

Career Sea Pay

Overview

Introduction This guide provides the procedures for starting, restarting, stopping, and deleting Career Sea Pay (CSP) in DA.

References

- (a) [Coast Guard Pay manual](#), COMDTINST M7220.29 (series)
- (b) [Pay & Personnel Center – MAS/CP](#)
- (c) [Personnel & Pay Procedures Manual \(3PM\), Chapter 8](#)

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 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 an 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 (SOCSSS). 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.
-

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Overview, Continued

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)


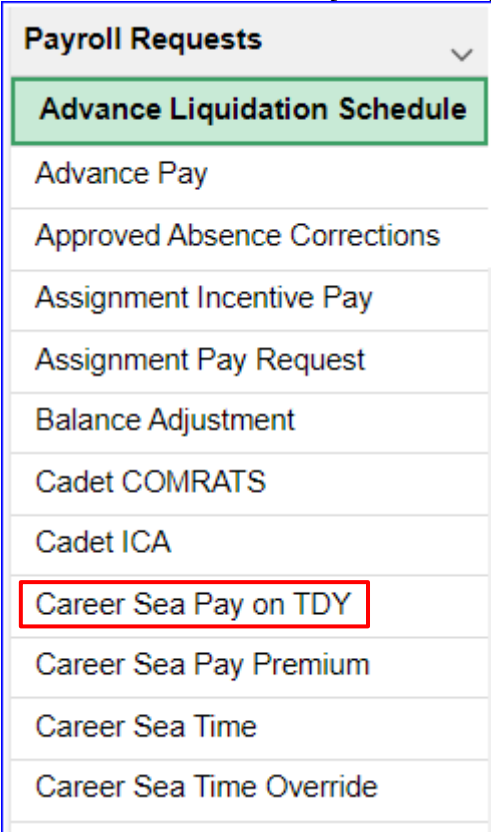
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Starting CSP on TDY

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
1	<p>Click the AD/RSV Payroll Workcenter tile.</p> 
2	<p>Select the Career Sea Pay on TDY option.</p> 

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Starting CSP on TDY, Continued

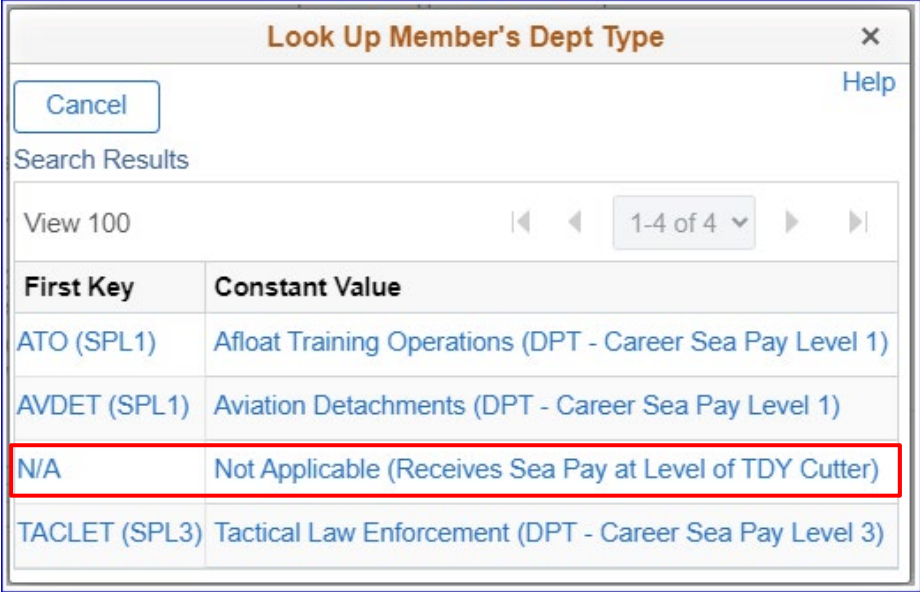
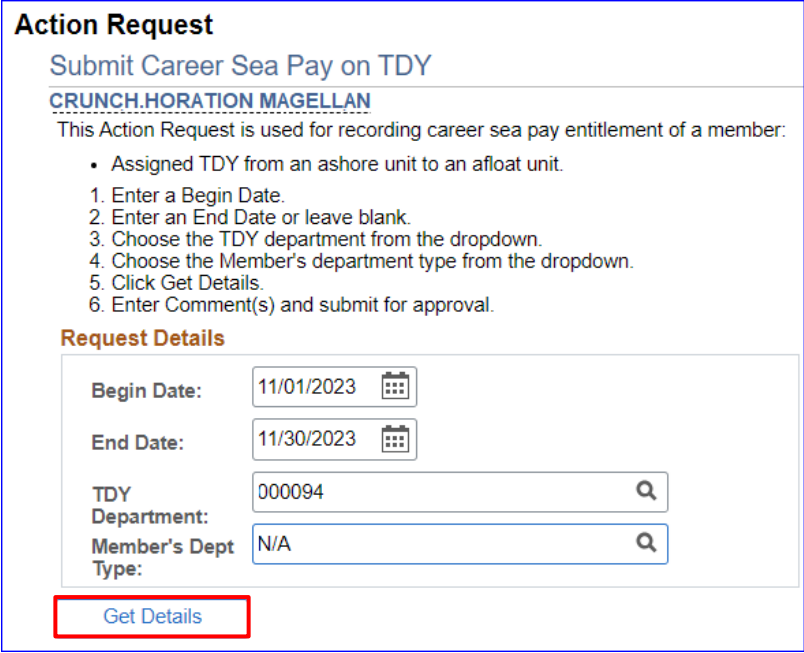
Procedures,
continued

Step	Action
3	<p>Enter the Empl ID and click Add.</p> <div data-bbox="327 504 960 927" style="border: 1px solid blue; padding: 10px;"> <p>Add Action Request</p> <p>Add a New Value</p> <hr/> <p>*Empl ID <input style="border: 1px solid red;" type="text" value="1234567"/> <input type="button" value="Q"/></p> <p>Empl Record <input style="border: 1px solid gray;" type="text" value="0"/> <input type="button" value="Q"/></p> <p><input style="border: 1px solid red;" type="button" value="Add"/></p> </div>
4	<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 theatre). Enter the Begin Date, End Date and TDY Department. Click the Member's Dept Type lookup icon.</p> <div data-bbox="327 1093 1262 1915" style="border: 1px solid blue; padding: 10px;"> <p>Action Request</p> <p>Submit Career Sea Pay on TDY</p> <p>CRUNCH.HORATION MAGELLAN</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> <hr/> <p>Begin Date: <input style="border: 1px solid red;" type="text" value="11/01/2023"/> <input type="button" value="Calendar"/></p> <p>End Date: <input style="border: 1px solid red;" type="text" value="11/30/2023"/> <input type="button" value="Calendar"/></p> <p>TDY Department: <input style="border: 1px solid red;" type="text" value="000094"/> <input type="button" value="Q"/></p> <p>Member's Dept Type: <input style="border: 1px solid gray;" type="text"/> <input type="button" value="Q"/></p> <p><input type="button" value="Get Details"/></p> </div>

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Starting CSP on TDY, Continued

Procedures,
continued

Step	Action										
5	<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" with a "Cancel" button and a "Help" link. Below the title bar is a "Search Results" section with a "View 100" label and pagination controls showing "1-4 of 4". A table lists four options:</p> <table border="1" data-bbox="336 824 1235 1128"> <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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TACLET (SPL3)	Tactical Law Enforcement (DPT - Career Sea Pay Level 3)										
6	<p>Click Get Details.</p>  <p>The screenshot shows an "Action Request" form titled "Submit Career Sea Pay on TDY" for member "CRUNCH.HORATION MAGELLAN". It includes a list of instructions and a "Request Details" section with the following fields:</p> <ul style="list-style-type: none"> Begin Date: 11/01/2023 End Date: 11/30/2023 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
7	<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 “Received copy of TDY orders for member TDY to CGC XXXX for the dates above”.) Click Submit.</p> <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> <div data-bbox="327 815 1369 1128" style="border: 1px solid blue; padding: 5px;"> <p>Request Information</p> <p>Description: CGC SENECA Sea Pay Level: DPT - Career Sea Pay Level 5 Override Level: Receives at Lvl of TDY Cutter</p> <p>Comment: Received TDY Orders for member to CGC Seneca from 11/1/23 - 11/30/23.</p> <p>Submit Resubmit Withdraw</p> </div>
8	<p>The transaction will display as Pending approval.</p> <div data-bbox="327 1205 1369 1536" 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</p> <p>CGHRSUP for User's SPO</p> </div> <p>Comments</p> <p>Horatio Magellan Crunch at 10/30/23 - 9:44 AM Received TDY Orders for member to CGC Seneca from 11/1/23 - 11/30/23.</p> </div>

Restarting CSP after TDY

Introduction This section provides the procedures for restarting CSP after TDY for a member.

Example Scenario In this scenario

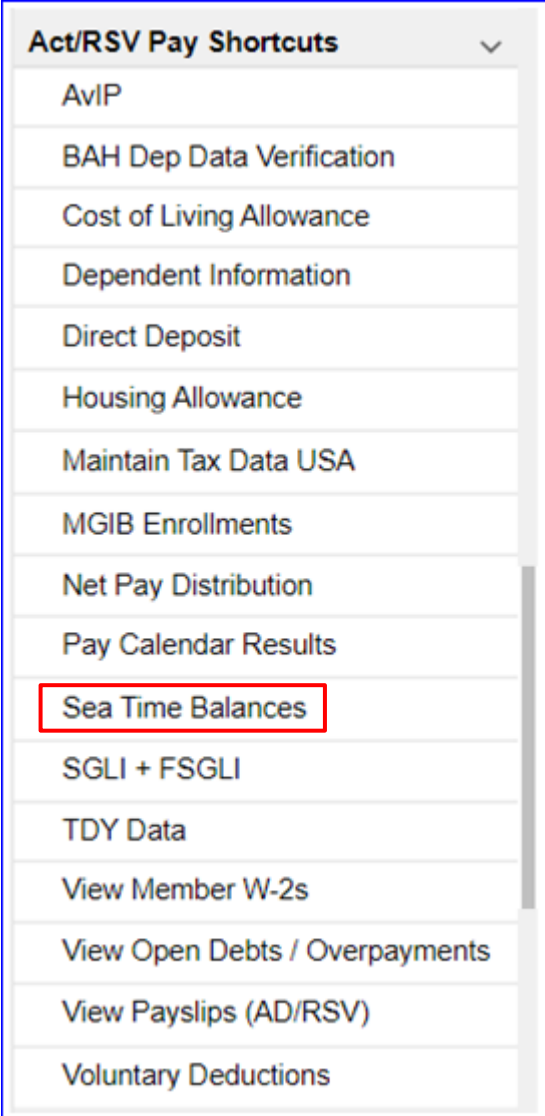
Procedures See below.

