

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.

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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.
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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

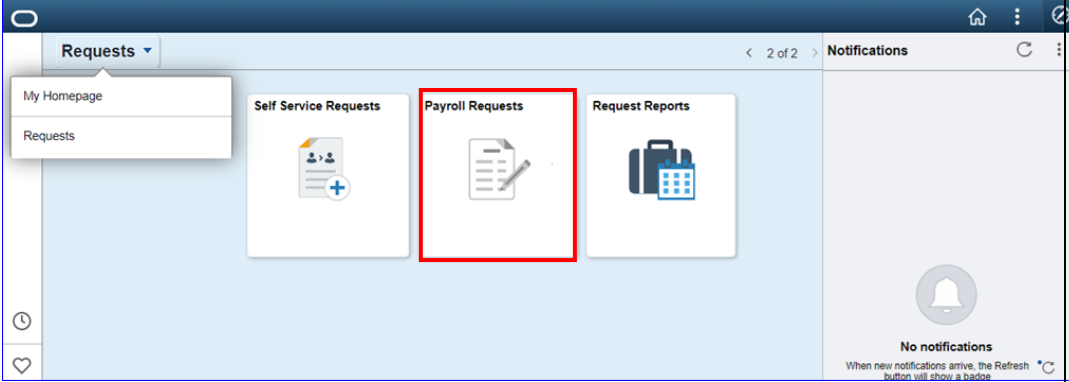
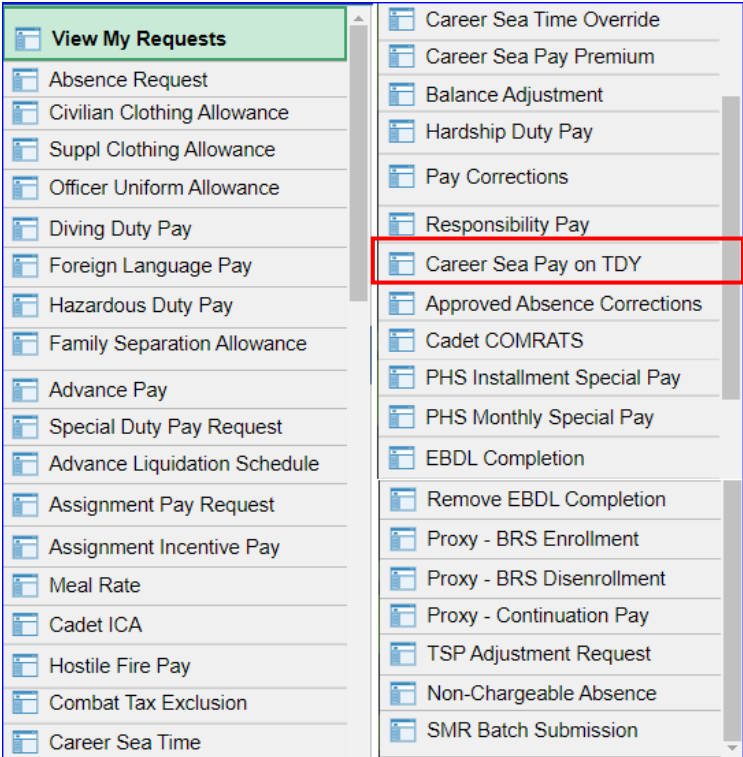
[Chapter 11.A of the 3PM](#) implemented a standard business process for submitting and validating pay transactions entered by Servicing Personnel Offices (SPOs). See the following user guides for navigating, identifying, and researching pay transactions:

- [Pay Calculation Results](#)
 - [One Time Positive Input \(OTPI\)](#)
 - [Element Assignment By Payee \(EABP\)](#)
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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.

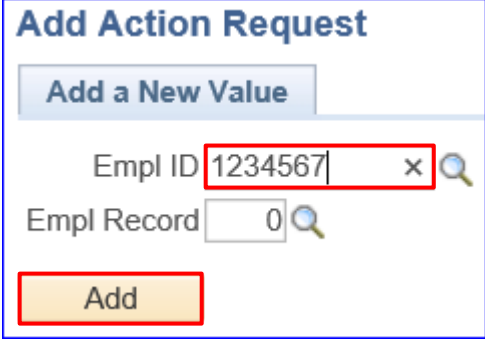
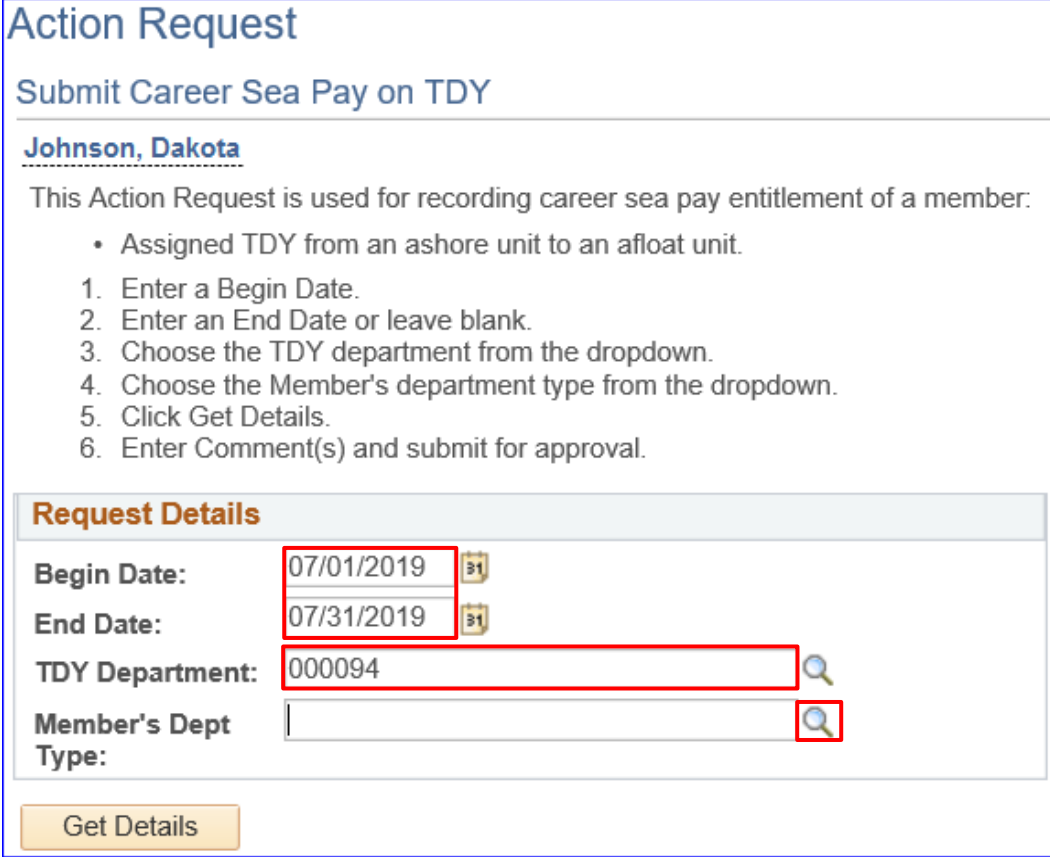
Procedures See below.

Step	Action
<p>1</p>	<p>After selecting Requests from the My Homepage drop-down, click on the Payroll Request tile.</p>  <p>The screenshot shows a web interface with a 'Requests' dropdown menu open. The menu options are 'My Homepage' and 'Requests'. Below the menu, there are three main tiles: 'Self Service Requests', 'Payroll Requests' (highlighted with a red border), and 'Request Reports'. A 'Notifications' panel is visible on the right side of the screen.</p>
<p>1.5</p>	<p>Select the Career Sea Pay on TDY option.</p>  <p>The screenshot shows a list of request options. The 'Career Sea Pay on TDY' option is highlighted with a red box. The list includes various request types such as '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', 'Special Duty Pay Request', 'Advance Liquidation Schedule', 'Assignment Pay Request', 'Assignment Incentive Pay', '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', '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', and 'SMR Batch Submission'.</p>

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Starting CSP on TDY, Continued

