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.

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.

Contents

Continued on next page

Overview, Continued

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.

Stopping CG Standard Meal Rate (CGSMR)

For members assigned to EUM/ESM/CSP eligible units, the PCS departing endorsement will automatically stop CGSMR deductions the day prior to departure, but **CGSMR MUST BE MANUALLY STOPPED**:

- The day prior to a Reservist departing an EUM/ESM unit.
- The day prior to a galley closure at an EUM/ESM unit (see SMR Batch Process user guide for stopping/starting SMR for multiple members).
- The day prior to departure on terminal leave, with no intention of returning to the unit.
- The day prior to departing to a processing point/permissive orders, with no intention of returning to the unit.
- During Inclusive dates of TDY **away** from EUM/ESM/CSP eligible unit (and **not** TDY to EUM/ESM/CSP eligible unit, field duty, or group travel).
- During Inclusive dates of leave.
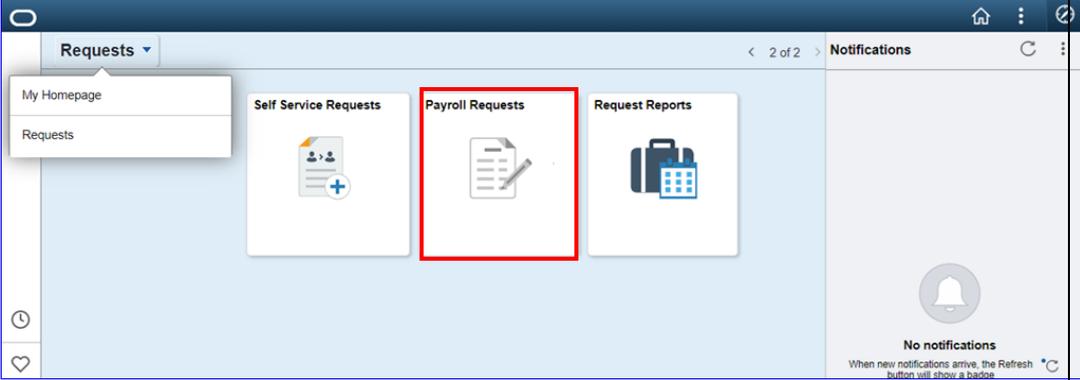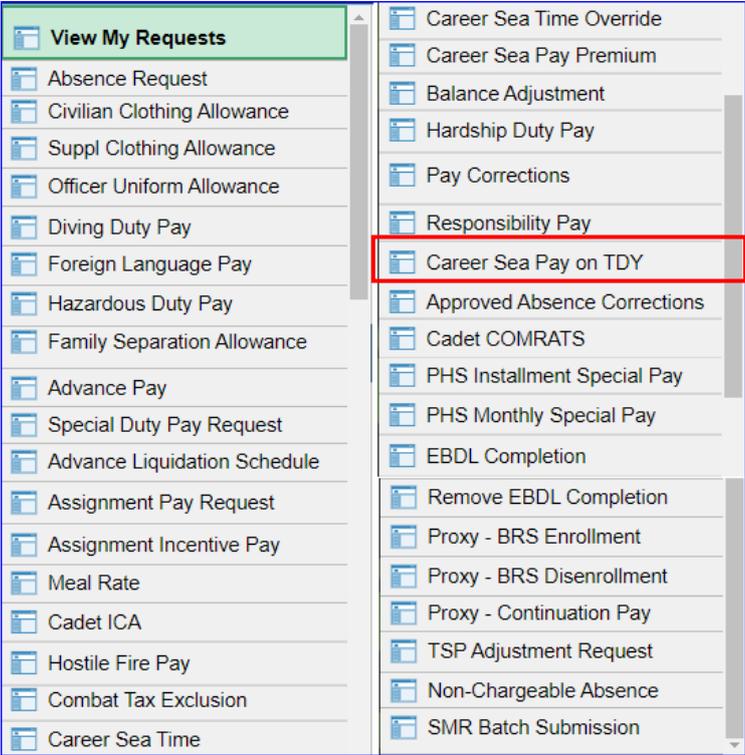- During Inclusive dates of hospitalization.

Auditing Standards

Chapter 11.A of the 3PM implemented a standard business process for submitting and validating pay transactions entered by Servicing Personnel Offices (SPOs). See the following user guides for navigating, identifying, and researching pay transactions:

- Pay Calculation Results
- One Time Positive Input (OTPI)
- Element Assignment By Payee (EABP)