Step	Action
1	Click the AD/RSV Payroll Workcenter tile.  A screenshot of a software interface tile. The tile has a white background with a blue border. At the top, the text "AD/RSV Payroll Workcenter" is displayed in blue. Below the text is a graphic consisting of a blue and white globe on the left and a green rectangular box on the right. The green box has two white circles, one above the other, resembling a stylized face or a control panel.

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Restarting CSP after TDY, Continued

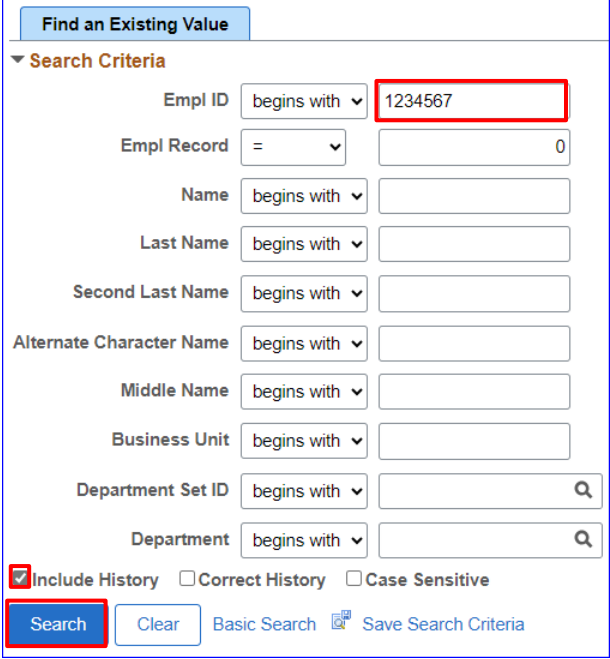
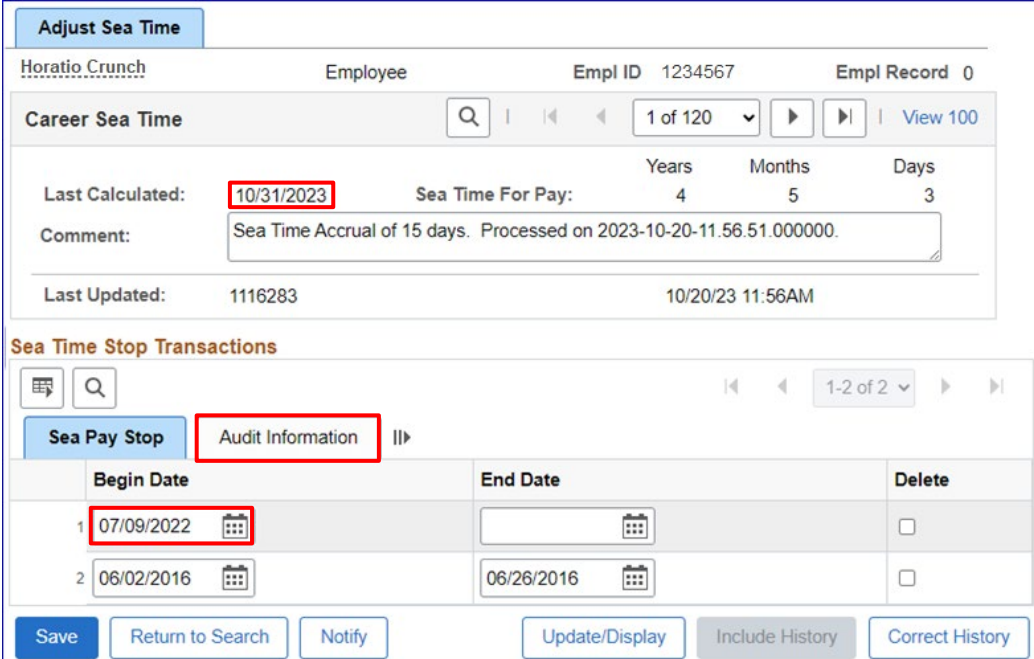
Procedures,
continued

Step	Action
2	<p>Select the Sea Time Balances option, from the Act/RSV Pay Shortcuts section.</p>  <p>The screenshot shows a dropdown menu titled "Act/RSV Pay Shortcuts" with a list of options. The option "Sea Time Balances" is highlighted with a red rectangular box. The other options in the list are: AvIP, BAH Dep Data Verification, Cost of Living Allowance, Dependent Information, Direct Deposit, Housing Allowance, Maintain Tax Data USA, MGIB Enrollments, Net Pay Distribution, Pay Calendar Results, SGLI + FSGLI, TDY Data, View Member W-2s, View Open Debts / Overpayments, View Payslips (AD/RSV), and Voluntary Deductions.</p>

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Restarting CSP after TDY, Continued

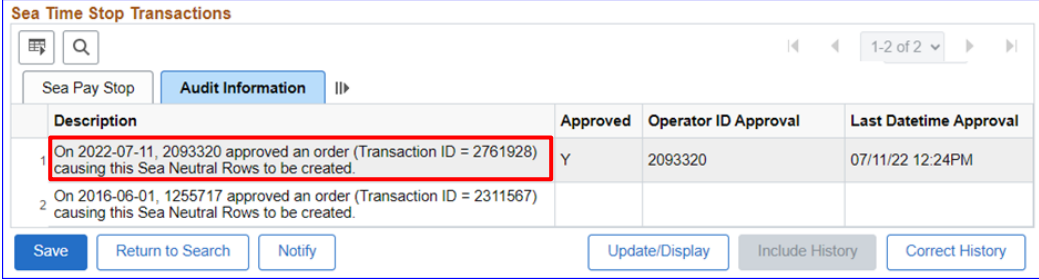
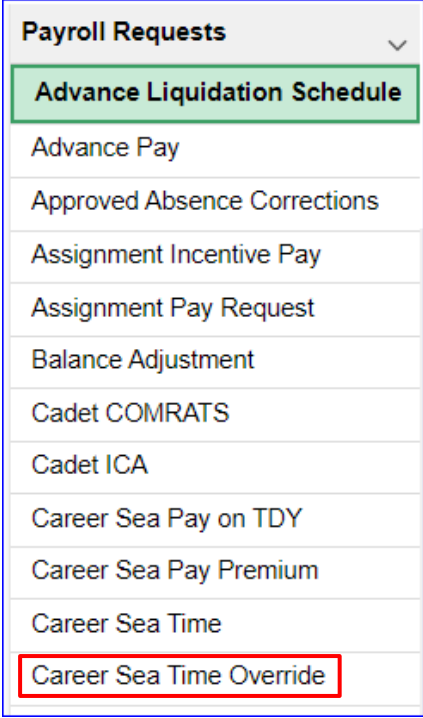
Procedures,
continued

Step	Action												
3	<p>Enter the Empl ID, check Include History and click Search.</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" value="0"/></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>Search Clear Basic Search Save Search Criteria</p>												
4	<p>The Adjusted Sea Time screen will display. Notice the date when the sea time was Last Calculated. The Begin Date from the Sea Time Stop Transaction must be used in Step 8. Select the Audit Information tab.</p>  <p>Adjust Sea Time</p> <p>Horatio Crunch Employee Empl ID 1234567 Empl Record 0</p> <p>Career Sea Time 1 of 120 View 100</p> <p>Last Calculated: 10/31/2023 Sea Time For Pay: 4 Years 5 Months 3 Days</p> <p>Comment: Sea Time Accrual of 15 days. Processed on 2023-10-20-11.56.51.000000.</p> <p>Last Updated: 1116283 10/20/23 11:56AM</p> <p>Sea Time Stop Transactions</p> <p>Sea Pay Stop Audit Information</p> <table border="1"> <thead> <tr> <th></th> <th>Begin Date</th> <th>End Date</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>07/09/2022</td> <td></td> <td><input type="checkbox"/></td> </tr> <tr> <td>2</td> <td>06/02/2016</td> <td>06/26/2016</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	07/09/2022		<input type="checkbox"/>	2	06/02/2016	06/26/2016	<input type="checkbox"/>
	Begin Date	End Date	Delete										
1	07/09/2022		<input type="checkbox"/>										
2	06/02/2016	06/26/2016	<input type="checkbox"/>										

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Restarting CSP after TDY, Continued