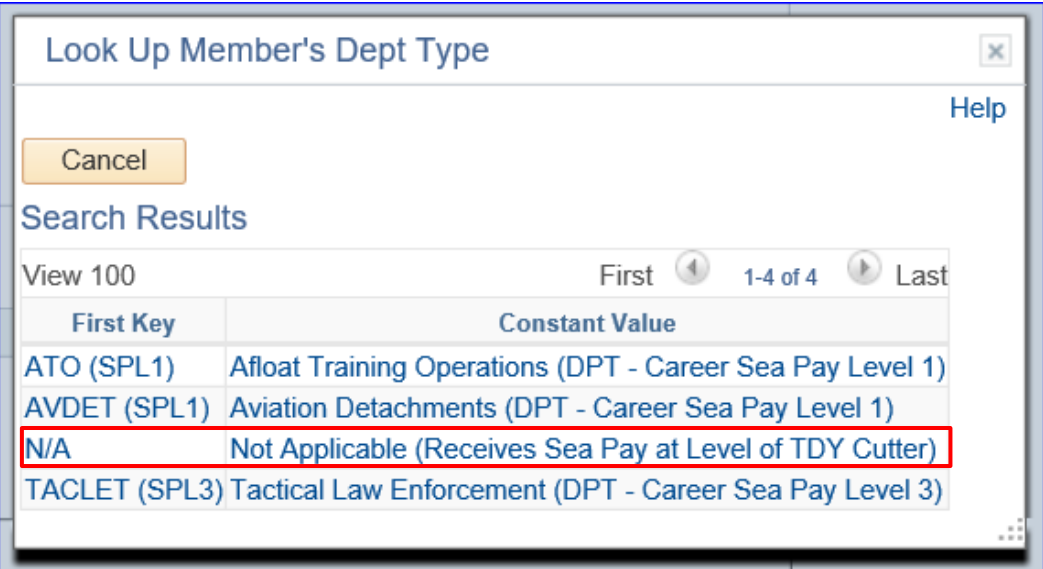
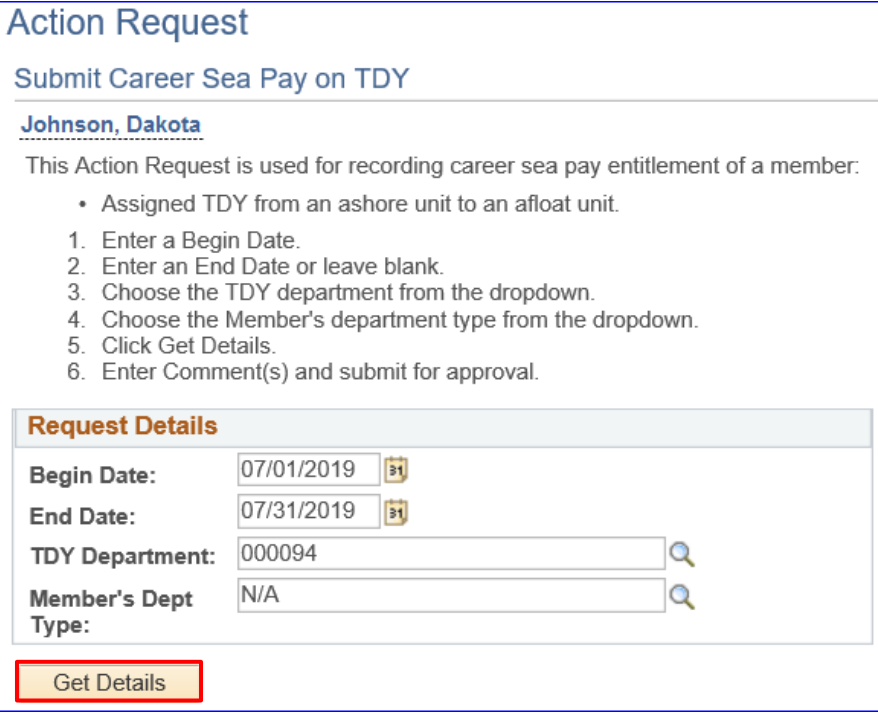
Procedures,
continued

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 <input type="text" value="1234567"/> <input type="button" value="x"/> <input type="button" value="🔍"/></p> <p>Empl Record <input type="text" value="0"/> <input type="button" value="🔍"/></p> <p><input type="button" value="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: <input type="text" value="07/01/2019"/> <input type="button" value="📅"/></p> <p>End Date: <input type="text" value="07/31/2019"/> <input type="button" value="📅"/></p> <p>TDY Department: <input type="text" value="000094"/> <input type="button" value="🔍"/></p> <p>Member's Dept Type: <input type="text"/> <input type="button" value="🔍"/></p> <p><input type="button" value="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> 
5	<p>Click Get Details.</p> 

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Starting CSP on TDY, Continued


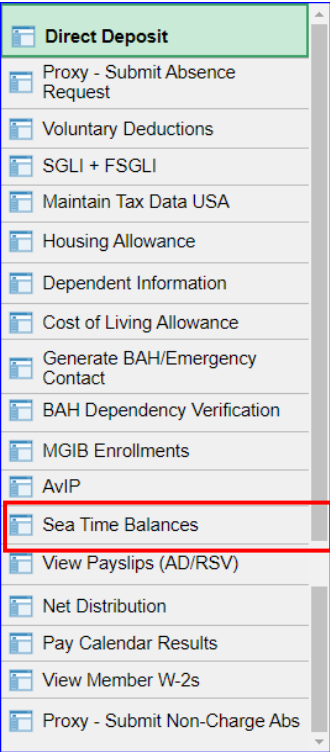
Procedures,
continued

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="316 584 1369 965" 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 1189 1369 1603" style="border: 1px solid blue; padding: 5px;"> <p>Request Status: Pending View/Hide Comments</p> <p>1</p> <div style="border: 1px solid blue; 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. Click on the Active/Reserve Pay Tile.</p> 
1.5	<p>Select the Sea Time Balances option.</p> 

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Restarting CSP after TDY, Continued

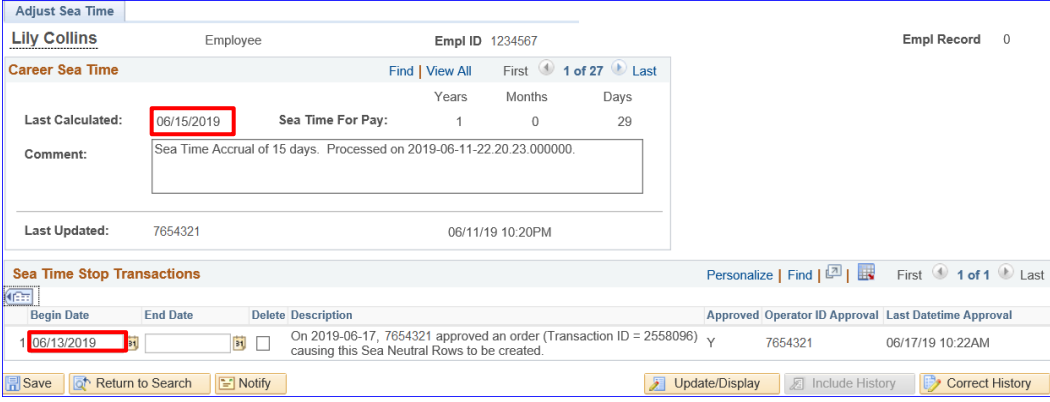
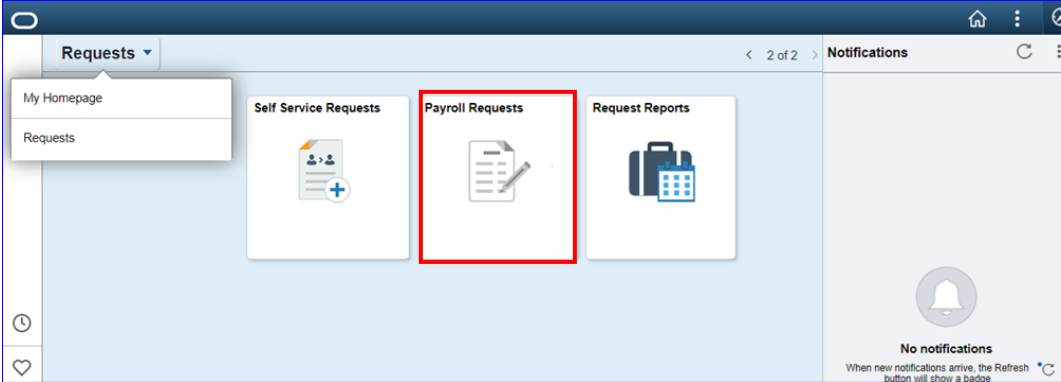
Procedures,
continued

Step	Action
2	<p data-bbox="316 443 1109 477">Enter the Empl ID, check Include History and click Search.</p> <div data-bbox="316 477 1098 1075" style="border: 1px solid blue; padding: 5px;"> <p data-bbox="320 477 507 504">Adjust Sea Time</p> <p data-bbox="320 506 1093 533">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p data-bbox="320 539 564 566">Find an Existing Value</p> <p data-bbox="320 591 517 618">▼ Search Criteria</p> <p data-bbox="320 640 932 672">Empl ID begins with ▼ 1234567</p> <p data-bbox="320 678 932 710">Empl Record = ▼</p> <p data-bbox="320 716 932 748">Name begins with ▼</p> <p data-bbox="320 754 932 786">Last Name begins with ▼</p> <p data-bbox="320 792 932 824">Second Last Name begins with ▼</p> <p data-bbox="320 831 932 862">Alternate Character Name begins with ▼</p> <p data-bbox="320 869 932 900">Middle Name begins with ▼</p> <p data-bbox="320 907 932 938">Business Unit begins with ▼</p> <p data-bbox="320 945 932 976">Department Set ID begins with ▼ </p> <p data-bbox="320 983 932 1014">Department begins with ▼ </p> <p data-bbox="320 1021 932 1052"><input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p data-bbox="320 1059 932 1090"> <input checked="" type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search  Save Search Criteria </p> </div>

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Restarting CSP after TDY, Continued

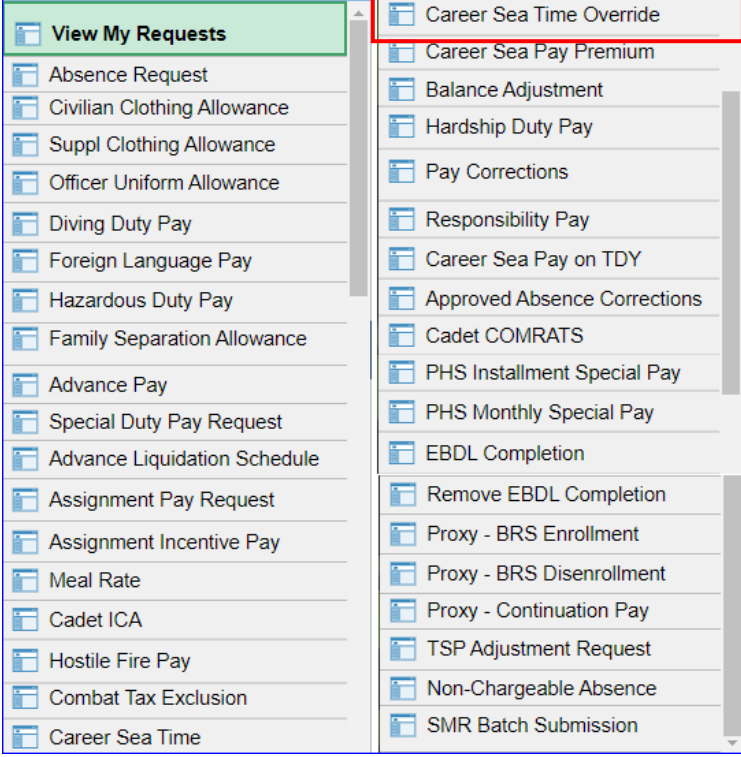
Procedures,
continued

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, the 'Sea Time Stop Transactions' table has one entry with a 'Begin Date' of 06/13/2019 and a description: 'On 2019-06-17, 7654321 approved an order (Transaction ID = 2558096) causing this Sea Neutral Rows to be created.'</p>
4	<p>After selecting Requests from the My Homepage drop-down, click on the Payroll Request tile.</p>  <p>The screenshot shows a 'Requests' dropdown menu with options for 'My Homepage' and 'Requests'. Below the menu are three tiles: 'Self Service Requests', 'Payroll Requests' (highlighted with a red box), and 'Request Reports'. A 'Notifications' panel on the right shows 'No notifications'.</p>

