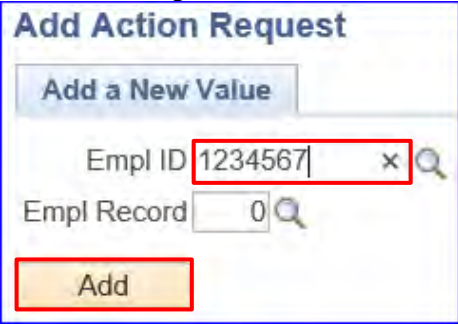
Once CSP starts, it continues for 30 days, and is stopped on the 31st day if there is not a TDY period meeting the conditions above. The member can have several TDY periods that don't qualify, after CSP has started, but as long as they get a qualifying TDY period before the 31st day CSP started, the 30 day clock and the 30 day deadline is reset. It's a rolling 30 day calendar.

Note: Afloat Training Organizations (ATOs) - ATOs receive Level 1 CSP on all cutters.

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Starting CSP for Mobile Units, Continued

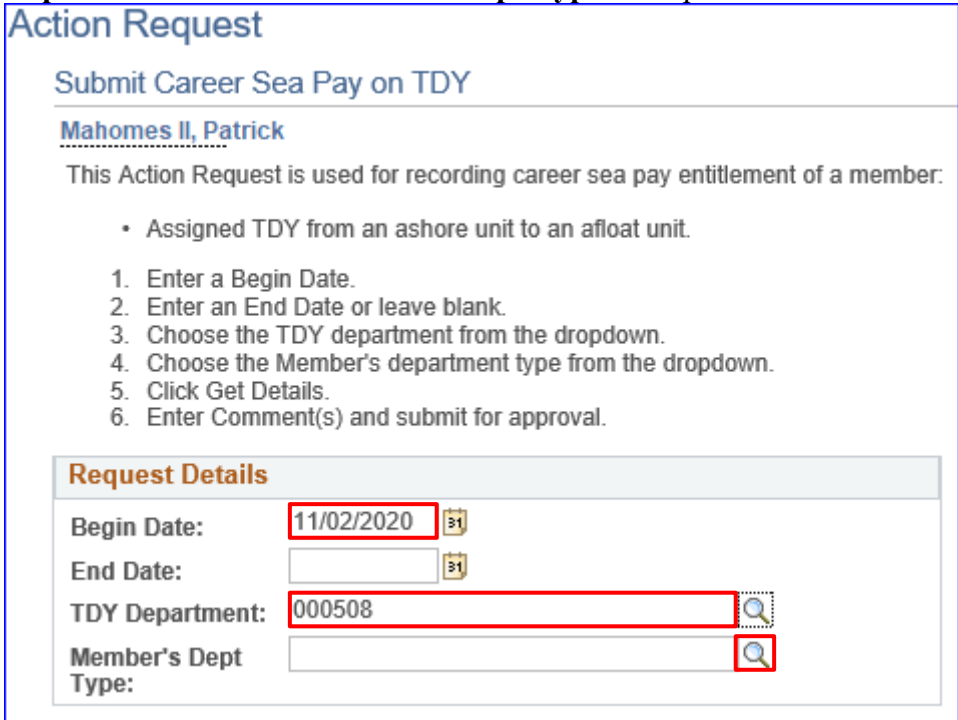
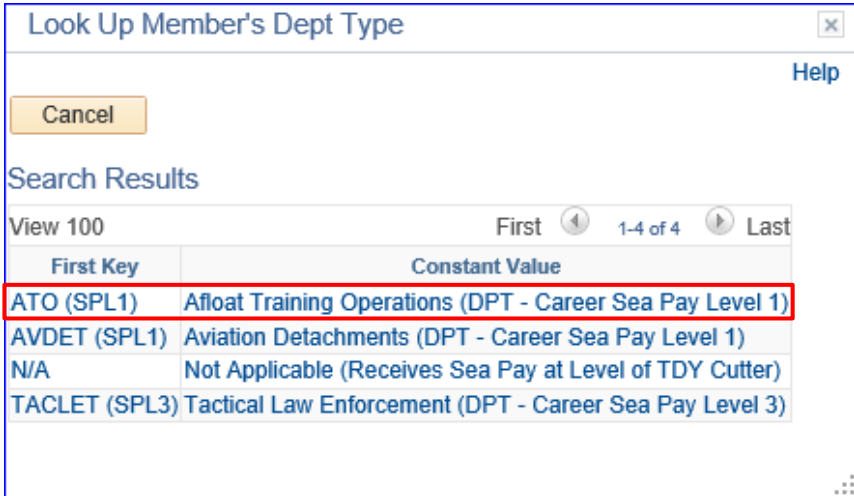
Procedures See below.