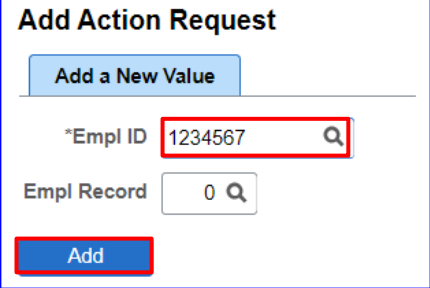
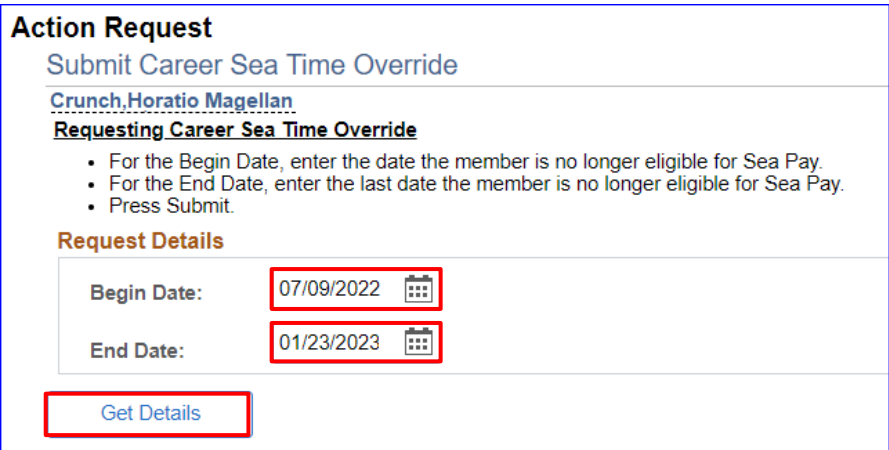
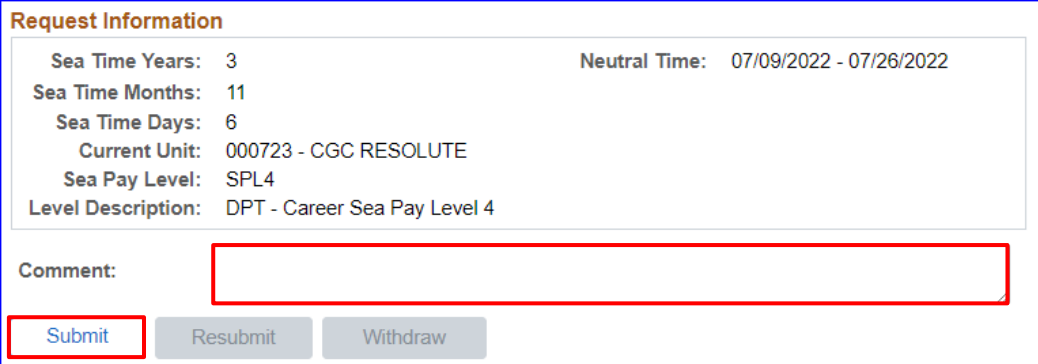
Procedures,
continued

Step	Action
5	<p>Look at the Sea Time Stop Transactions for the Description of why the sea pay isn't running.</p>  <p>The screenshot shows a table titled "Sea Time Stop Transactions" with columns: Description, Approved, Operator ID Approval, and Last Datetime Approval. The first row is highlighted with a red box and contains the following text: "On 2022-07-11, 2093320 approved an order (Transaction ID = 2761928) causing this Sea Neutral Rows to be created." The "Approved" column for this row contains a "Y".</p>
6	<p>Remain in the AD/RSV Payroll Workcenter. Select the Career Sea Time Override option, in the Payroll Requests section (you may need to scroll up).</p>  <p>The screenshot shows a dropdown menu titled "Payroll Requests" with a list of options. The "Career Sea Time Override" option is highlighted with a red box. Other options include: Advance Liquidation Schedule, Advance Pay, Approved Absence Corrections, Assignment Incentive Pay, Assignment Pay Request, Balance Adjustment, Cadet COMRATS, Cadet ICA, Career Sea Pay on TDY, Career Sea Pay Premium, and Career Sea Time.</p>

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Restarting CSP after TDY, Continued

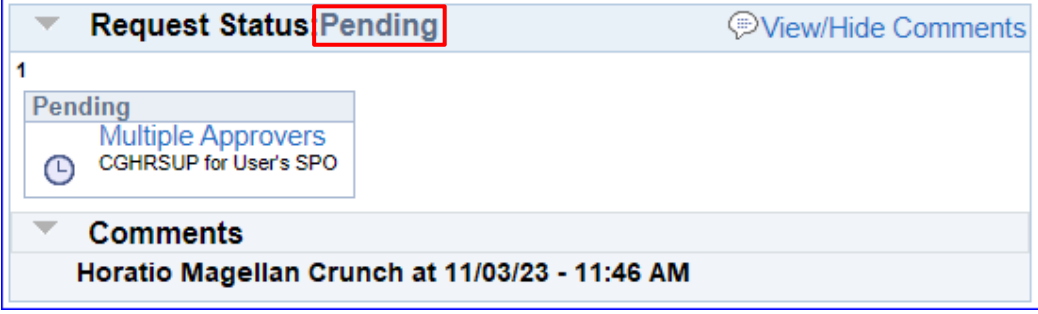
Procedures,
continued

Step	Action
7	<p>Enter the Empl ID and click Add.</p> 
8	<ul style="list-style-type: none"> • Enter the Begin Date from the Sea Time Neutral Transaction (from step 4). • 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. 
9	<p>Information auto-populates in the Request Information section. Add any Comments and click Submit.</p> 

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Restarting CSP after TDY, Continued


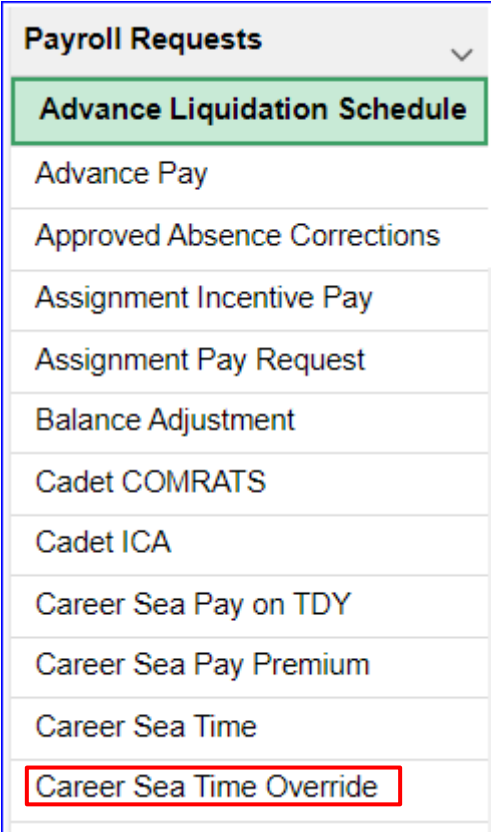
Procedures,
continued

Step	Action
10	<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>  <p>The screenshot shows a user interface for a request. At the top, it says 'Request Status Pending' with a red box around the word 'Pending'. To the right of this is a link 'View/Hide Comments'. Below this, there is a dropdown menu with '1' next to it. The dropdown menu is open, showing 'Pending' with a clock icon and 'Multiple Approvers' with 'CGHRSUP for User's SPO'. Below the dropdown menu, there is a 'Comments' section with the text 'Horatio Magellan Crunch at 11/03/23 - 11:46 AM'.</p>

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>Click the AD/RSV Payroll Workcenter tile.</p> 
2	<p>Select the Career Sea Time Override option.</p> 

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Stopping CSP for a Separation, Continued

Procedures,
continued

Step	Action
3	<p>Enter the Empl ID and click Add.</p> <div data-bbox="328 495 960 913" style="border: 1px solid blue; padding: 10px;"> <p>Add Action Request</p> <p>Add a New Value</p> <hr/> <p>*Empl ID <input type="text" value="1234567"/> <input type="button" value="Q"/></p> <p>Empl Record <input type="text" value="0"/> <input type="button" value="Q"/></p> <p><input type="button" value="Add"/></p> </div>
4	<ul style="list-style-type: none"> • 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 10/31/23). • The End Date is not needed for separating members. • Click Get Details. <div data-bbox="328 1144 1369 1655" style="border: 1px solid blue; padding: 10px;"> <p>Action Request</p> <p>Submit Career Sea Time Override</p> <p><u>Crunch,Horatio Magellan</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> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p>Begin Date: <input type="text" value="11/01/2023"/> <input type="button" value="Calendar"/></p> <p>End Date: <input type="text"/> <input type="button" value="Calendar"/></p> </div> <p><input type="button" value="Get Details"/></p> </div>

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Stopping CSP for a Separation, Continued


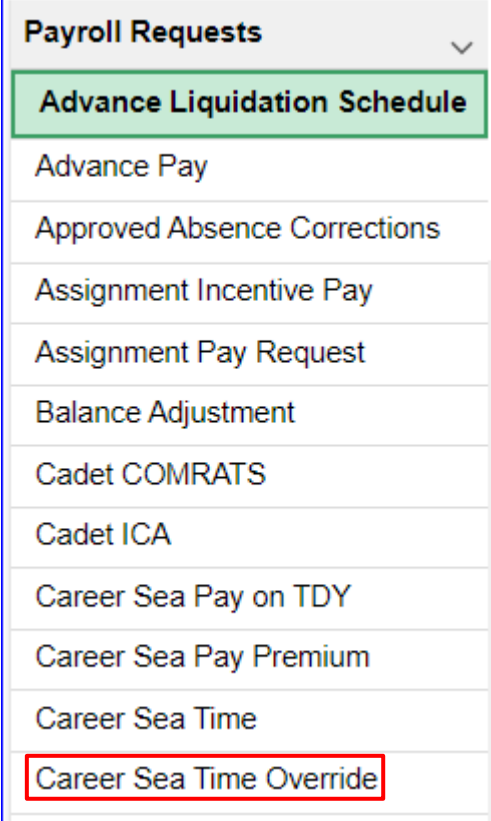
Procedures,
continued

Step	Action												
5	<p>Information auto-populates in the Request Information section. Add any Comments and click Submit.</p> <div data-bbox="328 528 1366 875" style="border: 1px solid blue; padding: 5px;"> <p>Request Information</p> <table border="0" style="width: 100%;"> <tr> <td>Sea Time Years: 2</td> <td style="text-align: right;">Neutral Time:</td> </tr> <tr> <td>Sea Time Months: 9</td> <td></td> </tr> <tr> <td>Sea Time Days: 23</td> <td></td> </tr> <tr> <td>Current Unit: 000079 - CGC VENTUROUS</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 departs 10/31/23 on terminal leave without intention to return. Manually stopping CSP to prevent overpayments</p> <p>Submit Resubmit Withdraw</p> </div>	Sea Time Years: 2	Neutral Time:	Sea Time Months: 9		Sea Time Days: 23		Current Unit: 000079 - CGC VENTUROUS		Sea Pay Level: SPL4		Level Description: DPT - Career Sea Pay Level 4	
Sea Time Years: 2	Neutral Time:												
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Sea Time Days: 23													
Current Unit: 000079 - CGC VENTUROUS													
Sea Pay Level: SPL4													
Level Description: DPT - Career Sea Pay Level 4													
6	<p>The transaction is now Pending approval.</p> <div data-bbox="328 949 1366 1267" 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: 2px; margin-bottom: 5px;"> <p>Pending</p> <p>Multiple Approvers</p> <p>CGHRSUP for User's SPO</p> </div> <p>Comments</p> <p>Horatio Magellan Crunch at 10/20/23 - 11:10 AM</p> <p>Member departs 10/31/23 on terminal leave without intention to return. Manually stopping CSP to prevent overpayments</p> </div>												