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Restarting CSP after TDY, Continued

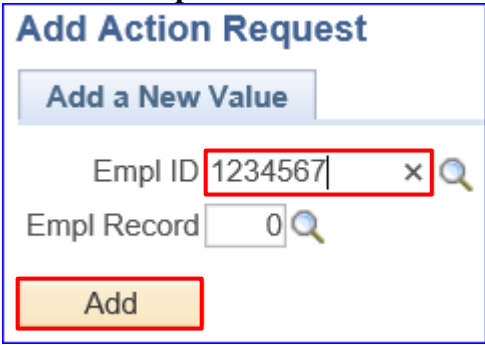
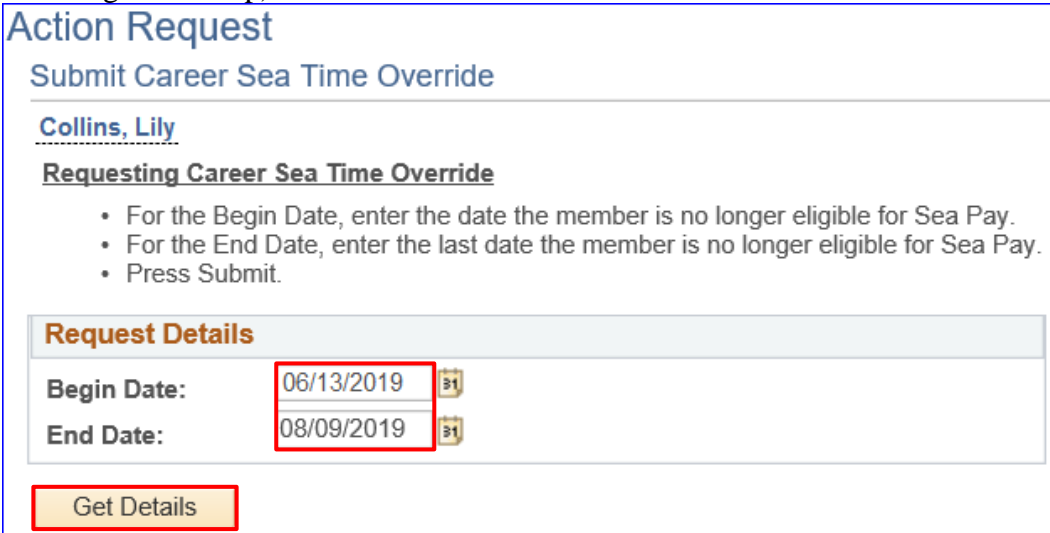
Procedures,
continued

Step	Action
4.5	<p>Select the Career Sea Time Override option.</p>  <p>The screenshot displays a web interface with a left-hand menu and a main content area. The left menu has a 'View My Requests' button highlighted in green. Below it is a scrollable list of request types, including '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', 'Special Duty Pay Request', 'Advance Liquidation Schedule', 'Assignment Pay Request', 'Assignment Incentive Pay', 'Meal Rate', 'Cadet ICA', 'Hostile Fire Pay', 'Combat Tax Exclusion', and 'Career Sea Time'. The main content area shows a scrollable list of options, with 'Career Sea Time Override' highlighted in a red box at the top. Other options include 'Career Sea Pay Premium', 'Balance Adjustment', 'Hardship Duty Pay', 'Pay Corrections', 'Responsibility Pay', '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', and 'SMR Batch Submission'.</p>

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Restarting CSP after TDY, Continued

Procedures,
continued

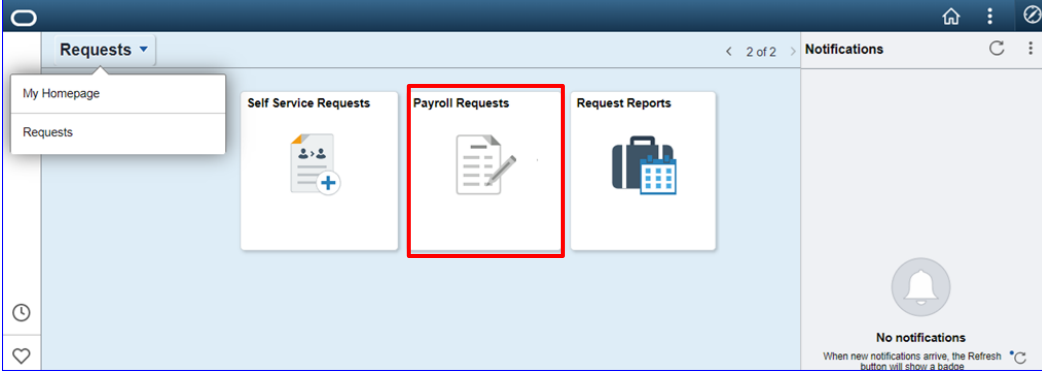
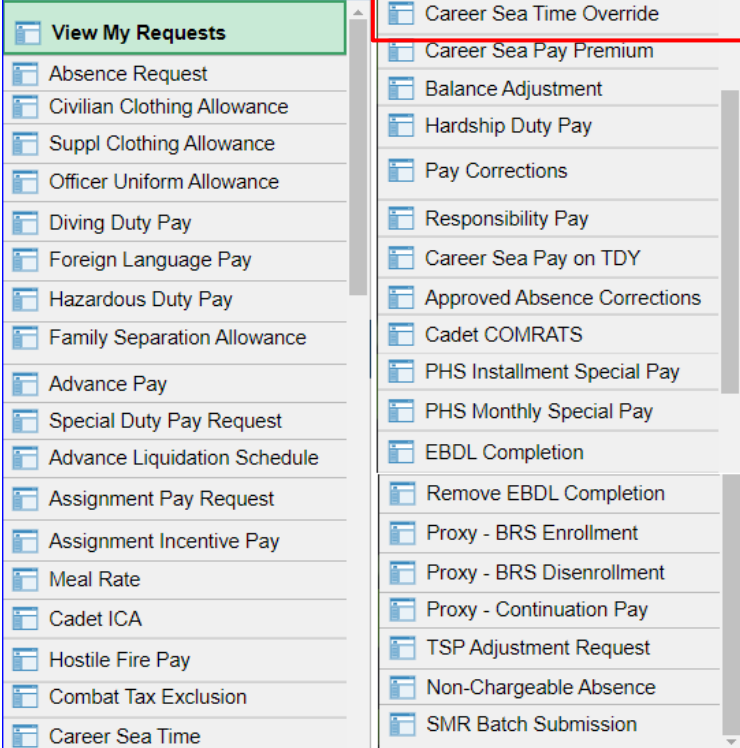
Step	Action
5	<p>Enter the Empl ID and click Add.</p>  <p>Add Action Request</p> <p>Add a New Value</p> <p>Empl ID <input type="text" value="1234567"/> <input type="button" value="x"/> <input type="button" value="🔍"/></p> <p>Empl Record <input type="text" value="0"/> <input type="button" value="🔍"/></p> <p><input type="button" value="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: <input type="text" value="06/13/2019"/> <input type="button" value="📅"/></p> <p>End Date: <input type="text" value="08/09/2019"/> <input type="button" value="📅"/></p> <p><input type="button" value="Get Details"/></p>

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Stopping CSP for a Separation

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

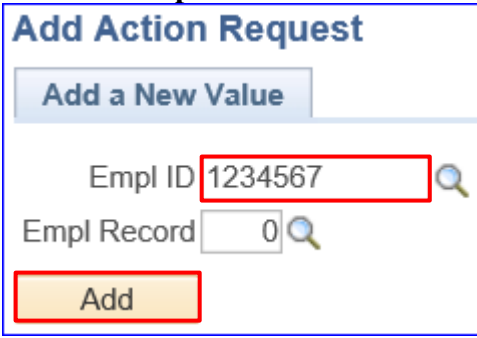
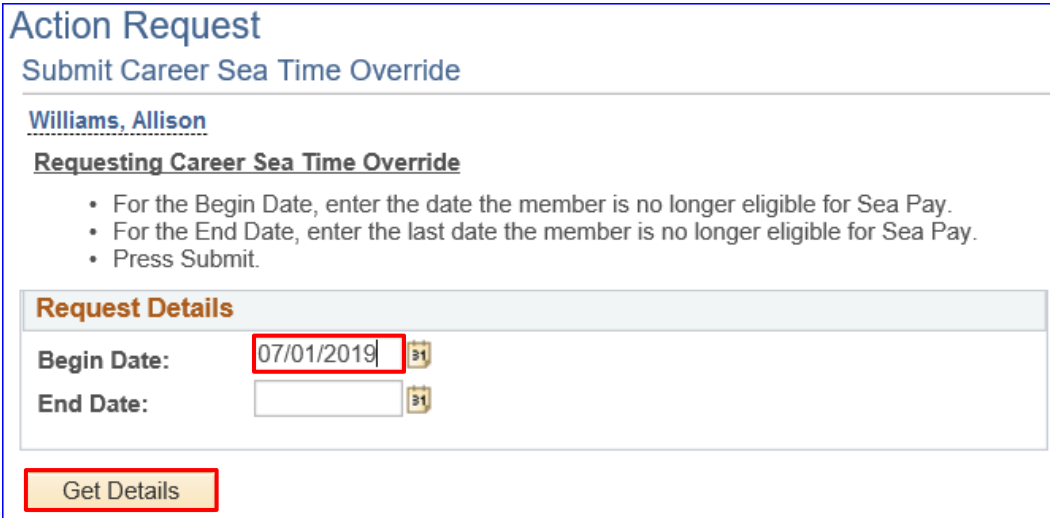
Procedures See below.