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.
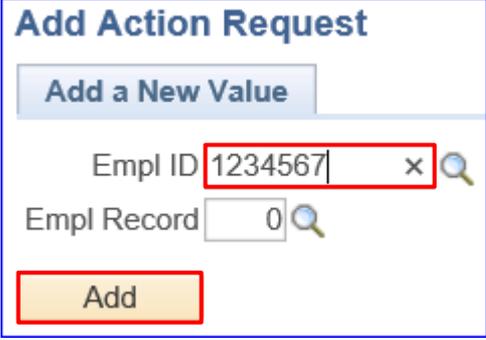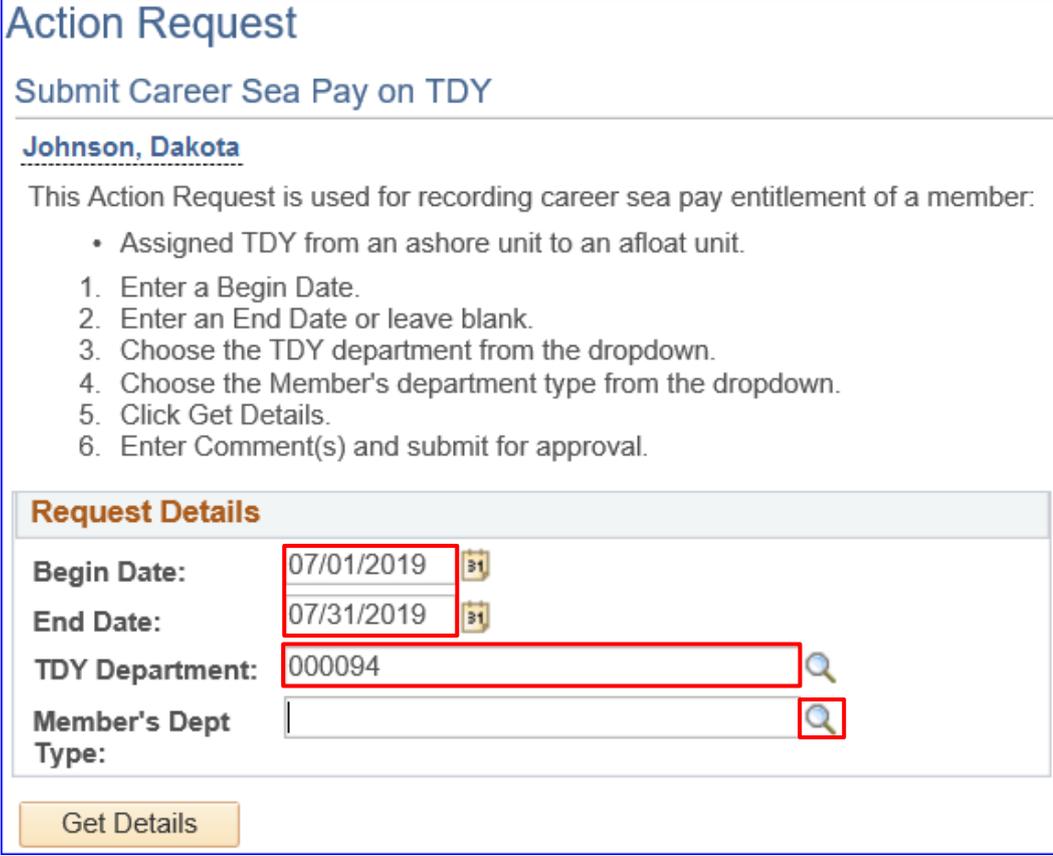
Procedures   See below.

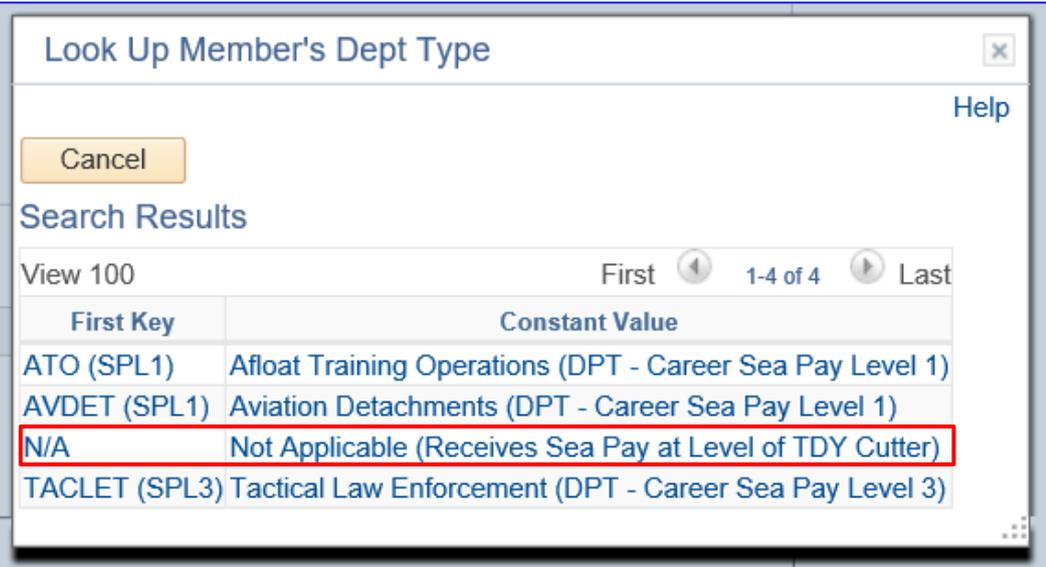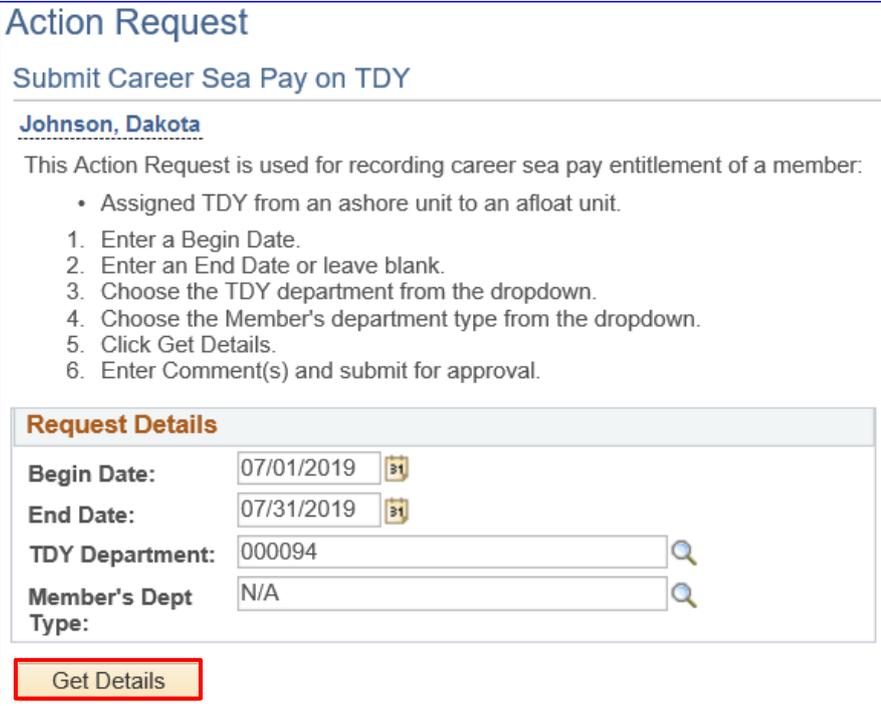| Step	Action
1	After selecting **Requests** from the My Homepage drop-down, click on the **Payroll Request** tile.
1.5	Select the **Career Sea Pay on TDY** option.

Starting CSP on TDY, Continued

Procedures,
continued

Step	Action
2	Enter the **Empl ID** and click **Add**.
3	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.