Stopping a 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>Click the AD/RSV Payroll Workcenter tile.</p> 
2	<p>Select the Career Sea Time Override option.</p> 

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Stopping a CSP for a Known Period, Continued

Procedures,
continued

Step	Action
3	<p>Enter the Empl ID and click Add.</p> <div data-bbox="328 495 959 913" style="border: 1px solid blue; padding: 10px;"> <p>Add Action Request</p> <p>Add a New Value</p> <hr/> <p>*Empl ID <input style="border: 1px solid red;" type="text" value="1234567"/> <input type="button" value="Q"/></p> <p>Empl Record <input style="border: 1px solid gray;" type="text" value="0"/> <input type="button" value="Q"/></p> <p><input style="border: 1px solid red;" type="button" value="Add"/></p> </div>
4	<ul style="list-style-type: none"> • 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. <div data-bbox="328 1106 1366 1630" style="border: 1px solid blue; padding: 10px;"> <p>Action Request</p> <p>Submit Career Sea Time Override</p> <p><u>Crunch, Horatio Magellan</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> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p>Begin Date: <input style="border: 1px solid red;" type="text" value="11/01/2023"/> <input type="button" value="Calendar"/></p> <p>End Date: <input style="border: 1px solid red;" type="text" value="11/20/2023"/> <input type="button" value="Calendar"/></p> </div> <p><input style="border: 1px solid red;" type="button" value="Get Details"/></p> </div>

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Stopping a CSP for a Known Period, Continued

Procedures,
continued

Step	Action												
5	<p>Information auto-populates in the Request Information section. Add any Comments and click Submit.</p> <div data-bbox="328 533 1366 875" style="border: 1px solid blue; padding: 5px;"> <p>Request Information</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Sea Time Years: 4</td> <td style="width: 50%;">Neutral Time: 07/09/2022 - 07/26/2022</td> </tr> <tr> <td>Sea Time Months: 5</td> <td></td> </tr> <tr> <td>Sea Time Days: 3</td> <td></td> </tr> <tr> <td colspan="2">Current Unit: 049036 - CGC JOHN PATTERSON</td> </tr> <tr> <td colspan="2">Sea Pay Level:</td> </tr> <tr> <td colspan="2">Level Description:</td> </tr> </table> <p>Comment: Member went on medical TDY from CGC John Patterson from 10/01/23 - 11/20/23. Member became ineligible for CSP on 11/1/23 (over 30 days TDY) and became re-eligible upon returning 11/20/23.</p> <p style="margin-top: 5px;"> Submit Resubmit Withdraw </p> </div>	Sea Time Years: 4	Neutral Time: 07/09/2022 - 07/26/2022	Sea Time Months: 5		Sea Time Days: 3		Current Unit: 049036 - CGC JOHN PATTERSON		Sea Pay Level:		Level Description:	
Sea Time Years: 4	Neutral Time: 07/09/2022 - 07/26/2022												
Sea Time Months: 5													
Sea Time Days: 3													
Current Unit: 049036 - CGC JOHN PATTERSON													
Sea Pay Level:													
Level Description:													
6	<p>The transaction is now Pending approval.</p> <div data-bbox="328 949 1366 1285" 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</p> <p>CGHSUP for User's SPO</p> </div> <p>Comments</p> <p>Horatio Magellan Crunch at 11/03/23 - 11:46 AM</p> <p>Member went on medical TDY from CGC John Patterson from 10/01/23 - 11/20/23. Member became ineligible for CSP on 11/1/23 (over 30 days TDY) and became re-eligible upon returning 11/20/23.</p> </div>												


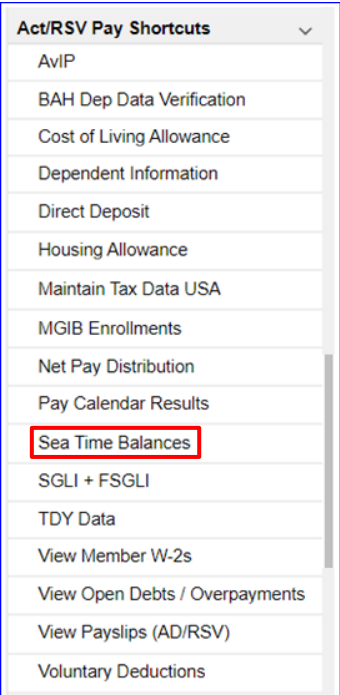
Starting a Retroactive CSP

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 6/1/23 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.

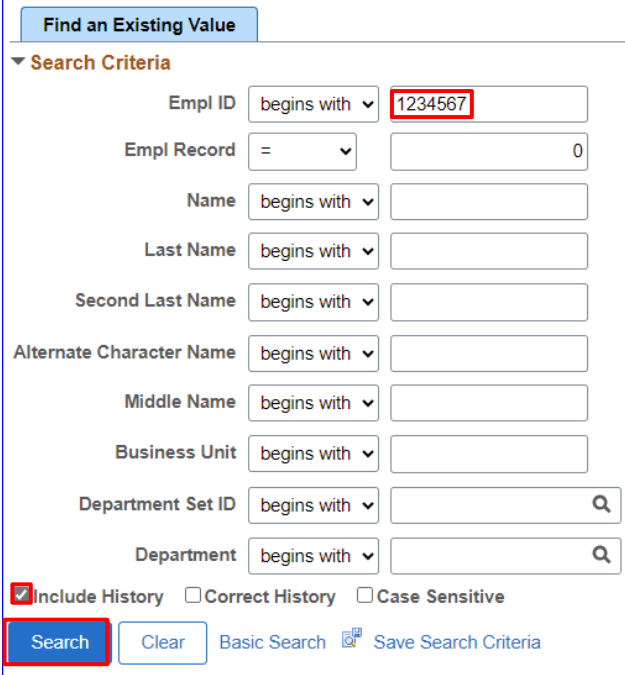
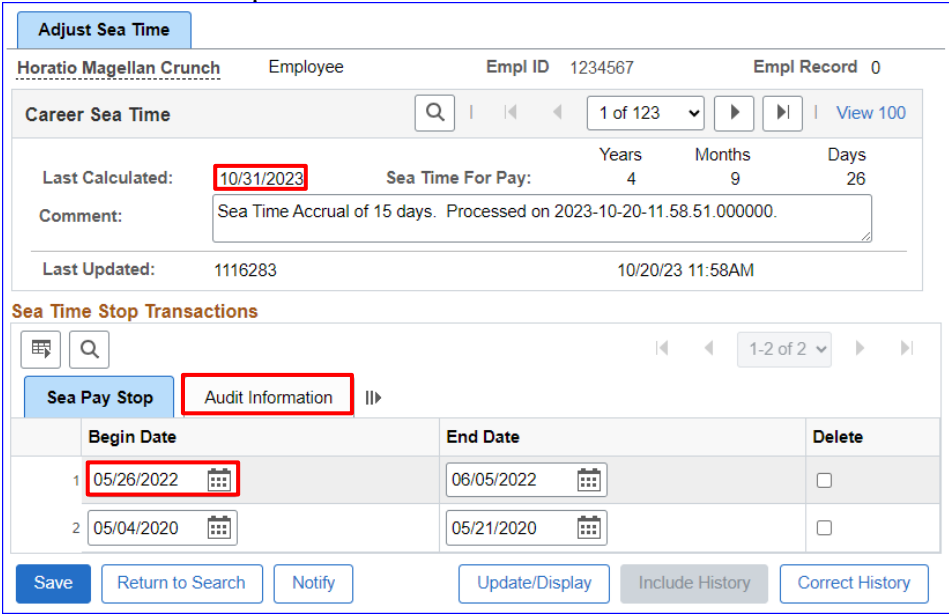
Procedures See below.