Step	Action
1	<p>On the Requests tab, select Career Sea Pay on TDY from the Payroll Requests pagelet.</p>  <p>The screenshot shows a web interface with a 'Requests' tab selected. Under 'Self Service Requests', there are links for 'Submit an Absence Request', 'View My Absence Requests', 'View My Requests (all types)', and 'Submit a Drill Request'. Under 'Payroll Requests', there is a list of options including 'View My Requests', 'Civilian Clothing Allowance', 'Officer Uniform Allowance', 'Foreign Language Pay', 'Family Separation Allowance', 'Advance Liquidation Schedule', 'Assignment Pay Request', 'Cadet ICA', 'Combat Tax Exclusion', 'Career Sea Time Override', 'Balance Adjustment', 'Pay Corrections', 'Career Sea Pay on TDY' (highlighted with a red box), 'Cadet COMRATS', 'PHS Monthly Special Pay', 'Remove EBDL Completion', 'Proxy - BRS Disenrollment', and 'TSP Adjustment Request'. The right column of the list includes 'Absence Request', 'Suppl Clothing Allowance', 'Diving Duty Pay', 'Hazardous Duty Pay', 'Advance Pay', 'Special Duty Pay Request', 'Meal Rate', 'Hostile Fire Pay', 'Career Sea Time', 'Career Sea Pay Premium', 'Hardship Duty Pay', 'Responsibility Pay', 'Approved Absence Corrections', 'PHS Installment Special Pay', 'EBDL Completion', 'Proxy - BRS Enrollment', 'Proxy - Continuation Pay', and 'Non-Chargeable Absence'.</p>
2	<p>Enter the Empl ID and click Add.</p>  <p>The screenshot shows a form titled 'Add Action Request'. It has a button 'Add a New Value'. Below it, there are two input fields: 'Empl ID' with the value '1234567' (highlighted with a red box) and 'Empl Record' with the value '0'. There is an 'Add' button at the bottom (highlighted with a red box).</p>

Continued on next page

Starting CSP for Mobile Units, Continued





Procedures,
continued

Step	Action										
3	<p>The Action Request page will display. Enter the Begin Date and the TDY Department. Click the Member's Dept Type lookup icon.</p>  <p>Action Request</p> <p>Submit Career Sea Pay on TDY</p> <p><u>Mahomes II, Patrick</u></p> <p>This Action Request is used for recording career sea pay entitlement of a member.</p> <ul style="list-style-type: none"> Assigned TDY from an ashore unit to an afloat unit. <ol style="list-style-type: none"> Enter a Begin Date. Enter an End Date or leave blank. Choose the TDY department from the dropdown. Choose the Member's department type from the dropdown. Click Get Details. Enter Comment(s) and submit for approval. <p>Request Details</p> <p>Begin Date: 11/02/2020</p> <p>End Date:</p> <p>TDY Department: 000508</p> <p>Member's Dept Type:</p>										
4	<p>Select one of the four options. This will determine what level of Career Sea Pay the member will receive. In this example, the member is attached to an ATO.</p>  <p>Look Up Member's Dept Type</p> <p>Cancel</p> <p>Search Results</p> <p>View 100 First 1-4 of 4 Last</p> <table border="1"> <thead> <tr> <th>First Key</th> <th>Constant Value</th> </tr> </thead> <tbody> <tr> <td>ATO (SPL1)</td> <td>Afloat Training Operations (DPT - Career Sea Pay Level 1)</td> </tr> <tr> <td>AVDET (SPL1)</td> <td>Aviation Detachments (DPT - Career Sea Pay Level 1)</td> </tr> <tr> <td>N/A</td> <td>Not Applicable (Receives Sea Pay at Level of TDY Cutter)</td> </tr> <tr> <td>TACLET (SPL3)</td> <td>Tactical Law Enforcement (DPT - Career Sea Pay Level 3)</td> </tr> </tbody> </table>	First Key	Constant Value	ATO (SPL1)	Afloat Training Operations (DPT - Career Sea Pay Level 1)	AVDET (SPL1)	Aviation Detachments (DPT - Career Sea Pay Level 1)	N/A	Not Applicable (Receives Sea Pay at Level of TDY Cutter)	TACLET (SPL3)	Tactical Law Enforcement (DPT - Career Sea Pay Level 3)
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N/A	Not Applicable (Receives Sea Pay at Level of TDY Cutter)										
TACLET (SPL3)	Tactical Law Enforcement (DPT - Career Sea Pay Level 3)										

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Starting CSP for Mobile Units, Continued