Starting CSP on TDY, Continued

Procedures,
continued

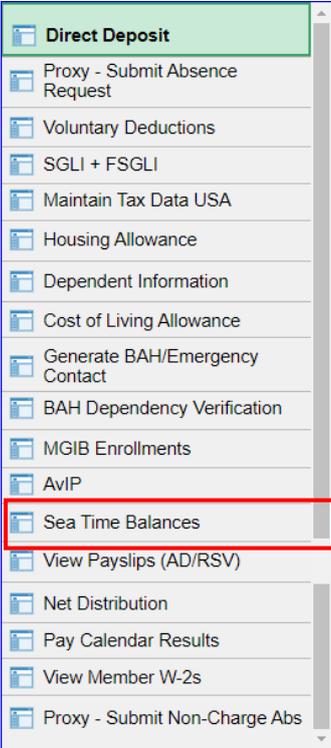| Step	Action
4	Select one of the **four options**. This will determine what level of Career Sea Pay the member will receive. **Look Up Member's Dept Type** ✕ Help Cancel **Search Results** View 100 First ◀ 1-4 of 4 ▶ Last **First Key** **Constant Value** ATO (SPL1) Afloat Training Operations (DPT - 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)
5	Click **Get Details**. **Action Request** Submit Career Sea Pay on TDY **Johnson, Dakota** This Action Request is used for recording career sea pay entitlement of a member: • Assigned TDY from an ashore unit to an afloat unit. 1. Enter a Begin Date. 2. Enter an End Date or leave blank. 3. Choose the TDY department from the dropdown. 4. Choose the Member's department type from the dropdown. 5. Click Get Details. 6. Enter Comment(s) and submit for approval. **Request Details** **Begin Date:** 07/01/2019 **End Date:** 07/31/2019 **TDY Department:** 000094 **Member's Dept Type:** N/A Get Details

Starting CSP on TDY, Continued

Procedures,
continued

Step	Action
6	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 "*Received copy of TDY orders for member TDY to CGC XXXX for the dates above*".) Click **Submit**. **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.
7	The transaction is now **Pending** approval.

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	Before starting Career Sea Pay, first look at the member's Sea Time Balances. Click on the **Active/Reserve Pay** Tile.
1.5	Select the **Sea Time Balances** option.

Restarting CSP after TDY, Continued

Procedures,
continued

Step	Action
2	Enter the **Empl ID**, check **Include History** and click **Search**.

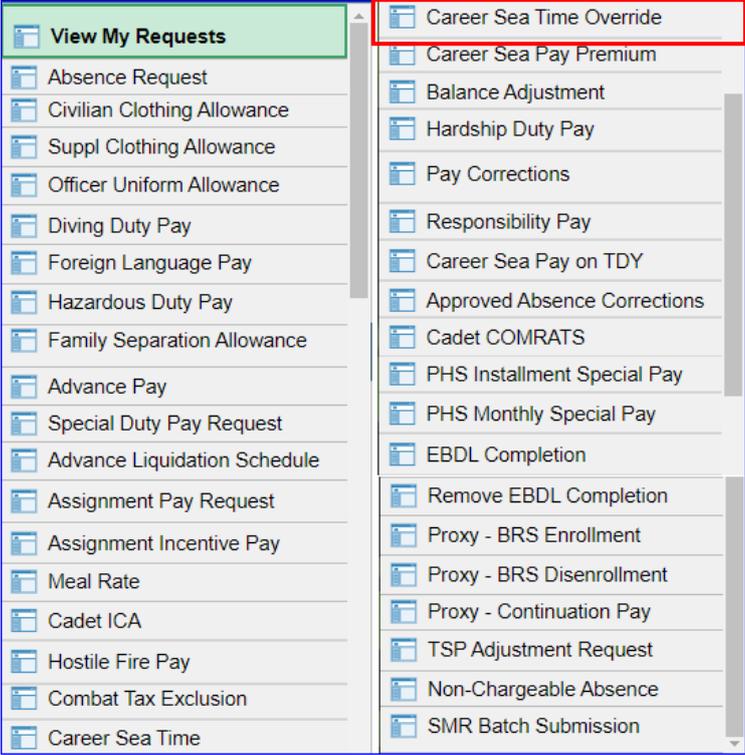# Restarting CSP after TDY, Continued

Procedures,
continued

Step	Action
3	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.
4	After selecting **Requests** from the My Homepage drop-down, click on the **Payroll Request** tile.

Restarting CSP after TDY, Continued

Procedures, continued

Step	Action
4.5	Select the **Career Sea Time Override** option.

Restarting CSP after TDY, Continued

Procedures, continued

Step	Action
5	Enter the **Empl ID** and click **Add**. **Add Action Request** Add a New Value Empl ID 1234567 × 🔍 Empl Record 0 🔍 Add
6	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**. **Action Request** Submit Career Sea Time Override **Collins, Lily** **Requesting Career Sea Time Override** • 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. **Request Details** Begin Date: 06/13/2019 End Date: 08/09/2019 Get Details
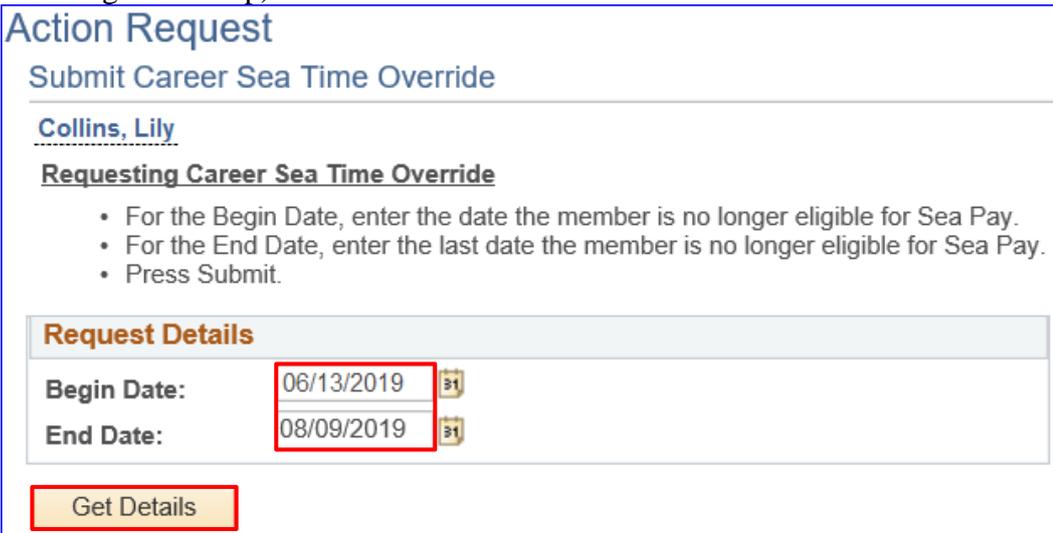
Restarting CSP after TDY, Continued