Step	Action
1	<p>Click the AD/RSV Payroll Workcenter tile.</p> 
2	<p>Select the Sea Time Balances option, from the Act/RSV Pay Shortcuts section.</p> 

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Starting a Retroactive CSP, Continued

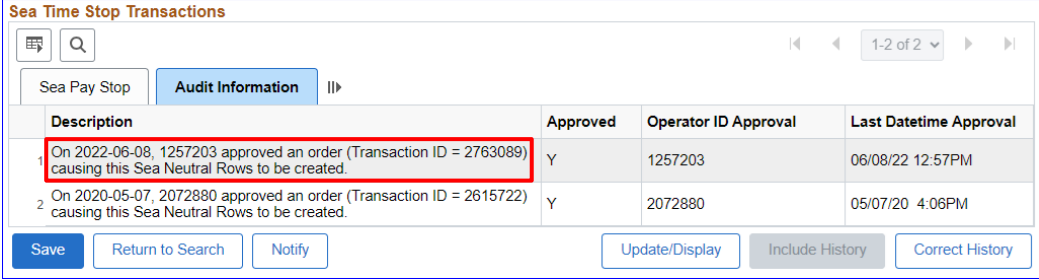
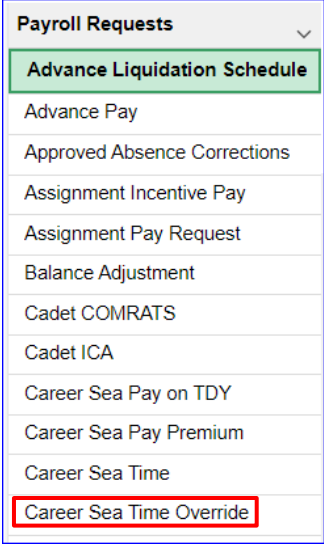
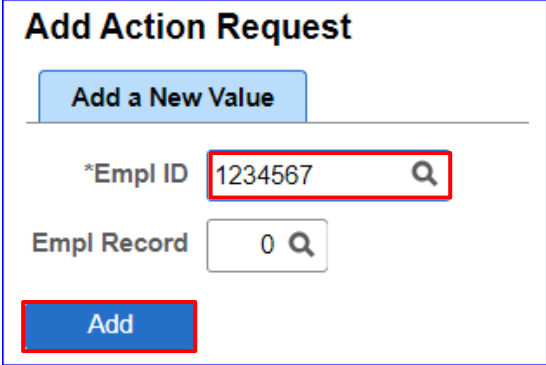
Procedures,
continued

Step	Action												
3	<p>Enter the Empl ID, check Include History and click Search.</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" value="0"/></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>Search Clear Basic Search Save Search Criteria</p>												
4	<p>The Adjusted Sea Time screen will display. Notice the date when the sea time was Last Calculated. The Begin Date from the Sea Time Stop Transaction must be used in Step 8. Select the Audit Information tab.</p>  <p>Adjust Sea Time</p> <p>Horatio Magellan Crunch Employee Empl ID 1234567 Empl Record 0</p> <p>Career Sea Time 1 of 123 View 100</p> <p>Last Calculated: 10/31/2023 Sea Time For Pay: Years 4 Months 9 Days 26</p> <p>Comment: Sea Time Accrual of 15 days. Processed on 2023-10-20-11.58.51.000000.</p> <p>Last Updated: 1116283 10/20/23 11:58AM</p> <p>Sea Time Stop Transactions 1-2 of 2</p> <p>Sea Pay Stop Audit Information</p> <table border="1"> <thead> <tr> <th></th> <th>Begin Date</th> <th>End Date</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>05/26/2022</td> <td>06/05/2022</td> <td><input type="checkbox"/></td> </tr> <tr> <td>2</td> <td>05/04/2020</td> <td>05/21/2020</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	05/26/2022	06/05/2022	<input type="checkbox"/>	2	05/04/2020	05/21/2020	<input type="checkbox"/>
	Begin Date	End Date	Delete										
1	05/26/2022	06/05/2022	<input type="checkbox"/>										
2	05/04/2020	05/21/2020	<input type="checkbox"/>										

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Starting a Retroactive CSP, Continued




Procedures,
continued

Step	Action												
5	<p>Look at the Sea Time Stop Transactions for the Description of why the sea pay isn't running.</p>  <table border="1" data-bbox="327 562 1369 840"> <thead> <tr> <th>Description</th> <th>Approved</th> <th>Operator ID Approval</th> <th>Last Datetime Approval</th> </tr> </thead> <tbody> <tr> <td>1 On 2022-06-08, 1257203 approved an order (Transaction ID = 2763089) causing this Sea Neutral Rows to be created.</td> <td>Y</td> <td>1257203</td> <td>06/08/22 12:57PM</td> </tr> <tr> <td>2 On 2020-05-07, 2072880 approved an order (Transaction ID = 2615722) causing this Sea Neutral Rows to be created.</td> <td>Y</td> <td>2072880</td> <td>05/07/20 4:06PM</td> </tr> </tbody> </table>	Description	Approved	Operator ID Approval	Last Datetime Approval	1 On 2022-06-08, 1257203 approved an order (Transaction ID = 2763089) causing this Sea Neutral Rows to be created.	Y	1257203	06/08/22 12:57PM	2 On 2020-05-07, 2072880 approved an order (Transaction ID = 2615722) causing this Sea Neutral Rows to be created.	Y	2072880	05/07/20 4:06PM
Description	Approved	Operator ID Approval	Last Datetime Approval										
1 On 2022-06-08, 1257203 approved an order (Transaction ID = 2763089) causing this Sea Neutral Rows to be created.	Y	1257203	06/08/22 12:57PM										
2 On 2020-05-07, 2072880 approved an order (Transaction ID = 2615722) causing this Sea Neutral Rows to be created.	Y	2072880	05/07/20 4:06PM										
6	<p>Remain in the AD/RSV Payroll Workcenter. Select the Career Sea Time Override option, in the Payroll Requests section (you may need to scroll up).</p>  <ul style="list-style-type: none"> Payroll Requests Advance Liquidation Schedule Advance Pay Approved Absence Corrections Assignment Incentive Pay Assignment Pay Request Balance Adjustment Cadet COMRATS Cadet ICA Career Sea Pay on TDY Career Sea Pay Premium Career Sea Time Career Sea Time Override 												
7	<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>												

Continued on next page

Starting a Retroactive CSP, Continued

Procedures,
continued


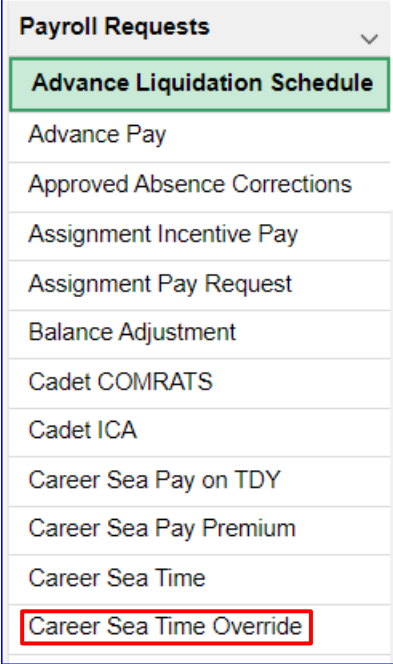
Step	Action
8	<p>Enter the Begin Date (from the Sea Time Neutral transaction) and enter the SAME DATE for the End Date.</p> <p>Click Get Details.</p> <div data-bbox="328 613 1088 972" style="border: 1px solid black; padding: 5px;"> <p>Action Request</p> <p>Submit Career Sea Time Override</p> <p>Crunch, Horatio Magellan</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: 05/25/2022 </p> <p>End Date: 05/25/2022 </p> <p>Get Details</p> </div>
9	<p>Information auto-populates in the Request Information section. Add any Comments and click Submit.</p> <div data-bbox="328 1088 1370 1406" style="border: 1px solid black; padding: 5px;"> <p>Request Information</p> <p>Sea Time Years: 3 Neutral Time: 05/04/2020 - 05/21/2020</p> <p>Sea Time Months: 4</p> <p>Sea Time Days: 21</p> <p>Current Unit: 000294 - CGC CHANDELEUR</p> <p>Sea Pay Level: SPL2</p> <p>Level Description: DPT - Career Sea Pay Level 2</p> <p>Comment: Member transferred to CSP eligible unit on 6/1/23, CSP did not start. Please credit member for sea time and make retro payments.</p> <p>Submit Resubmit Withdraw</p> </div>
10	<p>The transaction is now Pending approval.</p> <div data-bbox="328 1487 1370 1805" style="border: 1px solid black; padding: 5px;"> <p>Request Status: Pending View/Hide Comments</p> <p>1</p> <p>Pending</p> <p>Multiple Approvers</p> <p> CGHSUP for User's SPO</p> <p>Comments</p> <p>Horatio Magellan Crunch at 11/07/23 - 12:10 PM</p> <p>Member transferred to CSP eligible unit on 6/1/23, 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.
 - Once the transaction is approved the Neutral will be viewable in the Sea Time Stop Transactions (Neutral Time).

Procedures See below.

Step	Action
1	<p>Click the AD/RSV Payroll Workcenter tile.</p> 
2	<p>Select the Career Sea Time Override option.</p> 

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Entering Neutral Time for Future TDY, Continued

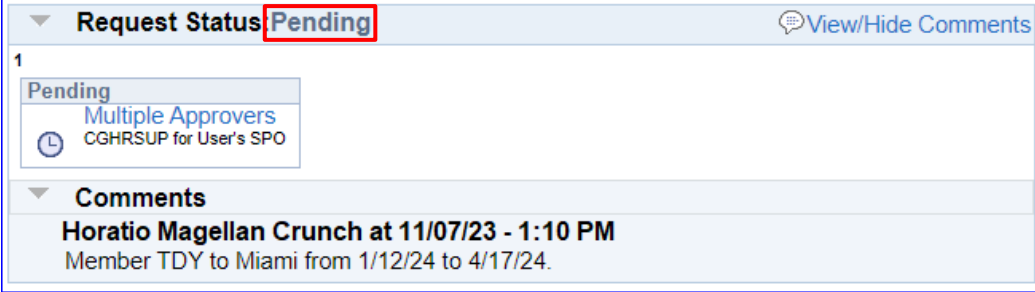
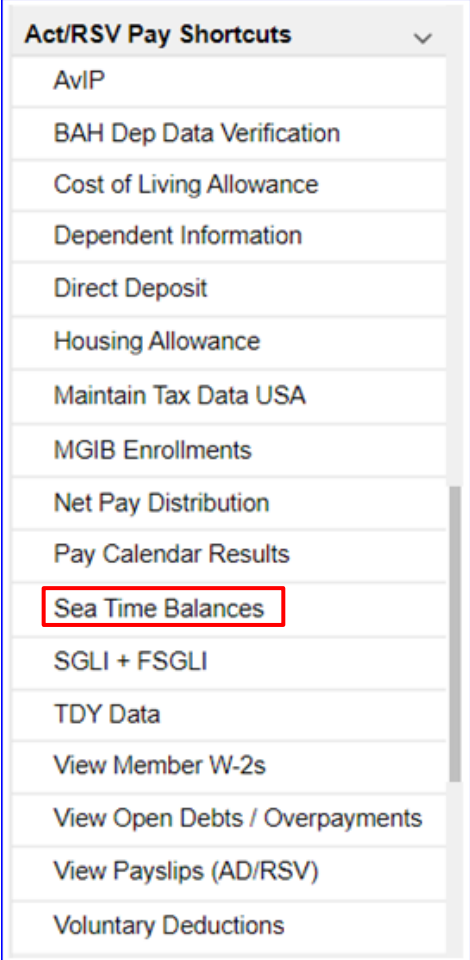
Procedures,
continued