Step	Action
<p>1</p>	<p>After selecting Requests from the My Homepage drop-down, click on the Payroll Request tile.</p>  <p>The screenshot shows a web interface with a 'Requests' dropdown menu open. The menu options are 'My Homepage' and 'Requests'. Below the menu, there are three tiles: 'Self Service Requests', 'Payroll Requests' (highlighted with a red border), and 'Request Reports'. The 'Payroll Requests' tile features a document icon with a pencil. To the right, there is a 'Notifications' section with a bell icon and the text 'No notifications'.</p>
<p>1.5</p>	<p>Select the Career Sea Time Override option.</p>  <p>The screenshot shows a list of request options. The 'View My Requests' header is highlighted in green. The list includes various options such as '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', 'Special Duty Pay Request', 'Advance Liquidation Schedule', 'Assignment Pay Request', 'Assignment Incentive Pay', 'Meal Rate', 'Cadet ICA', 'Hostile Fire Pay', 'Combat Tax Exclusion', and 'Career Sea Time'. The 'Career Sea Time Override' option is highlighted with a red border.</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>Add Action Request</p> <p>Add a New Value</p> <p>Empl ID <input type="text" value="1234567"/> </p> <p>Empl Record <input type="text" value="0"/> </p> <p>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>Action Request</p> <p>Submit Career Sea Time Override</p> <p><u>Williams, Allison</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: <input type="text" value="07/01/2019"/> </p> <p>End Date: <input type="text"/> </p> <p>Get Details</p>

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Stopping CSP for a Separation, Continued

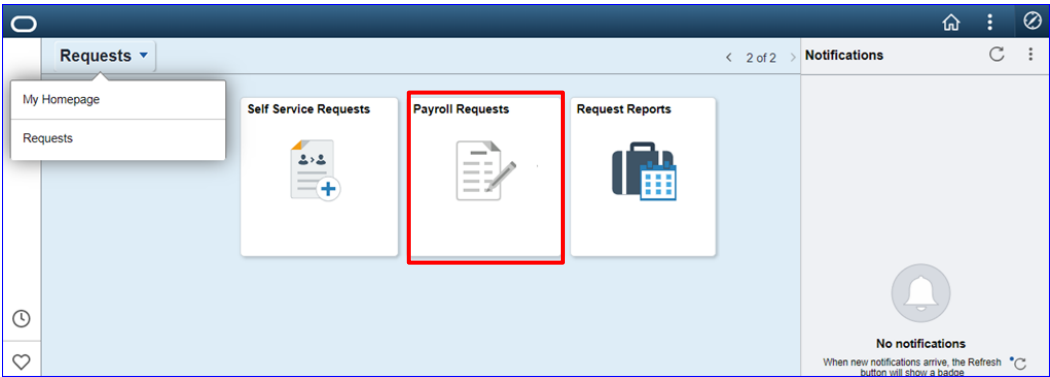
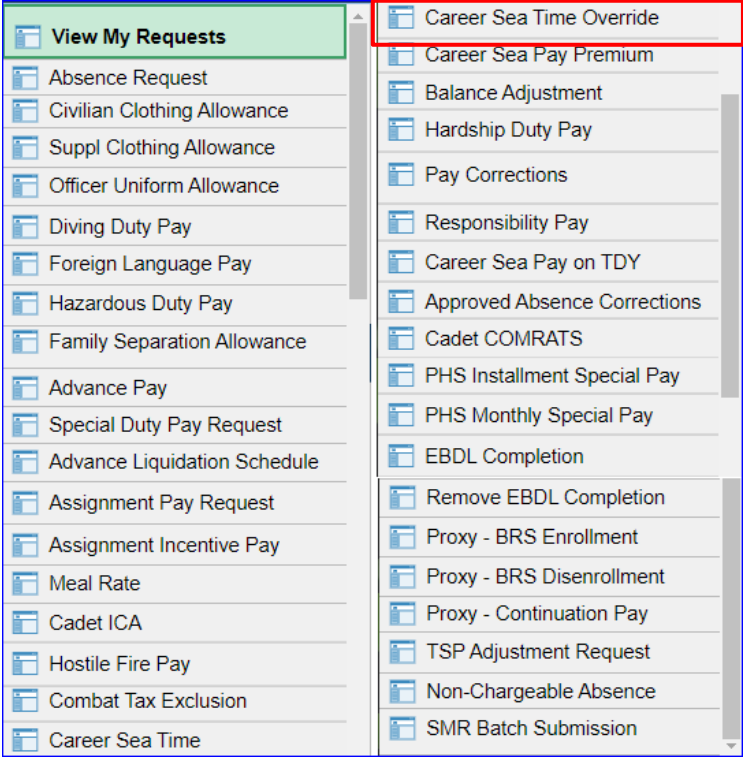
Procedures,
continued

Step	Action
4	<p>Information auto-populates in the Request Information section. Add any Comments and click Submit.</p> <div data-bbox="316 510 1366 880" style="border: 1px solid blue; padding: 5px;"> <p>Request Information</p> <p>Sea Time Years: 4 Neutral Time: 07/14/2017 - 07/30/2017</p> <p>Sea Time Months: 8</p> <p>Sea Time Days: 12</p> <p>Current Unit: 000099 - CGC THETIS</p> <p>Sea Pay Level: SPL4</p> <p>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> <input style="border: 2px solid red;" type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div>
5	<p>The transaction is now Pending approval.</p> <div data-bbox="316 954 1366 1413" style="border: 1px solid blue; padding: 5px;"> <p>Request Status: Pending View/Hide Comments</p> <p>1</p> <div data-bbox="323 1059 715 1182" style="border: 1px solid blue; 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.

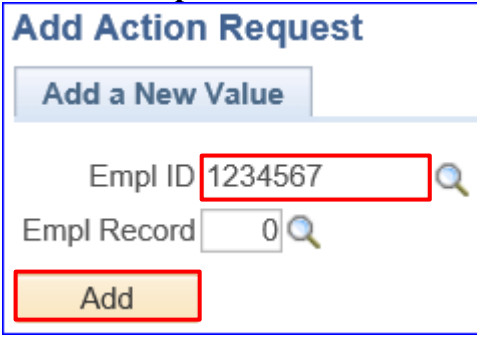
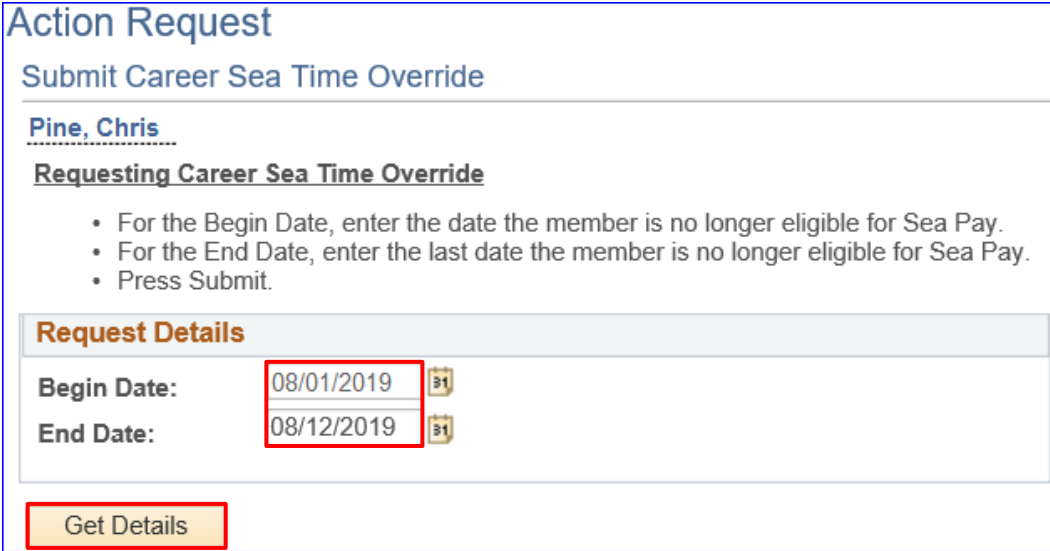
Procedures See below.