Procedures,
continued

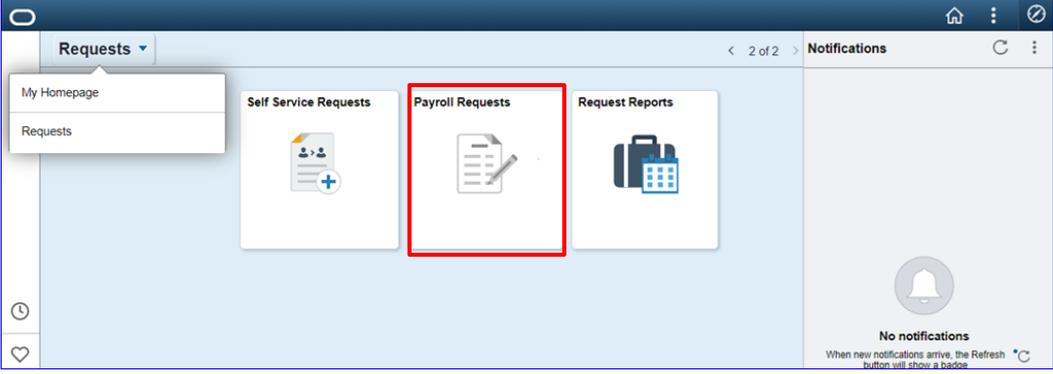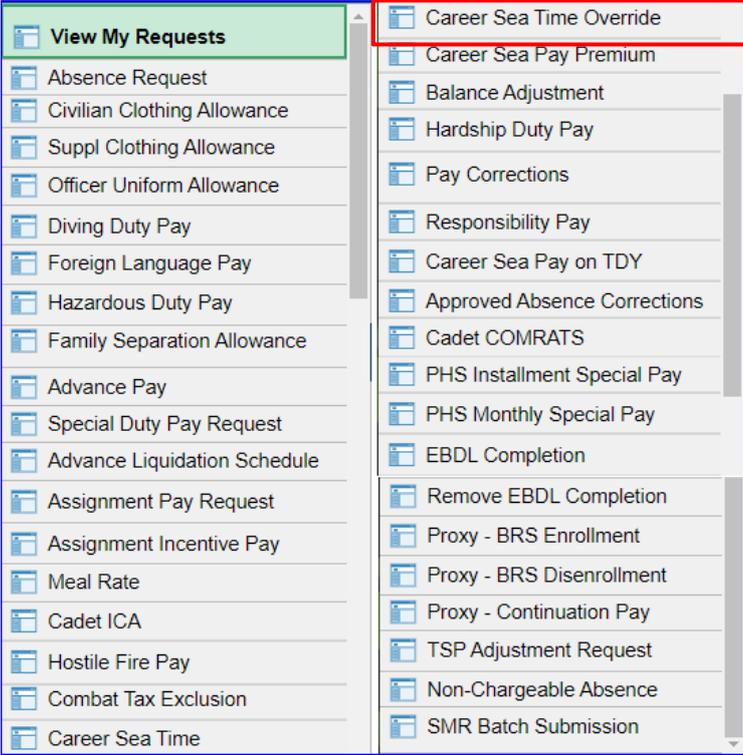| Step	Action
7	Information auto-populates in the Request Information section. Add any **Comments** and click **Submit**.
8	The transaction is now **Pending** approval. Once approved, submit a trouble ticket to PPC for review of Career Sea Time Balances (by ADV) and Career Sea Time Pay (by MAS).

Stopping CSP for a Separation

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

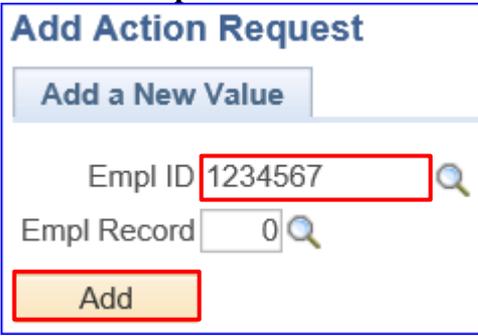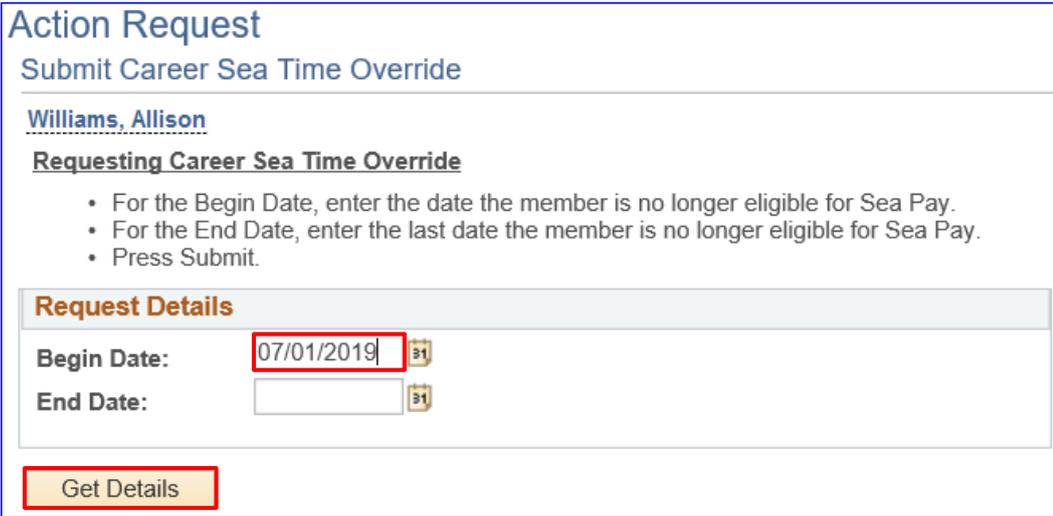|	
Procedures	See below.