Step	Action
3	<p>Enter the Empl ID and click Add.</p> <div data-bbox="327 488 762 779" style="border: 1px solid blue; padding: 5px;"> <p>Add Action Request</p> <p><input type="button" value="Add a New Value"/></p> <hr/> <p>*Empl ID <input type="text" value="1234567"/> <input type="button" value="Q"/></p> <p>Empl Record <input type="text" value="0"/> <input type="button" value="Q"/></p> <p><input type="button" value="Add"/></p> </div>
4	<ul style="list-style-type: none"> • 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. <div data-bbox="327 974 1369 1473" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Career Sea Time Override</p> <p>Crunch,Horatio Magellan</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="02/12/2024"/> <input type="button" value="📅"/></p> <p>End Date: <input type="text" value="04/17/2024"/> <input type="button" value="📅"/></p> <p><input type="button" value="Get Details"/></p> </div>
5	<p>Enter specific Comments for the Neutral Time and click Submit.</p> <div data-bbox="327 1550 1369 1915" style="border: 1px solid blue; padding: 5px;"> <p>Request Information</p> <p>Sea Time Years: 4 Neutral Time: 07/09/2022 - 07/26/2022</p> <p>Sea Time Months: 5</p> <p>Sea Time Days: 3</p> <p>Current Unit: 049036 - CGC JOHN PATTERSON</p> <p>Sea Pay Level:</p> <p>Level Description:</p> <p>Comment: <input type="text" value="Member TDY to Miami from 1/12/24 to 4/17/24."/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>

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Entering Neutral Time for Future TDY, Continued

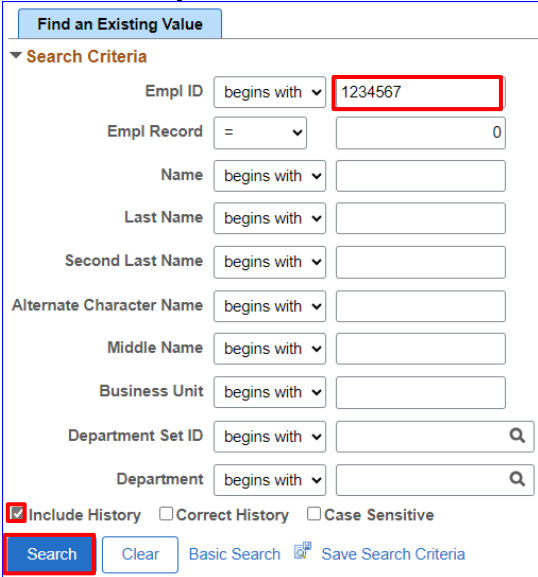
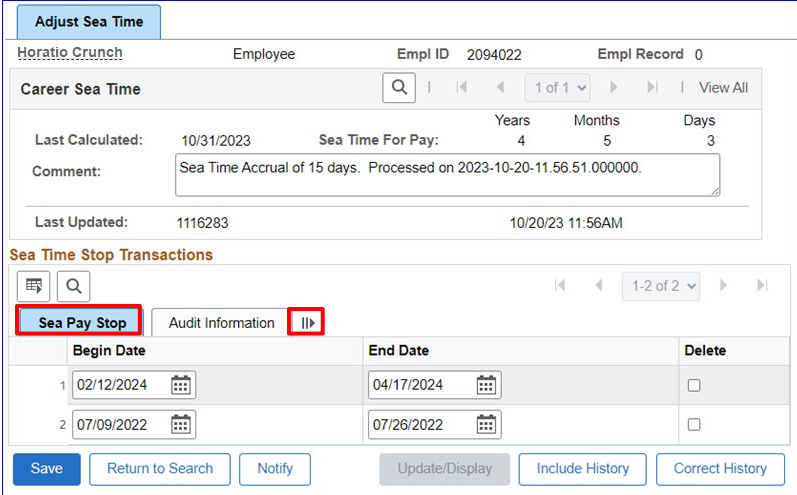
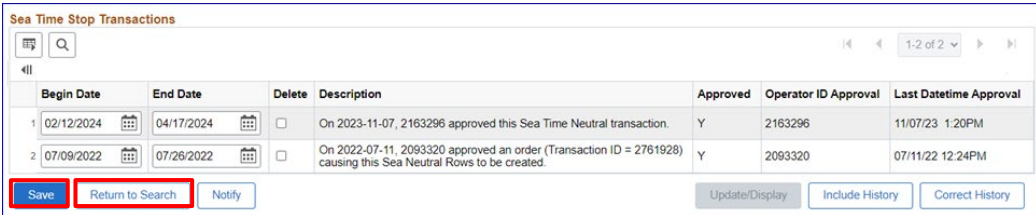
Procedures,
continued

Step	Action
6	<p>The transaction is now Pending approval.</p>  <p>The screenshot shows a 'Request Status' dropdown menu with 'Pending' selected and highlighted with a red box. Below the dropdown, there is a comment section titled 'Comments' with a sub-header 'Horatio Magellan Crunch at 11/07/23 - 1:10 PM'. The comment text reads: 'Member TDY to Miami from 1/12/24 to 4/17/24.' There is also a 'View/Hide Comments' link in the top right corner of the status box.</p>
7	<p>Select the Sea Time Balances option, from the Act/RSV Pay Shortcuts section.</p>  <p>The screenshot shows a dropdown menu titled 'Act/RSV Pay Shortcuts'. The menu items are: AvIP, BAH Dep Data Verification, Cost of Living Allowance, Dependent Information, Direct Deposit, Housing Allowance, Maintain Tax Data USA, MGIB Enrollments, Net Pay Distribution, Pay Calendar Results, Sea Time Balances (highlighted with a red box), SGLI + FSGLI, TDY Data, View Member W-2s, View Open Debts / Overpayments, View Payslips (AD/RSV), and Voluntary Deductions.</p>

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Entering Neutral Time for Future TDY, Continued

Procedures,
continued


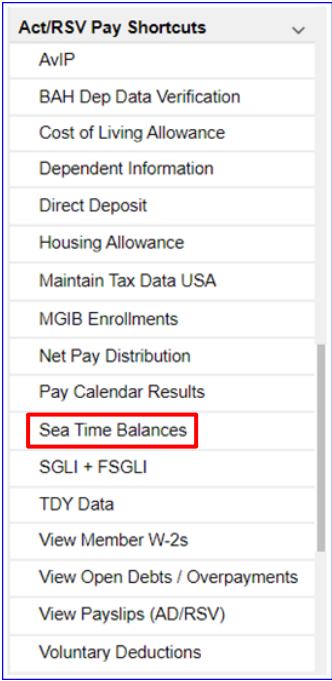
Step	Action
8	<p>Enter the Empl ID, check Include History and click Search.</p> 
9	<p>The Sea Pay Stop (Neutral Time) row will display. Click the Expand All icon to see more information.</p> 
10	<p>Additional information will display. Click Save or Return to Search to exit the screen.</p> 

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 or for 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.

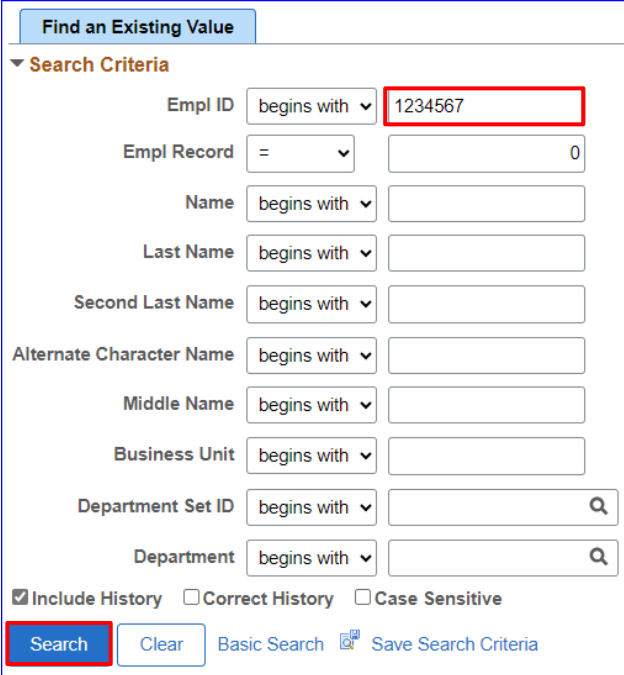
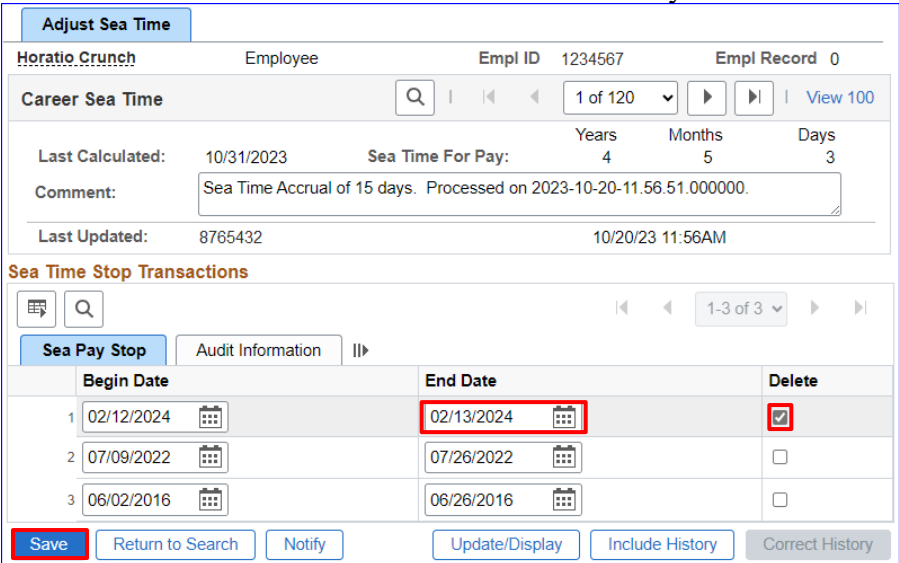
Procedures See below.