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

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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 <input type="text" value="1234567"/></p> <p>Empl Record <input type="text" value="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><u>Pine, Chris</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: <input type="text" value="08/01/2019"/></p> <p>End Date: <input type="text" value="08/12/2019"/></p> <p>Get Details</p>

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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="316 510 1369 869" style="border: 1px solid #ccc; 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="316 943 1369 1451" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Status: Pending View/Hide Comments</p> <p>1</p> <div data-bbox="336 1048 715 1171" 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>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.</p> </div>


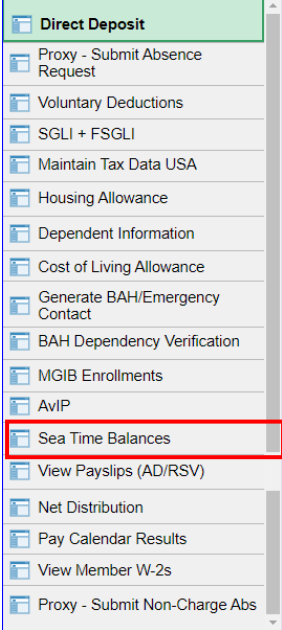
Starting Retroactive CSP

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. Click on the Active/Reserve Pay Tile.</p> 
1.5	<p>Select the Sea Time Balances option.</p> 

Continued on next page

31 March 2023

Starting Retroactive CSP, Continued

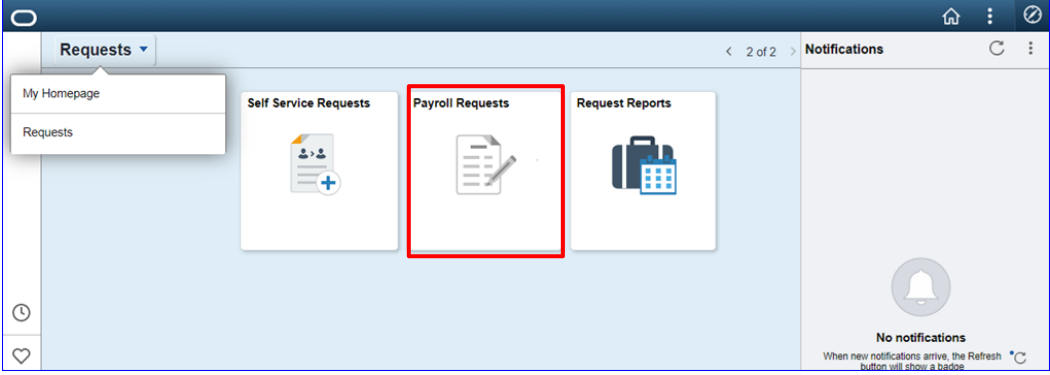
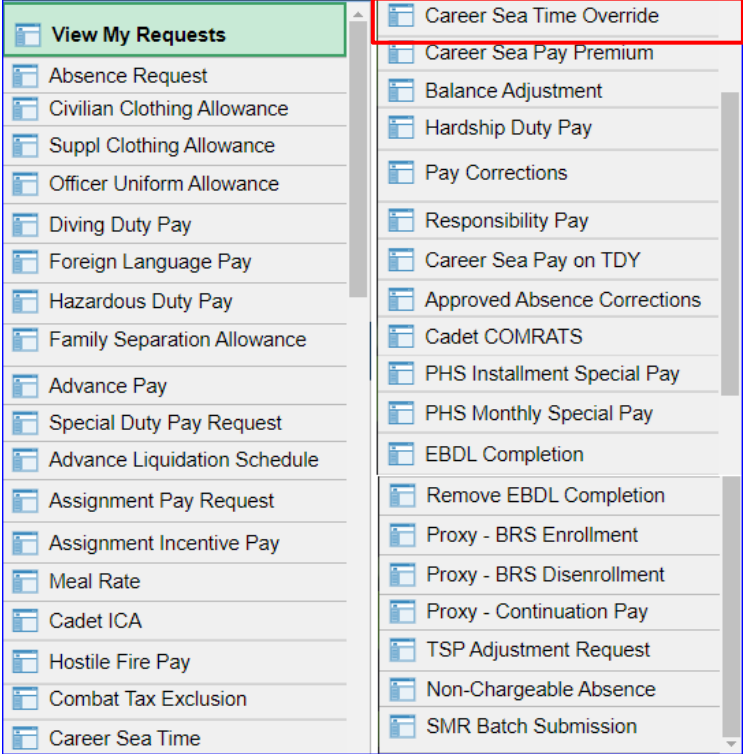
Procedures,
continued

Step	Action
2	<p>Enter the Empl ID, check Include History and click Search.</p> <div data-bbox="316 472 1098 1077"> <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"/> Basic Search Save Search Criteria</p> </div>

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Starting Retroactive CSP, Continued

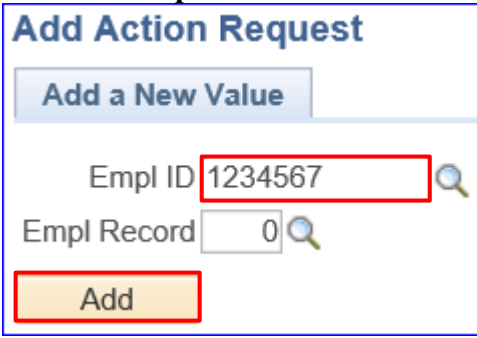
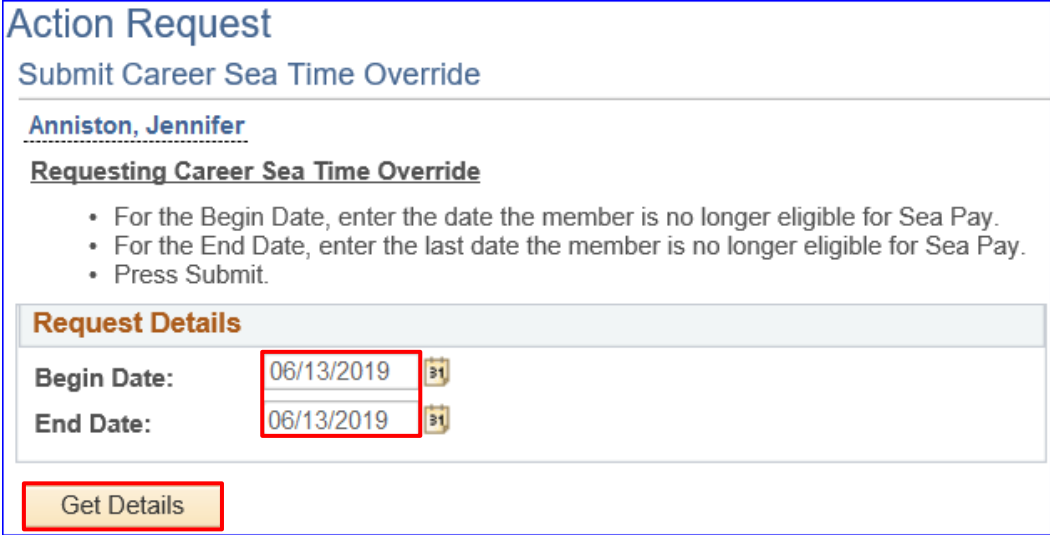
Procedures,
continued

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

Continued on next page

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 <input type="text" value="1234567"/> </p> <p>Empl Record <input type="text" value="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: <input type="text" value="06/13/2019"/> </p> <p>End Date: <input type="text" value="06/13/2019"/> </p> <p>Get Details</p>

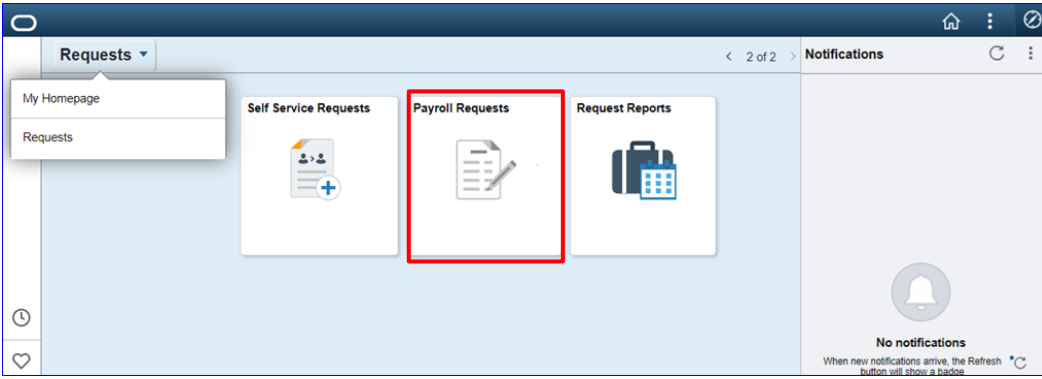
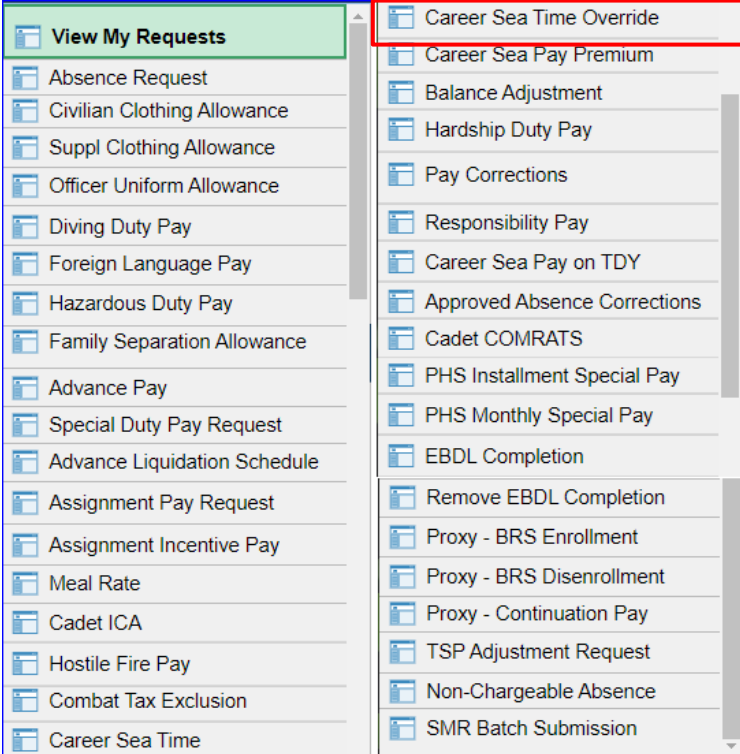
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Entering Neutral Time for Future TDY