Step	Action
1	After selecting **Requests** from the My Homepage drop-down, click on the **Payroll Request** tile.
1.5	Select the **Career Sea Time Override** option.

Stopping CSP for a Separation, Continued

Procedures,
continued

Step	Action
2	Enter the **Empl ID** and click **Add**. **Add Action Request** Add a New Value Empl ID 1234567 Empl Record 0 Add
3	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. Click **Get Details**. **Action Request** Submit Career Sea Time Override **Williams, Allison** **Requesting Career Sea Time Override** • 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. **Request Details** Begin Date: 07/01/2019 End Date: Get Details

Stopping CSP for a Separation, Continued

Procedures,
continued

Step	Action
4	Information auto-populates in the Request Information section. Add any **Comments** and click **Submit**.
5	The transaction is now **Pending** approval.

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	After selecting **Requests** from the My Homepage drop-down, click on the **Payroll Request** tile.
1.5	Select the **Career Sea Time Override** option.

Stopping CSP for a Known Period, Continued

Procedures,
continued

Step	Action
2	Enter the **Empl ID** and click **Add**. **Add Action Request** Add a New Value Empl ID 1234567 🔍 Empl Record 0 🔍 Add
3	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. Click **Get Details**. **Action Request** Submit Career Sea Time Override **Pine, Chris** **Requesting Career Sea Time Override** • 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. **Request Details** Begin Date: 08/01/2019 📅 End Date: 08/12/2019 📅 Get Details

Stopping CSP for a Known Period, Continued

Procedures, continued

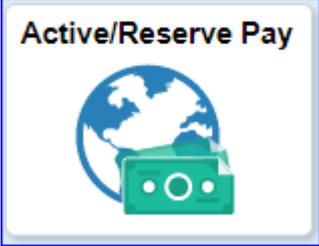| Step	Action
4	Information auto-populates in the Request Information section. Add any **Comments** and click **Submit**. **Request Information** Sea Time Years: 5 Neutral Time: 06/02/2016 - 06/15/2016 Sea Time Months: 9 Sea Time Days: 25 Current Unit: 000508 - CGC POLAR STAR Sea Pay Level: SPL3 Level Description: DPT - Career Sea Pay Level 3 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. Submit Resubmit Withdraw
5	The transaction is now **Pending** approval. Request Status: Pending View/Hide Comments 1 Pending Multiple Approvers CGHRSUP for User's SPO Comments Chris Pine at 06/20/2019 - 3:40PM 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.

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	Before starting Career Sea Pay, first look at the member's Sea Time Balances. Click on the **Active/Reserve Pay** Tile.
1.5	Select the **Sea Time Balances** option.

Starting Retroactive CSP, Continued

Procedures,
continued

Step	Action
2	Enter the **Empl ID**, check **Include History** and click **Search**. **Adjust Sea Time** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** **Search Criteria** Empl ID [begins with ▾] [1234567] Empl Record [= ▾] [　] Name [begins with ▾] [　] Last Name [begins with ▾] [　] Second Last Name [begins with ▾] [　] Alternate Character Name [begins with ▾] [　] Middle Name [begins with ▾] [　] Business Unit [begins with ▾] [　] Department Set ID [begins with ▾] [　] 🔍 Department [begins with ▾] [　] 🔍 ☑ Include History ☐ Correct History ☐ Case Sensitive [Search] [Clear] Basic Search Save Search Criteria
3	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. **Adjust Sea Time** **Jennifer Anniston**　Employee　Empl ID 1234567　Empl Record　0 **Career Sea Time**　Find	View All　First ◀ 1 of 1 ▶ Last 　　　　　　　　Years　Months　Days Last Calculated: [06/15/2019]　Sea Time For Pay:　1　0　29 Comment: Sea Time Accrual of 15 days. Processed on 2019-06-11-22.20.23.000000. Last Updated:　7654321　　06/11/19 10:20PM **Sea Time Stop Transactions**　Personalize	Find	📄	🔢　First ◀ 1 of 1 ▶ Last Begin Date　End Date　Delete　Description　Approved　Operator ID Approval　Last Datetime Approval [06/13/2019 ✕] 📅　[　] 📅　☐　On 2019-06-17, 7654321 approved an order (Transaction ID = 2558096)　Y　7654321　06/17/19 10:22AM 　　　　　　　　causing this Sea Neutral Rows to be created. [Save] [Return to Search] [Notify]　　[Update/Display] [Include History] [Correct History]

Starting Retroactive CSP, Continued

Procedures,
continued

Step	Action
4	After selecting **Requests** from the My Homepage drop-down, click on the **Payroll Request** tile.
4.5	Select the **Career Sea Time Override** option.