Step	Action
1	<p>Click the AD/RSV Payroll Workcenter tile.</p> 
2	<p>Select the Sea Time Balances option, from the Act/RSV Pay Shortcuts section,</p> 

Continued on next page

Deleting Neutral Time Rows, Continued


Procedures,
continued

Step	Action																
3	<p>Enter the Empl ID, check the Include History and Correct History boxes and click Search.</p>  <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with 1234567</p> <p>Empl Record = 0</p> <p>Name begins with</p> <p>Last Name begins with</p> <p>Second Last Name begins with</p> <p>Alternate Character Name begins with</p> <p>Middle Name begins with</p> <p>Business Unit begins with</p> <p>Department Set ID begins with</p> <p>Department begins with</p> <p><input checked="" type="checkbox"/> Include History <input type="checkbox"/> Correct History <input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p>																
4	<p>Locate the incorrect/erroneous Sea Pay Stop row and check the Delete box. Enter an End Date. Verify all information is correct (once saved the record will be permanently deleted). Click Save.</p> <p>NOTE: An End Date must be entered to allow the system to save.</p>  <p>Adjust Sea Time</p> <p>Horatio Crunch Employee Empl ID 1234567 Empl Record 0</p> <p>Career Sea Time 1 of 120 View 100</p> <p>Last Calculated: 10/31/2023 Sea Time For Pay: 4 Years 5 Months 3 Days</p> <p>Comment: Sea Time Accrual of 15 days. Processed on 2023-10-20-11.56.51.000000.</p> <p>Last Updated: 8765432 10/20/23 11:56AM</p> <p>Sea Time Stop Transactions</p> <table border="1"> <thead> <tr> <th></th> <th>Begin Date</th> <th>End Date</th> <th>Delete</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>02/12/2024</td> <td>02/13/2024</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>2</td> <td>07/09/2022</td> <td>07/26/2022</td> <td><input type="checkbox"/></td> </tr> <tr> <td>3</td> <td>06/02/2016</td> <td>06/26/2016</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	02/12/2024	02/13/2024	<input checked="" type="checkbox"/>	2	07/09/2022	07/26/2022	<input type="checkbox"/>	3	06/02/2016	06/26/2016	<input type="checkbox"/>
	Begin Date	End Date	Delete														
1	02/12/2024	02/13/2024	<input checked="" type="checkbox"/>														
2	07/09/2022	07/26/2022	<input type="checkbox"/>														
3	06/02/2016	06/26/2016	<input type="checkbox"/>														

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Deleting Neutral Time Rows, Continued

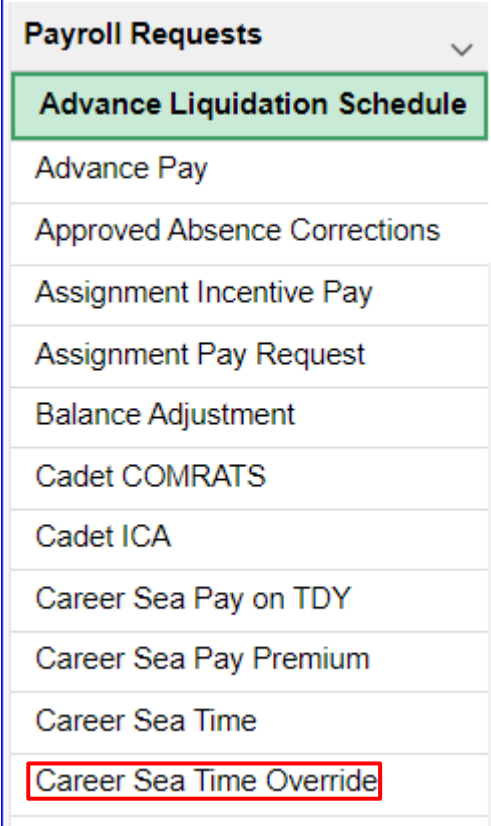
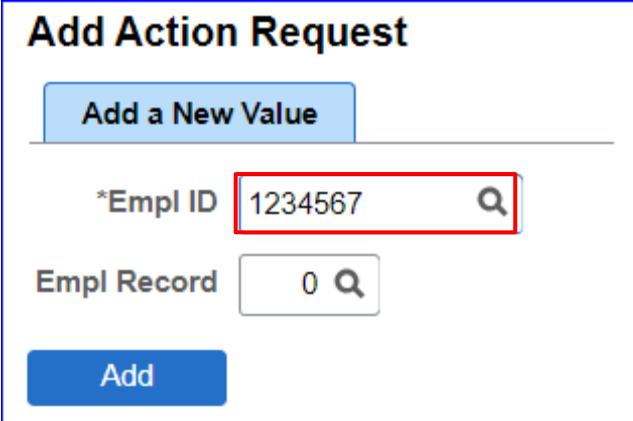
Procedures,
continued

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="328 577 1369 1518" style="border: 1px solid blue; padding: 5px;"> <p>Action Request Career Sea Time Stop Adj Crunch,Horatio Magellan Instructions Here...</p> <p>Request Details</p> <p>Effective Date: 02/12/2024</p> <p>Get Details</p> <p>Request Information</p> <p>End Date: 02/13/2024 Delete: 3 Description: Y Approved: N Approval: Approve Date Time:</p> <p>Request URL</p> <p>Click here to view additional request information.</p> <p>Comment: <input type="text"/></p> <p>Approve Deny</p> <p>Request Status: Approved</p> <p>Approvers</p> <p>Approved Coast E. Bear CGHRSUP for User's SPO 11/27/23 - 1:58 PM</p> </div>
6	<p>Click the AD/RSV Payroll Workcenter tile.</p> <div data-bbox="328 1581 799 1944" style="border: 1px solid blue; padding: 5px;"> <p>AD/RSV Payroll Workcenter</p>  </div>

Continued on next page

Deleting Neutral Time Rows, Continued

Procedures,
continued

Step	Action
7	<p>Select the Career Sea Time Override option.</p>  <p>The screenshot shows a dropdown menu with the title "Payroll Requests" and a downward arrow. The menu is open, displaying a list of options. The option "Advance Liquidation Schedule" is highlighted with a green background. The option "Career Sea Time Override" is highlighted with a red border. Other options in the list include: Advance Pay, Approved Absence Corrections, Assignment Incentive Pay, Assignment Pay Request, Balance Adjustment, Cadet COMRATS, Cadet ICA, Career Sea Pay on TDY, Career Sea Pay Premium, and Career Sea Time.</p>
8	<p>Enter the Empl ID and click Add.</p>  <p>The screenshot shows a form titled "Add Action Request". At the top, there is a blue button labeled "Add a New Value". Below this, there are two input fields. The first is labeled "*Empl ID" and contains the value "1234567". The second is labeled "Empl Record" and contains the value "0". Both input fields have a magnifying glass icon to their right. At the bottom of the form, there is a blue button labeled "Add".</p>

Continued on next page

Deleting Neutral Time Rows, Continued

Procedures,
continued

Step	Action												
9	<p>Enter the correct Begin Date and click Get Details.</p> <div data-bbox="328 465 1369 943" style="border: 1px solid blue; padding: 5px;"> <p>Action Request Submit Career Sea Time Override</p> <p><u>Crunch, Horatio Magellan</u> 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> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p>Begin Date: 02/12/2024 </p> <p>End Date: <input type="text"/> </p> </div> <p style="text-align: center;">Get Details</p> </div>												
10	<p>The Request Information will display. Enter any needed Comments and click Submit.</p> <div data-bbox="328 1025 1369 1323" style="border: 1px solid blue; padding: 5px;"> <p>Request Information</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Sea Time Years: 4</td> <td style="width: 50%;">Neutral Time: 07/09/2022 - 07/26/2022</td> </tr> <tr> <td>Sea Time Months: 6</td> <td></td> </tr> <tr> <td>Sea Time Days: 3</td> <td></td> </tr> <tr> <td>Current Unit: 049036 - CGC JOHN PATTERSON</td> <td></td> </tr> <tr> <td>Sea Pay Level:</td> <td></td> </tr> <tr> <td>Level Description:</td> <td></td> </tr> </table> <p>Comment: Incorrect date was entered on 10/20/2023. Corrected to actual begin date on 11/24/2023.</p> <p>Submit Resubmit Withdraw</p> </div>	Sea Time Years: 4	Neutral Time: 07/09/2022 - 07/26/2022	Sea Time Months: 6		Sea Time Days: 3		Current Unit: 049036 - CGC JOHN PATTERSON		Sea Pay Level:		Level Description:	
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11	<p>The corrected transaction is now Pending approval.</p> <div data-bbox="328 1373 1369 1720" style="border: 1px solid blue; padding: 5px;"> <p style="text-align: center;">Submit Resubmit Withdraw</p> <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>Horatio Magellan Crunch 11/24/23 - 8:58 AM Incorrect date was entered on 10/20/2023. Corrected to actual begin date on 11/24/2023.</p> </div>												
12	<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 report 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.