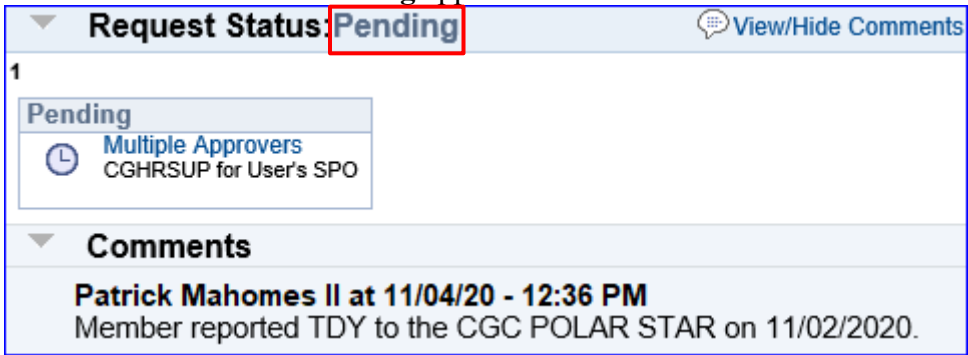
Procedures,
continued

Step	Action
5	<p>Click Get Details.</p> <div data-bbox="336 521 1294 1294" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Career Sea Pay on TDY</p> <p><u>Mahomes II, Patrick</u></p> <p>This Action Request is used for recording career sea pay entitlement of a member:</p> <ul style="list-style-type: none"> Assigned TDY from an ashore unit to an afloat unit. <ol style="list-style-type: none"> Enter a Begin Date. Enter an End Date or leave blank. Choose the TDY department from the dropdown. Choose the Member's department type from the dropdown. Click Get Details. Enter Comment(s) and submit for approval. <div data-bbox="389 974 1281 1223" style="border: 1px solid gray; padding: 5px;"> <p>Request Details</p> <p>Begin Date: <input type="text" value="11/02/2020"/> </p> <p>End Date: <input type="text"/> </p> <p>TDY Department: <input type="text" value="000508"/> </p> <p>Member's Dept Type: <input type="text" value="ATO (SPL1)"/> </p> </div> <p>Get Details</p> </div>
6	<p>The Request Information section will populate with the Department's Description, Sea Pay Level and Override Level. Enter supporting remarks in the Comment section. (Cite the authority for the action "<i>Received copy of TDY orders for member TDY to CGC XXXX for the dates above</i>".) Click Submit.</p> <div data-bbox="336 1480 1302 1883" style="border: 1px solid blue; padding: 5px;"> <p>Request Information</p> <p>Description: CGC POLAR STAR</p> <p>Sea Pay Level: DPT - Career Sea Pay Level 5</p> <p>Override Level: DPT - Career Sea Pay Level 1</p> <p>Comment: <input style="border: 1px solid red;" type="text" value="Member reported TDY to the CGC POLAR STAR on 11/02/2020."/></p> <p>Submit Resubmit Withdraw</p> </div>

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Starting CSP for Mobile Units, Continued

Procedures,
continued

Step	Action																																										
7	<p>The transaction is now Pending approval.</p>  <p>Request Status: Pending View/Hide Comments</p> <p>1</p> <p>Pending</p> <p> Multiple Approvers CGHRSUP for User's SPO</p> <p>Comments</p> <p>Patrick Mahomes II at 11/04/20 - 12:36 PM Member reported TDY to the CGC POLAR STAR on 11/02/2020.</p>																																										
8	<p>Once Approved, verify the member has a Career Sea Pay row open in Element Assignment by Payee (EABP).</p> <table border="1" data-bbox="336 983 1370 1355"> <thead> <tr> <th>Element Name</th> <th>Description</th> <th>Process Order</th> <th>Begin Date</th> <th>End Date</th> <th>Active</th> <th>Instance</th> </tr> </thead> <tbody> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>12/01/2014</td> <td>01/31/2015</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>CSEAPAY PREM</td> <td>Career Sea Pay Premium</td> <td>999</td> <td>11/18/2018</td> <td>04/20/2020</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>CSEAPAY</td> <td>Career Sea Pay</td> <td>999</td> <td>11/02/2020</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>10</td> </tr> <tr> <td>CSEAPAY</td> <td>Career Sea Pay</td> <td>999</td> <td>05/13/2019</td> <td>05/17/2019</td> <td><input type="checkbox"/></td> <td>7</td> </tr> <tr> <td>CSEAPAY</td> <td>Career Sea Pay</td> <td>999</td> <td>04/15/2019</td> <td>04/19/2019</td> <td><input type="checkbox"/></td> <td>8</td> </tr> </tbody> </table>	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	IN SRVC DEBT	In-Service Debt	999	12/01/2014	01/31/2015	<input checked="" type="checkbox"/>	1	CSEAPAY PREM	Career Sea Pay Premium	999	11/18/2018	04/20/2020	<input checked="" type="checkbox"/>	1	CSEAPAY	Career Sea Pay	999	11/02/2020		<input checked="" type="checkbox"/>	10	CSEAPAY	Career Sea Pay	999	05/13/2019	05/17/2019	<input type="checkbox"/>	7	CSEAPAY	Career Sea Pay	999	04/15/2019	04/19/2019	<input type="checkbox"/>	8
Element Name	Description	Process Order	Begin Date	End Date	Active	Instance																																					
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