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

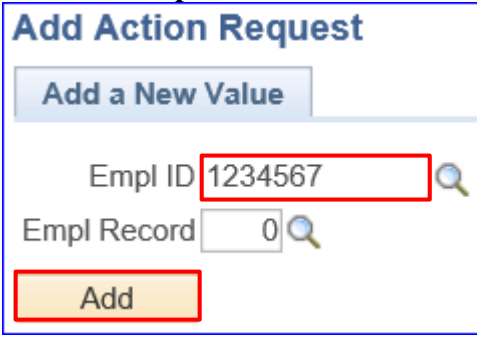
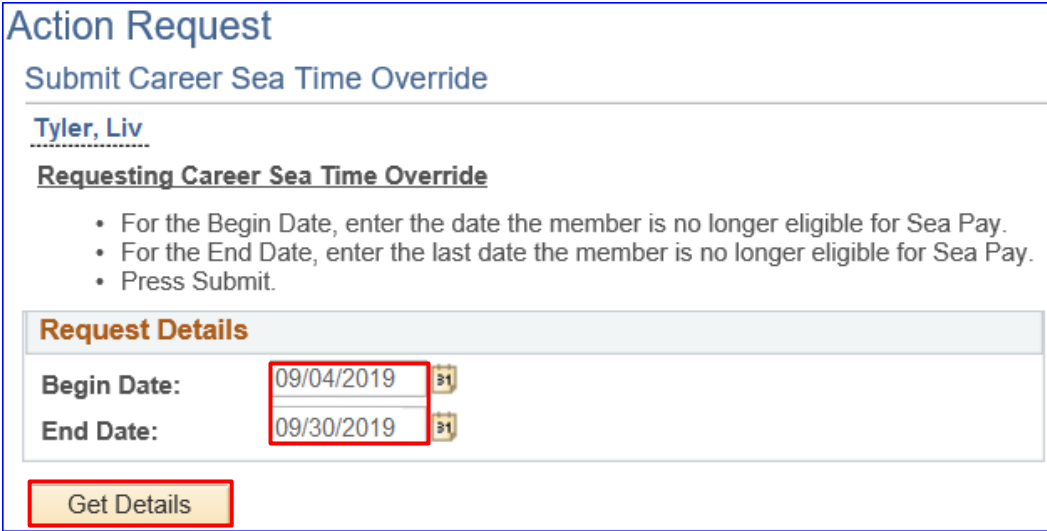
Information When a member goes TDY, the Career Sea Time Override should be entered, including an End Date, based on the signed TDY Orders.

Procedures See below.

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

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 <input type="text" value="1234567"/> </p> <p>Empl Record <input type="text" value="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><u>Tyler, Liv</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: <input type="text" value="09/04/2019"/> </p> <p>End Date: <input type="text" value="09/30/2019"/> </p> <p>Get Details</p>

Continued on next page

Entering Neutral Time for Future TDY, Continued

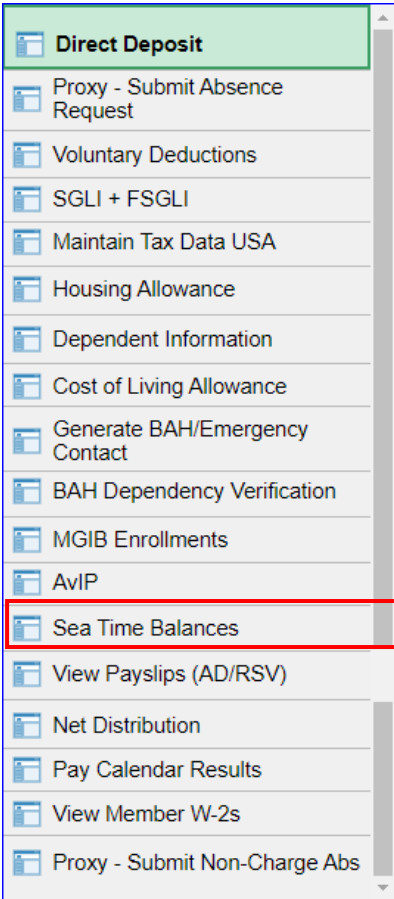
Procedures,
continued

Step	Action
4	<p>Enter specific Comments for the Neutral Time and click Submit.</p> <div data-bbox="316 477 1369 943" style="border: 1px solid blue; padding: 5px;"> <p>Request Information</p> <p>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</p> <p>Comment: Member TDY to Miami from 8/5/19 to 9/30/19.</p> <p>Submit Resubmit Withdraw</p> </div>
5	<p>The transaction is now Pending approval.</p> <div data-bbox="316 1003 1249 1357" 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: 2px; margin-bottom: 5px;"> <p>Pending</p> <p> Multiple Approvers CGHRSUP for User's SPO</p> </div> <p>Comments</p> <p>Liv Tyler at 06/20/19 - 3:32 PM Member TDY to Miami from 8/5/19 to 9/30/19.</p> </div>
6	<p>Click on the Active/Reserve Pay Tile.</p> <div data-bbox="316 1413 635 1664" style="border: 1px solid blue; padding: 5px; text-align: center;"> <p>Active/Reserve Pay</p>  </div>

Continued on next page

Entering Neutral Time for Future TDY, Continued

Procedures,
continued

Step	Action
6.5	<p>Select the Sea Time Balances option.</p>  <p>The screenshot shows a vertical menu with the following items: Direct Deposit (highlighted in green), 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 (highlighted in red), View Payslips (AD/RSV), Net Distribution, Pay Calendar Results, View Member W-2s, and Proxy - Submit Non-Charge Abs.</p>

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Entering Neutral Time for Future TDY, Continued

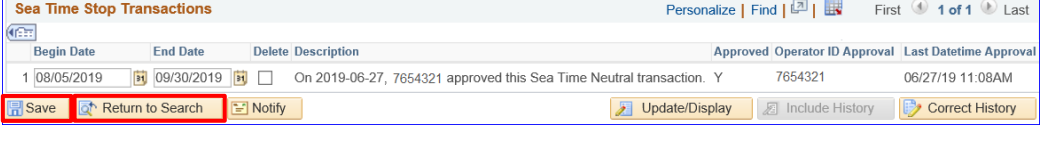
Procedures,
continued

Step	Action
7	<p>Enter the <u>Empl ID</u>, check Include History and click Search.</p> <div data-bbox="316 472 1098 1077" style="border: 1px solid black; padding: 5px;"> <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"/> Basic Search Save Search Criteria</p> </div>

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Entering Neutral Time for Future TDY, Continued

Procedures,
continued


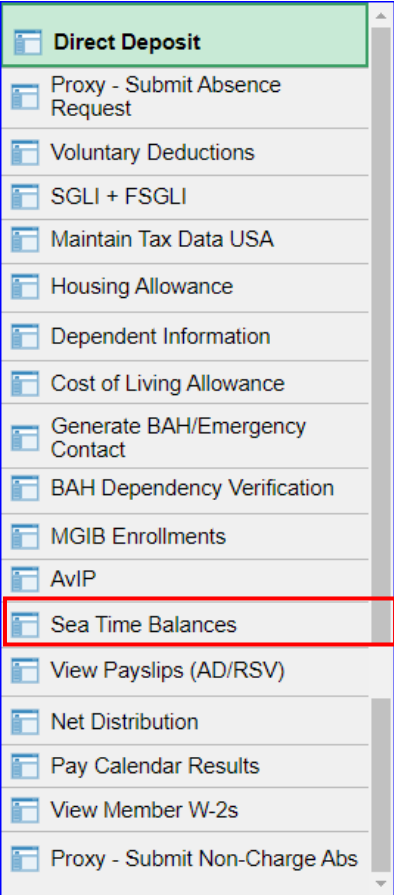
Step	Action																				
9	Additional information will display. Click Save or Return to Search to exit the screen.																				
 <p>The screenshot displays the 'Sea Time Stop Transactions' window. At the top, there are navigation options: 'Personalize Find [Print Icon] [Refresh Icon]'. Below this is a table with the following data:</p> <table border="1"> <thead> <tr> <th></th> <th>Begin Date</th> <th>End Date</th> <th>Delete</th> <th>Description</th> <th>Approved</th> <th>Operator ID</th> <th>Approval</th> <th>Last Datetime</th> <th>Approval</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>08/05/2019</td> <td>09/30/2019</td> <td><input type="checkbox"/></td> <td>On 2019-06-27, 7654321 approved this Sea Time Neutral transaction.</td> <td>Y</td> <td>7654321</td> <td></td> <td>06/27/19 11:08AM</td> <td></td> </tr> </tbody> </table> <p>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 border in the original image.</p>			Begin Date	End Date	Delete	Description	Approved	Operator ID	Approval	Last Datetime	Approval	1	08/05/2019	09/30/2019	<input type="checkbox"/>	On 2019-06-27, 7654321 approved this Sea Time Neutral transaction.	Y	7654321		06/27/19 11:08AM	
	Begin Date	End Date	Delete	Description	Approved	Operator ID	Approval	Last Datetime	Approval												
1	08/05/2019	09/30/2019	<input type="checkbox"/>	On 2019-06-27, 7654321 approved this Sea Time Neutral transaction.	Y	7654321		06/27/19 11:08AM													