Starting Retroactive CSP, Continued

Procedures,
continued

Step	Action
5	Enter the **Empl ID** and click **Add**. **Add Action Request** Add a New Value Empl ID 1234567 🔍 Empl Record 0 🔍 Add
6	Enter the **Begin Date** (from the Sea Time Neutral transaction) and enter the SAME DATE for the **End Date**. Click **Get Details**. **Action Request** Submit Career Sea Time Override Anniston, Jennifer **Requesting Career Sea Time Override** • 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. **Request Details** Begin Date: 06/13/2019 📅 End Date: 06/13/2019 📅 Get Details
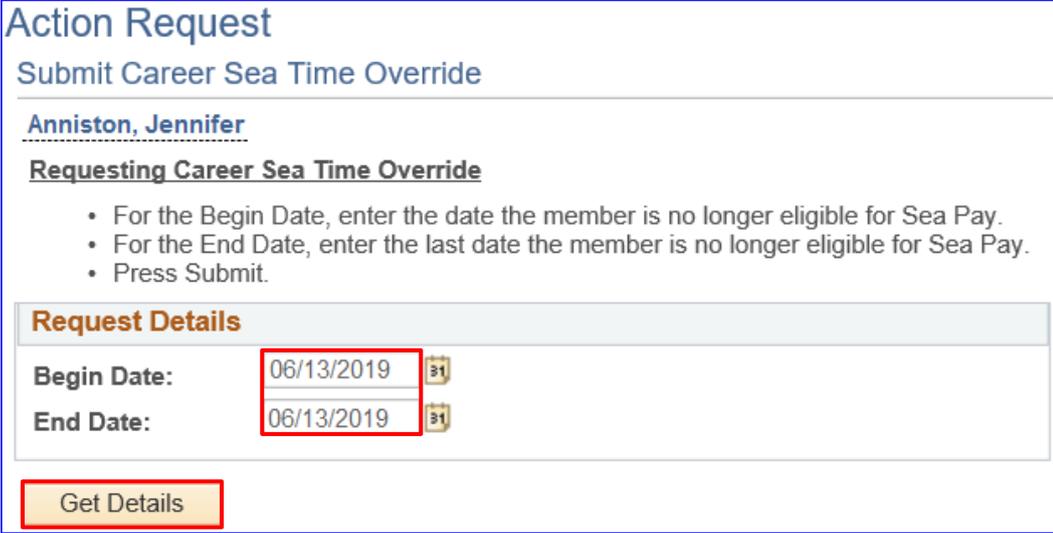
Starting Retroactive CSP, Continued

Procedures,
continued

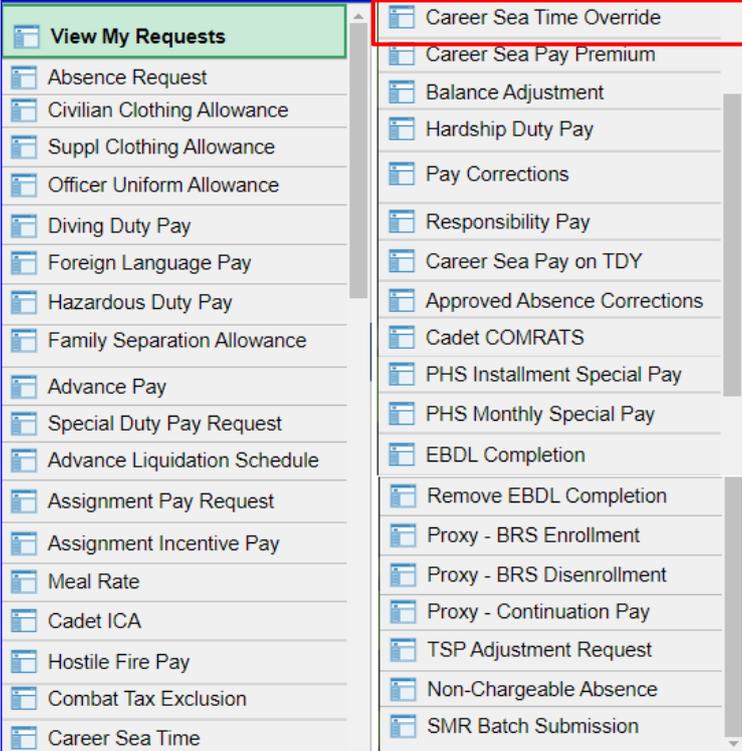| Step	Action
7	Information auto-populates in the Request Information section. **Enter very specific Comments**, such as: Member transferred to a CSP Eligible unit on 6/1/19, CSP did not start. Please credit member for sea time and make retro payments. Click **Submit**. **Request Information** Sea Time 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 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. Submit Resubmit Withdraw
8	The transaction is now **Pending** approval. Request Status: Pending View/Hide Comments 1 Pending Multiple Approvers CGHRSUP for User's SPO Comments 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.

Entering Neutral Time for Future TDY

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

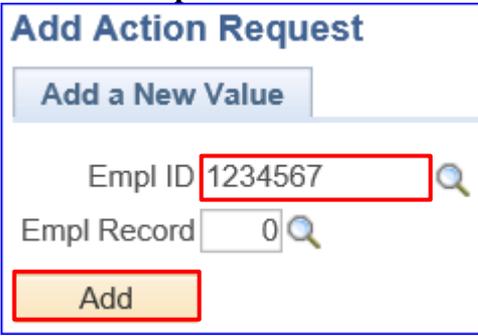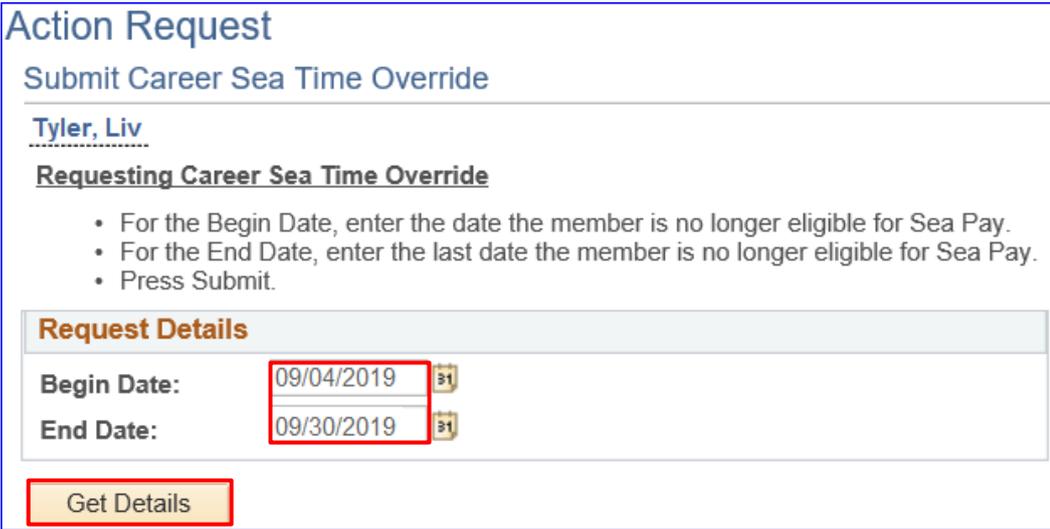|	
Information	When a member goes TDY, the Career Sea Time Override should be entered, including an End Date, based on the signed TDY Orders.