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

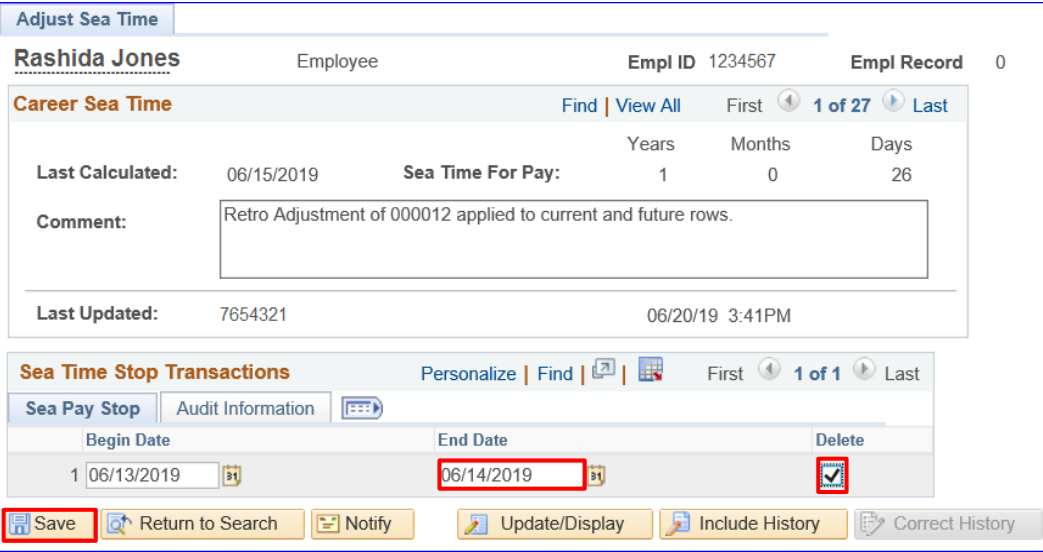
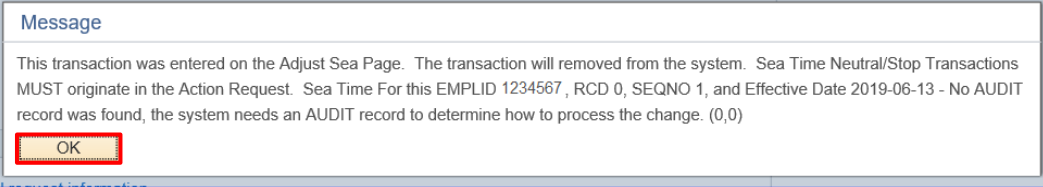
Procedures,
continued

Step	Action
2	<p>Enter the Empl ID, check the Include History and Correct History boxes and click Search.</p> <div data-bbox="325 510 1102 1111" style="border: 1px solid blue; padding: 5px;"> <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 checked="" type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p> </div>

Continued on next page

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

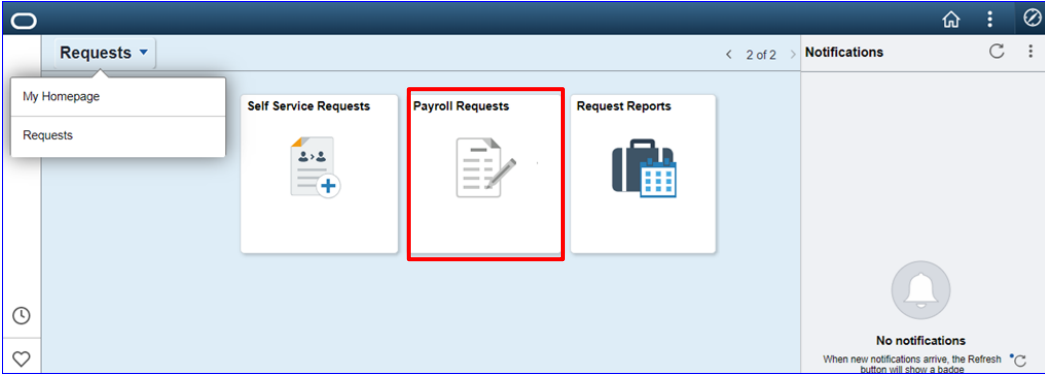
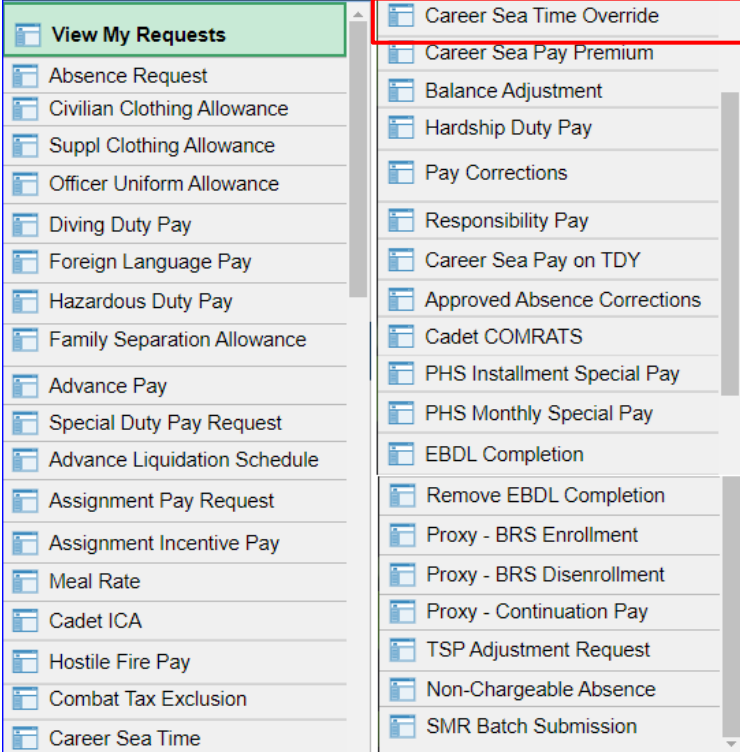
Procedures,
continued

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> <div data-bbox="316 548 1050 1547" style="border: 1px solid black; padding: 5px;"> <p>Action Request Career Sea Time Stop Adj</p> <p><u>Jones, Rashida</u> Instructions Here...</p> <p>Request Details Effective Date: 06/13/2019</p> <p>Get Details</p> <p>Request Information End Date: 2019-06-14 Delete: 1 Description: Y Approved: N Approval: Approve Date Time:</p> <p>Request URL Click here to view additional request information.</p> <p>Comment: <input type="text"/></p> <p>Approve Deny</p> <p>Request Status Approved View/Hide Comments</p> <p>Approvers Approved ✓ Jack Quaid CGHRSUP for User's SPO 06/27/19 - 11:33 AM</p> <p>Comments</p> </div>

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Deleting Neutral Time Rows, Continued

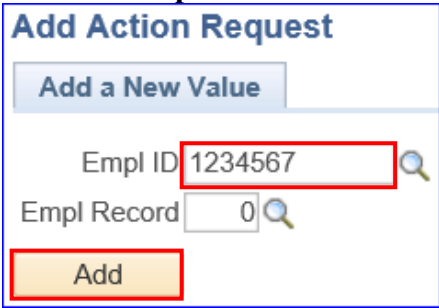
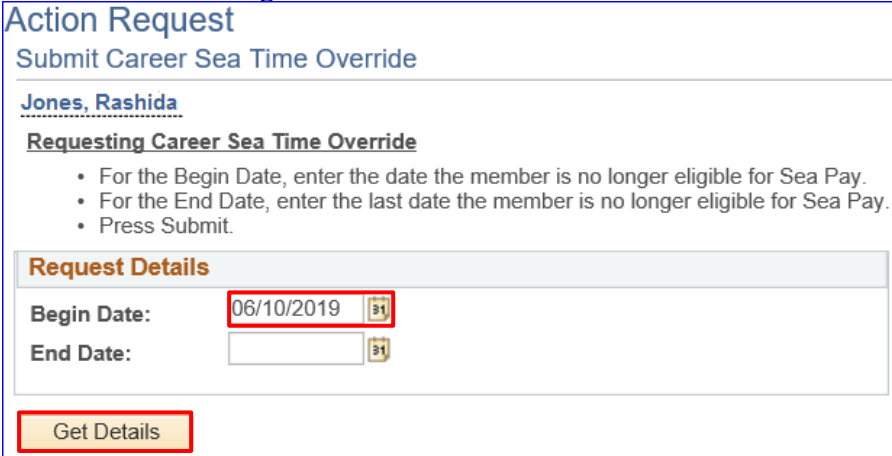
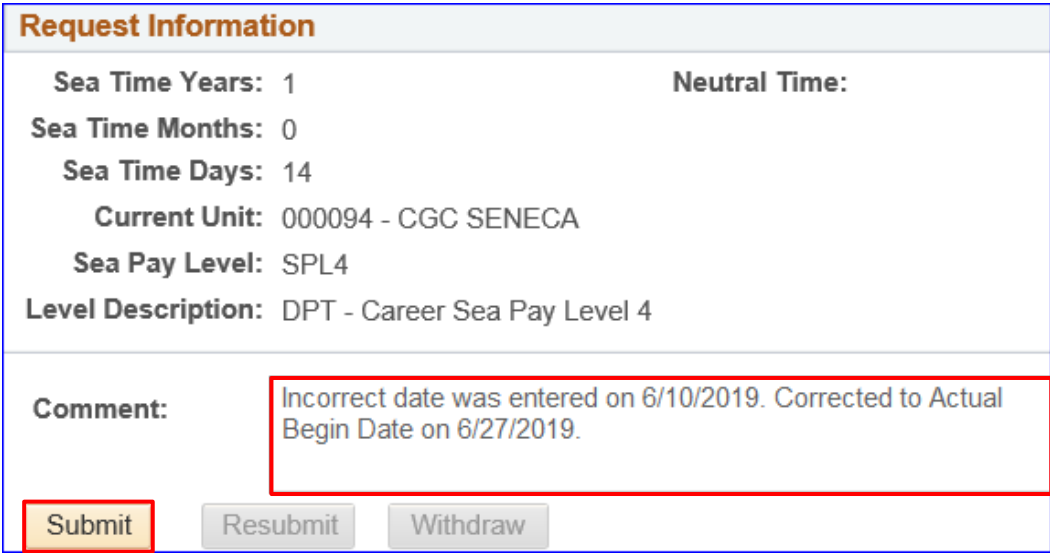
Procedures,
continued

Step	Action
<p>6</p>	<p>After selecting Requests from the My Homepage drop-down, click on the Payroll Request tile.</p>  <p>The screenshot shows a user interface with a 'Requests' dropdown menu open, listing 'My Homepage' and 'Requests'. Below the menu are three tiles: 'Self Service Requests', 'Payroll Requests' (highlighted with a red box), and 'Request Reports'. A 'Notifications' panel is visible on the right side of the screen.</p>
<p>6.5</p>	<p>Select the Career Sea Time Override option.</p>  <p>The screenshot displays a list of request options. The 'View My Requests' section is highlighted in green. The 'Career Sea Time Override' option is highlighted with a red box. Other options include 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, Special Duty Pay Request, Advance Liquidation Schedule, Assignment Pay Request, Assignment Incentive Pay, Meal Rate, Cadet ICA, Hostile Fire Pay, Combat Tax Exclusion, Career Sea Time, Career Sea Pay Premium, Balance Adjustment, Hardship Duty Pay, Pay Corrections, Responsibility Pay, 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, and SMR Batch Submission.</p>

Continued on next page

Deleting Neutral Time Rows, Continued


Procedures,
continued

Step	Action
7	<p>Enter the Empl ID and click Add.</p> 
8	<p>Enter the correct Begin Date and click Get Details.</p> 
9	<p>The Request Information will display. Enter any needed Comments and click Submit.</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.

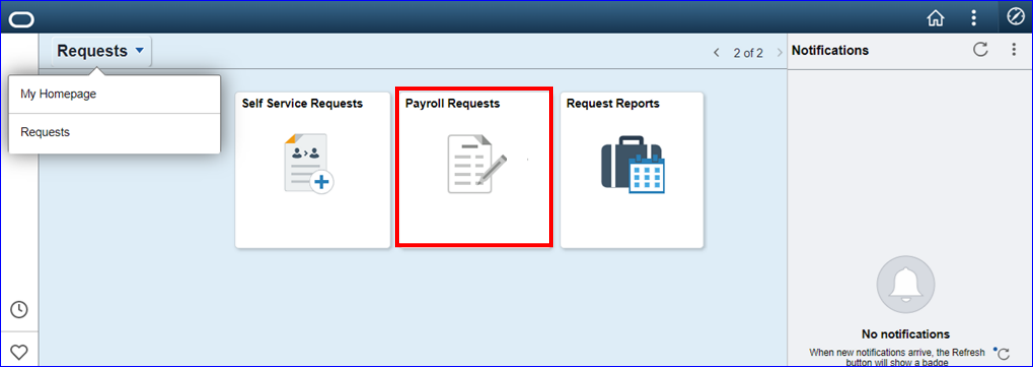
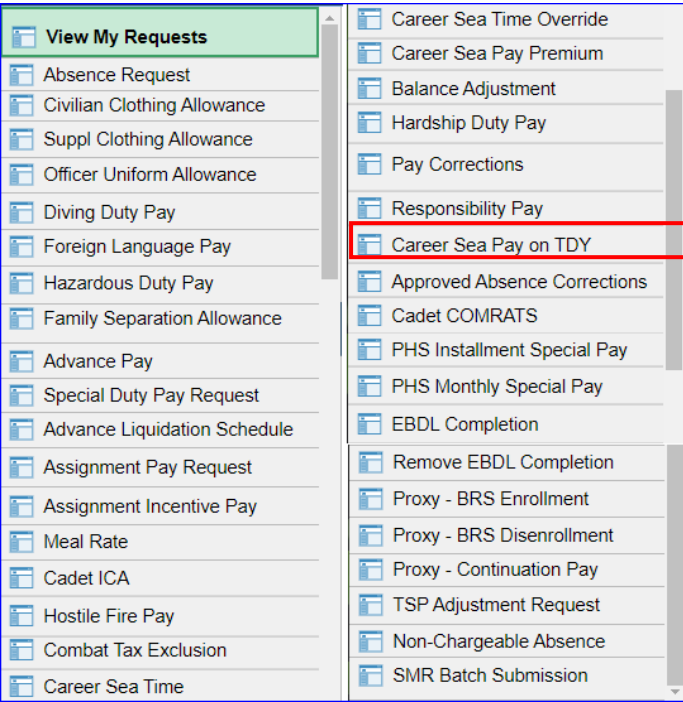
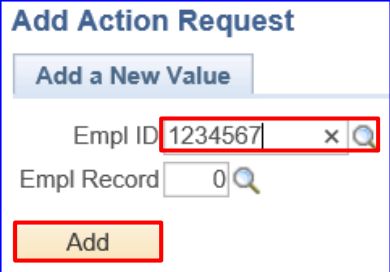
Once CSP starts, it continues for 30 days, and is stopped on the 31st day if there is not a TDY period meeting the conditions above. The member can have several TDY periods that don't qualify, after CSP has started, but as long as they get a qualifying TDY period before the 31st day CSP started, the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

Continued on next page

Starting CSP for Mobile Units, Continued

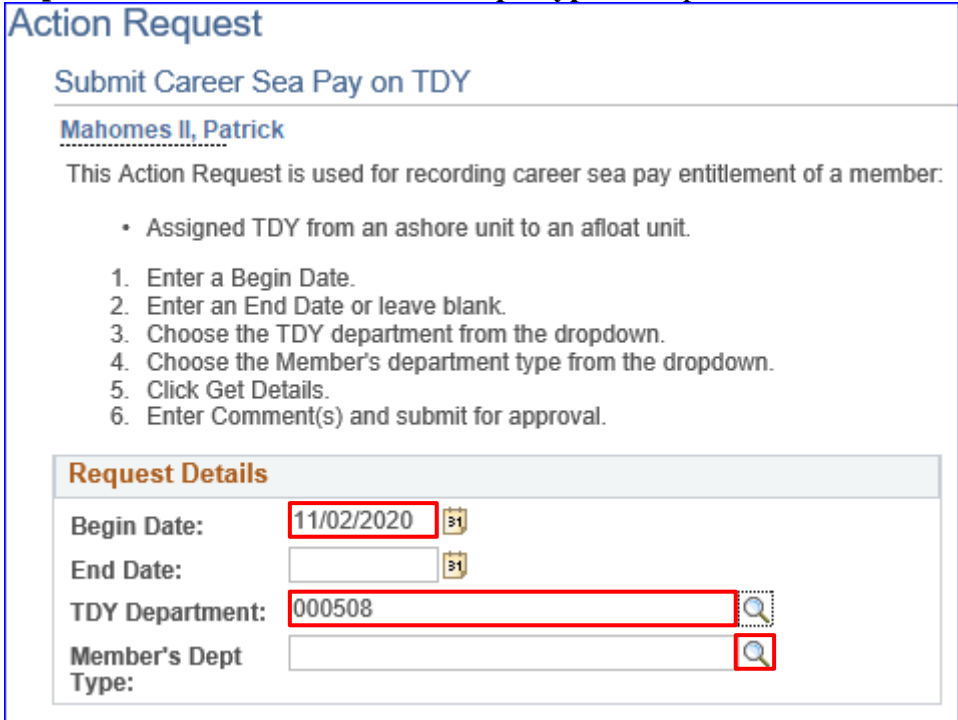
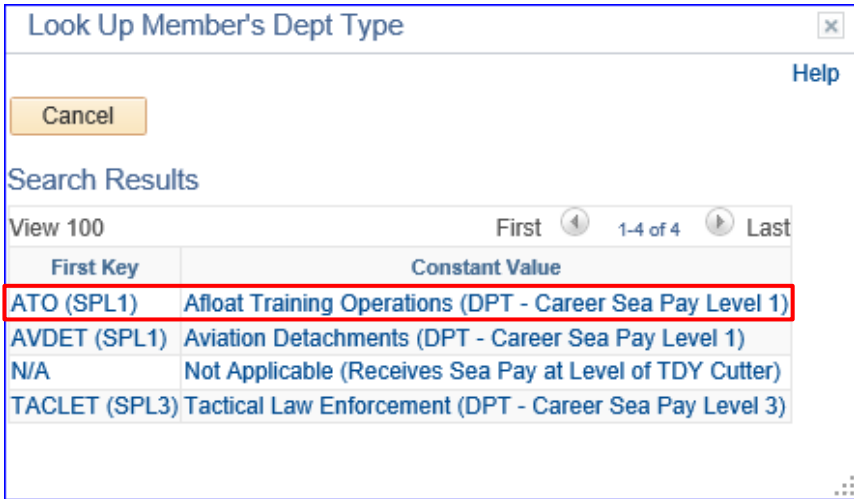
Procedures See below.

Step	Action
<p>1</p>	<p>After selecting Requests from the My Homepage drop-down, click on the Payroll Request tile.</p> 
<p>1.5</p>	<p>Select the Career Sea Pay on TDY option.</p> 
<p>2</p>	<p>Enter the Empl ID and click Add.</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 Help</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)
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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Starting CSP for Mobile Units, Continued

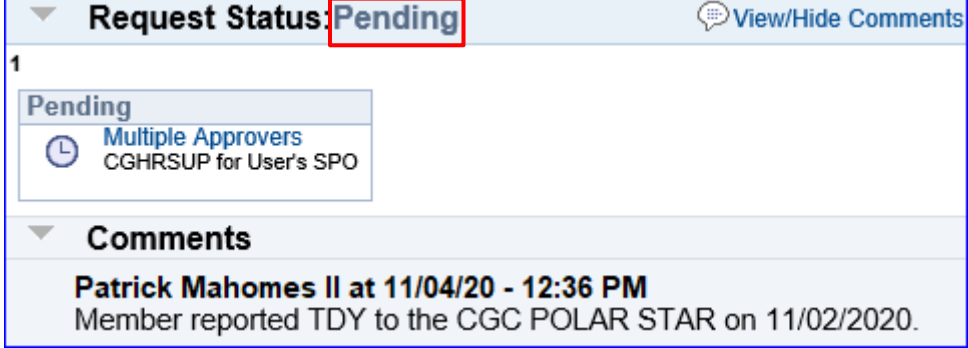
Procedures,
continued

Step	Action
5	<p>Click Get Details.</p> <div data-bbox="336 472 1294 1249" 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="389 927 1281 1173" style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <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 style="text-align: center; margin-top: 10px;">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 1435 1302 1832" 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 style="text-align: center; margin-top: 10px;"> <input style="border: 1px solid red;" type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div>

Continued on next page

Starting CSP for Mobile Units, Continued

Procedures,
continued

Step	Action																																										
7	<p>The transaction is now Pending approval.</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="336 938 1370 1308"> <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 style="border: 2px solid red;"> <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
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