Procedures	See below.
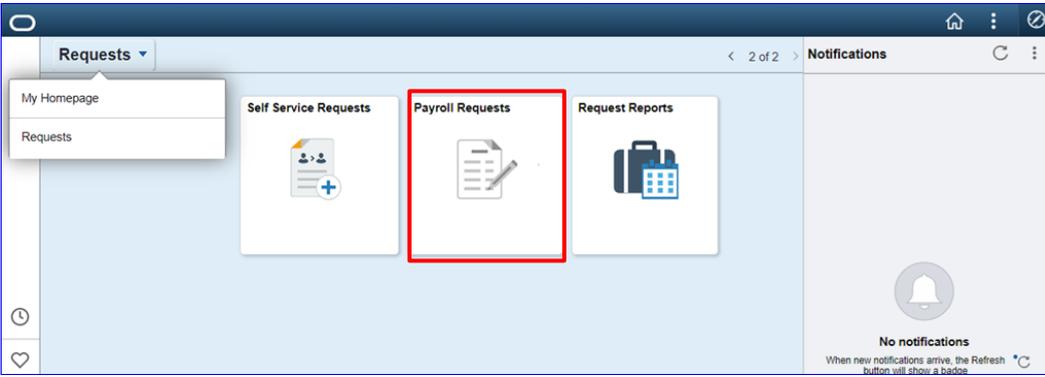
Step	Action
1	After selecting **Requests** from the My Homepage drop-down, click on the **Payroll Request** tile.
1.5	Select the **Career Sea Time Override** option.

Entering Neutral Time for Future TDY, Continued

Procedures,
continued

Step	Action
2	Enter the **Empl ID** and click **Add**. **Add Action Request** Add a New Value Empl ID 1234567 Empl Record 0 Add
3	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. Click **Get Details**. **Action Request** Submit Career Sea Time Override Tyler, Liv **Requesting Career Sea Time Override** • 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. **Request Details** Begin Date: 09/04/2019 End Date: 09/30/2019 Get Details

Entering Neutral Time for Future TDY, Continued

Procedures,
continued

Step	Action
4	Enter specific **Comments** for the Neutral Time and click **Submit.** **Request Information** Sea Time Years: 1 Neutral Time: Sea Time Months: 10 Sea Time Days: 22 Current Unit: 009379 - CGC DIAMONDBACK Sea Pay Level: SPL2 Level Description: DPT - Career Sea Pay Level 2 Comment: Member TDY to Miami from 8/5/19 to 9/30/19. Submit Resubmit Withdraw
5	The transaction is now **Pending** approval. **Request Status: Pending** View/Hide Comments 1 **Pending** Multiple Approvers CGHRSUP for User's SPO **Comments** Liv Tyler at 06/20/19 - 3:32 PM Member TDY to Miami from 8/5/19 to 9/30/19.
6	Click on the **Active/Reserve Pay** Tile. **Active/Reserve Pay**

Entering Neutral Time for Future TDY, Continued

Procedures, continued

Step	Action
6.5	Select the **Sea Time Balances** option.

Within step 6.5:

- Direct Deposit
- Proxy - Submit Absence Request
- Voluntary Deductions
- SGLI + FSGLI
- Maintain Tax Data USA
- Housing Allowance
- Dependent Information
- Cost of Living Allowance
- Generate BAH/Emergency Contact
- BAH Dependency Verification
- MGIB Enrollments
- AvIP
- Sea Time Balances
- View Payslips (AD/RSV)
- Net Distribution
- Pay Calendar Results
- View Member W-2s
- Proxy - Submit Non-Charge Abs

Entering Neutral Time for Future TDY, Continued

Procedures,
continued

Step	Action
7	Enter the **Empl ID**, check **Include History** and click **Search**.
8	The **Sea Pay Stop** (Neutral Time) row will display. Click the **Expand All** icon to see more information.

Entering Neutral Time for Future TDY, Continued

Procedures,
continued

Step	Action
9	Additional information will display. Click **Save** or **Return to Search** to exit the screen.

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
1	Click on the **Active/Reserve Pay** Tile.
1.5	Select the **Sea Time Balances** option.

Deleting Neutral Time Rows, Continued

Procedures,
continued

Step	Action
2	Enter the **Empl ID**, check the **Include History** and **Correct History** boxes and click **Search**. **Adjust Sea Time** Enter any information you have and click Search. Leave fields blank for a list of all values. **Find an Existing Value** ▼ **Search Criteria** Empl ID begins with ✓ 1234567 Empl Record = ✓ Name begins with ✓ Last Name begins with ✓ Second Last Name begins with ✓ Alternate Character Name begins with ✓ Middle Name begins with ✓ Business Unit begins with ✓ Department Set ID begins with ✓ 🔍 Department begins with ✓ 🔍 ☑ Include History ☑ Correct History ☐ Case Sensitive Search Clear Basic Search Save Search Criteria

Deleting Neutral Time Rows, Continued

Procedures,
continued

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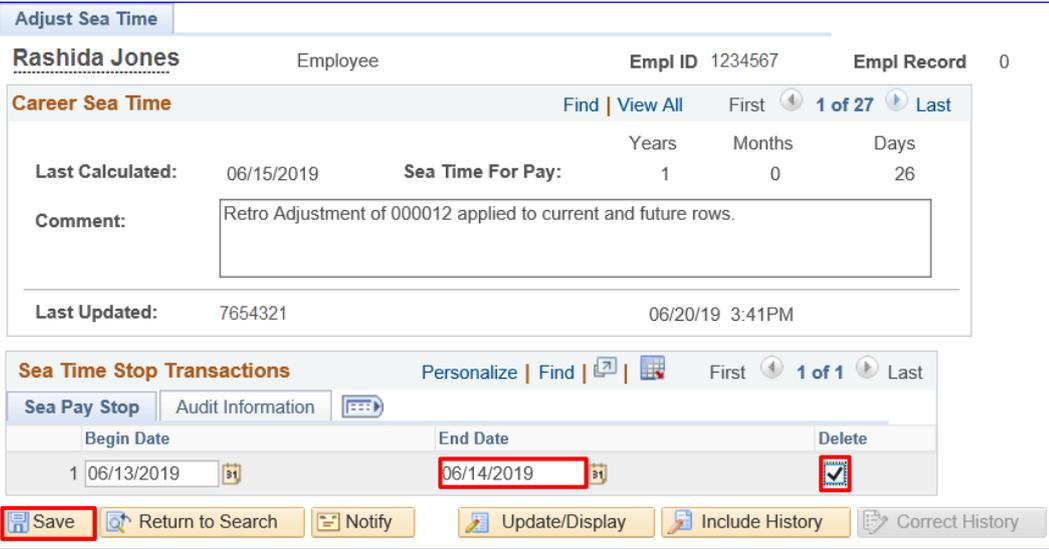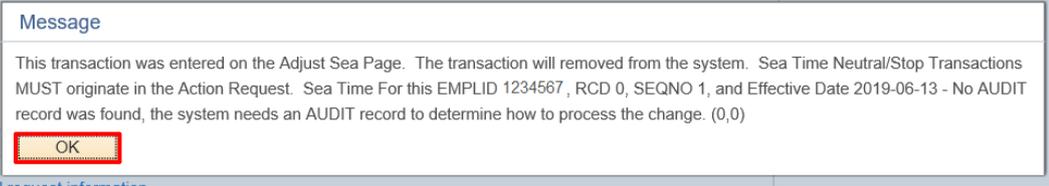
Continued on next page

Deleting Neutral Time Rows, Continued

Procedures,
continued

Step	Action
5	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.

Deleting Neutral Time Rows, Continued

Procedures,
continued

Step	Action
6	After selecting **Requests** from the My Homepage drop-down, click on the **Payroll Request** tile.
6.5	Select the **Career Sea Time Override** option.

Deleting Neutral Time Rows, Continued

Procedures,
continued

Step	Action
7	Enter the **Empl ID** and click **Add**. **Add Action Request** Add a New Value Empl ID 1234567 🔍 Empl Record 0 🔍 Add
8	Enter the correct **Begin Date** and click **Get Details**. **Action Request** Submit Career Sea Time Override **Jones, Rashida** **Requesting Career Sea Time Override** • 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. **Request Details** **Begin Date:** 06/10/2019 📅 **End Date:** 📅 Get Details
9	The Request Information will display. Enter any needed **Comments** and click **Submit**. **Request Information** 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 Comment: Incorrect date was entered on 6/10/2019. Corrected to Actual Begin Date on 6/27/2019. Submit Resubmit Withdraw

Deleting Neutral Time Rows, Continued

Procedures,
continued

Step	Action
10	The corrected transaction is now **Pending** approval. Submit Resubmit Withdraw ▼ **Request Status:** Pending 1 **Pending** 🕐 Multiple Approvers CGHRSUP for User's SPO
11	**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.

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.

Starting CSP for Mobile Units, Continued

Procedures   See below.
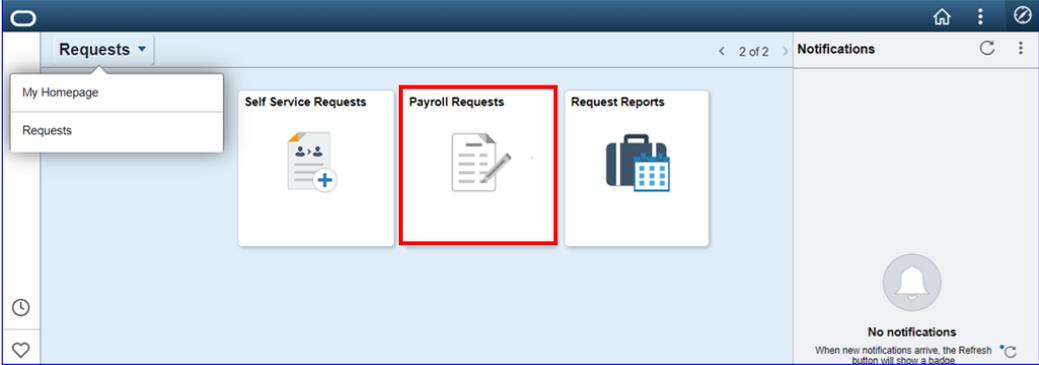
Step	Action
1	After selecting **Requests** from the My Homepage drop-down, click on the **Payroll Request** tile.
1.5	Select the **Career Sea Pay on TDY** option.
2	Enter the **Empl ID** and click **Add**.

Continued on next page

Starting CSP for Mobile Units, Continued

Procedures,
continued

Step	Action
3	The Action Request page will display. Enter the **Begin Date** and the **TDY Department**. Click the **Member's Dept Type** lookup icon.
4	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.

Starting CSP for Mobile Units, Continued

Procedures, continued

Step	Action
5	Click **Get Details**. **Action Request** Submit Career Sea Pay on TDY Mahomes II, Patrick This Action Request is used for recording career sea pay entitlement of a member: • Assigned TDY from an ashore unit to an afloat unit. 1. Enter a Begin Date. 2. Enter an End Date or leave blank. 3. Choose the TDY department from the dropdown. 4. Choose the Member's department type from the dropdown. 5. Click Get Details. 6. Enter Comment(s) and submit for approval. **Request Details** Begin Date: 11/02/2020 End Date: TDY Department: 000508 Member's Dept Type: ATO (SPL1) Get Details
6	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 "*Received copy of TDY orders for member TDY to CGC XXXX for the dates above*".) Click **Submit**. **Request Information** Description: CGC POLAR STAR Sea Pay Level: DPT - Career Sea Pay Level 5 Override Level: DPT - Career Sea Pay Level 1 Comment: Member reported TDY to the CGC POLAR STAR on 11/02/2020. Submit Resubmit Withdraw

Starting CSP for Mobile Units, Continued

Procedures,
continued

Step	Action
7	The transaction is now **Pending** approval.
8	Once Approved, verify the member has a Career Sea Pay row open in Element Assignment by Payee (EABP).