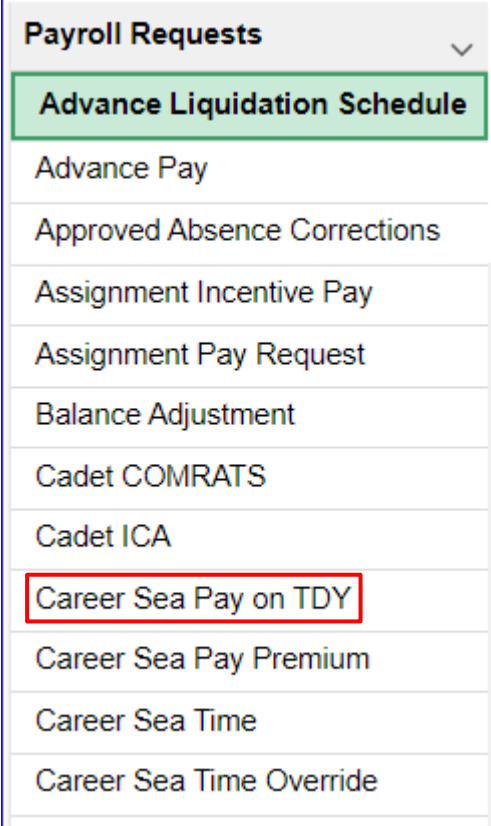
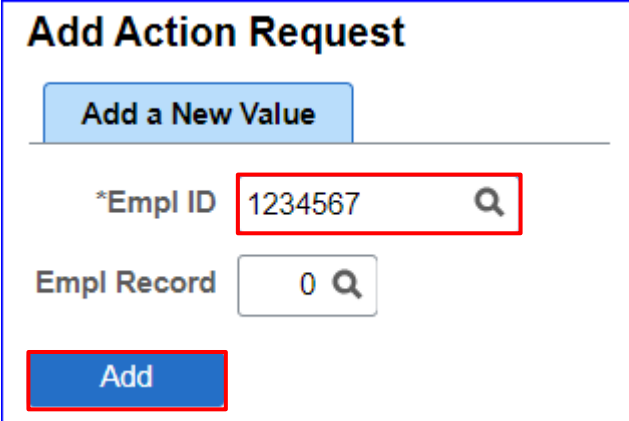
Procedures See below.

Step	Action
1	<p>Click the AD/RSV Payroll Workcenter tile.</p> 

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Starting CSP for Mobile Units, Continued

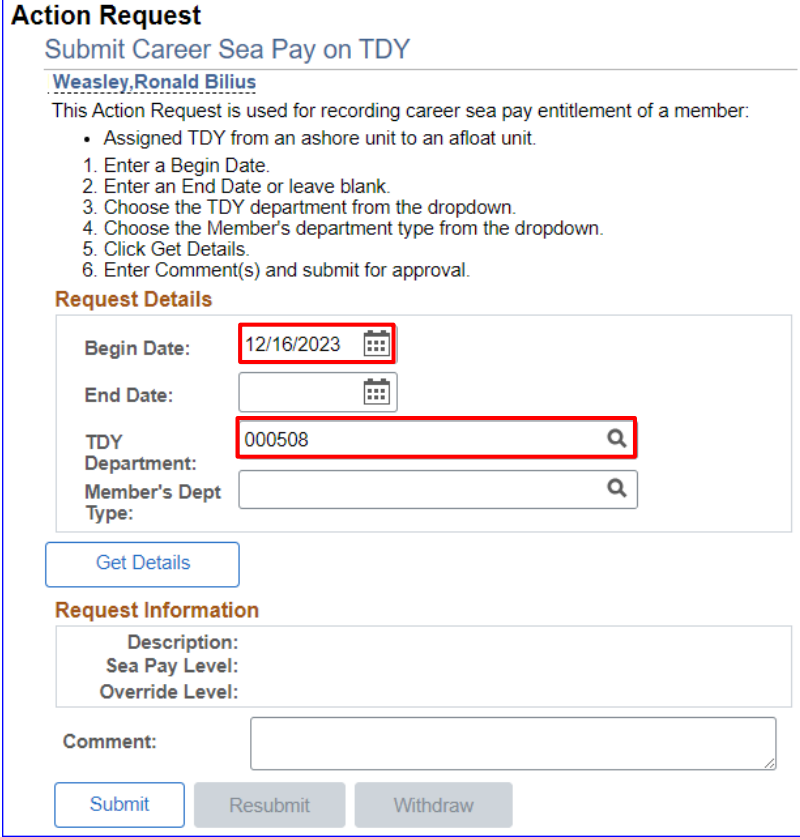
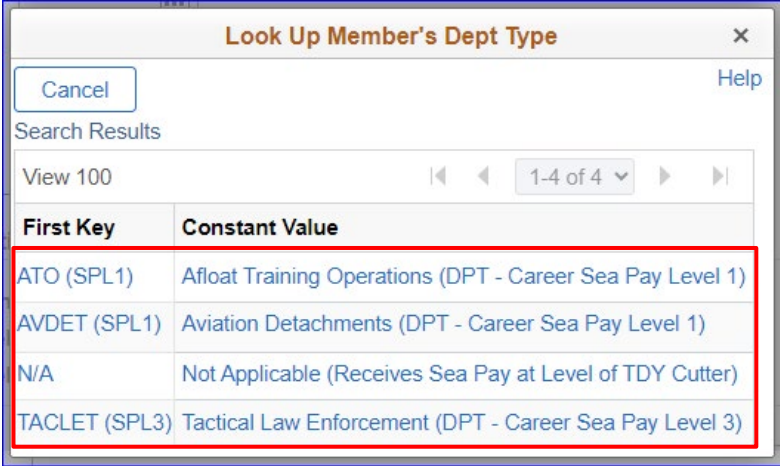
Procedures,
continued

Step	Action
2	<p>Select the Career Sea Pay on TDY option.</p>  <p>The screenshot shows a dropdown menu titled "Payroll Requests" with a downward arrow. The menu is open, displaying a list of options. The option "Career Sea Pay on TDY" is highlighted with a red rectangular box. Other options include "Advance Liquidation Schedule" (highlighted with a green box), "Advance Pay", "Approved Absence Corrections", "Assignment Incentive Pay", "Assignment Pay Request", "Balance Adjustment", "Cadet COMRATS", "Cadet ICA", "Career Sea Pay Premium", "Career Sea Time", and "Career Sea Time Override".</p>
3	<p>Enter the Empl ID and click Add.</p>  <p>The screenshot shows a form titled "Add Action Request". At the top is a blue button labeled "Add a New Value". Below it are two input fields: "*Empl ID" containing the value "1234567" and "Empl Record" containing the value "0". Both input fields have a magnifying glass icon to their right. At the bottom of the form is a blue button labeled "Add", which is highlighted with a red rectangular box.</p>

Continued on next page

Starting CSP for Mobile Units, Continued





Procedures,
continued

Step	Action										
4	<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 Submit Career Sea Pay on TDY <u>Weasley, Ronald Bilius</u> 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: 12/16/2023 End Date: TDY Department: 000508 Member's Dept Type:</p> <p>Get Details</p> <p>Request Information</p> <p>Description: Sea Pay Level: Override Level:</p> <p>Comment:</p> <p>Submit Resubmit Withdraw</p>										
5	<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 1-4 of 4</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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Starting CSP for Mobile Units, Continued

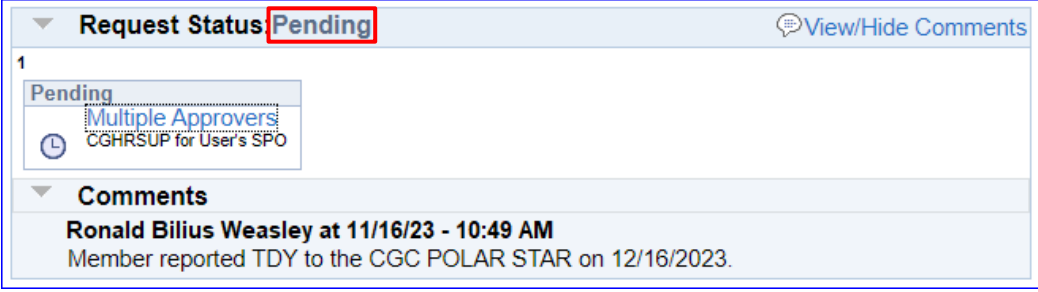
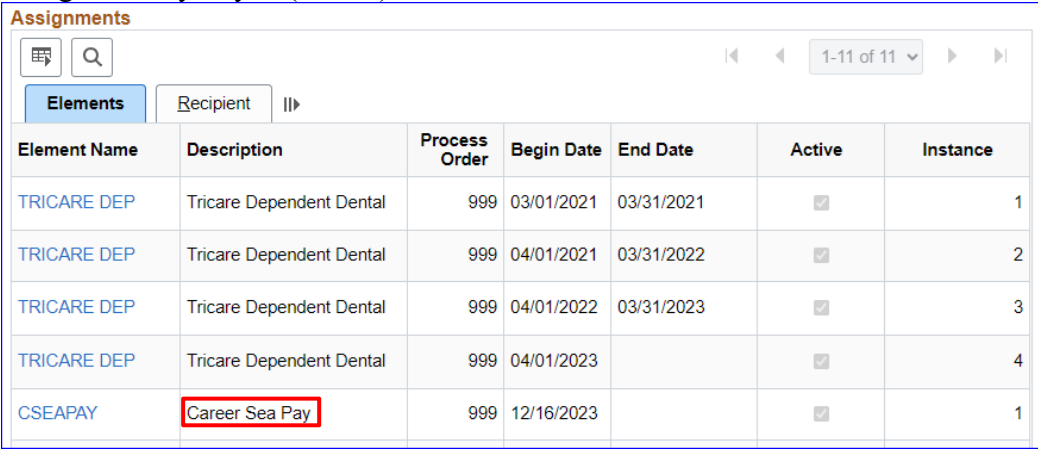
Procedures,
continued

Step	Action
6	<p>Click Get Details.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Career Sea Pay on TDY</p> <p><u>Weasley, Ronald Bilius</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> <div style="border: 1px solid gray; padding: 5px;"> <p>Begin Date: <input type="text" value="12/16/2023"/> </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>
7	<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 "Received copy of TDY orders for member TDY to CGCXXXX for the dates above".)</p> <p>Click Submit.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Request Information</p> <div style="border: 1px solid gray; padding: 5px;"> <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> </div> <p>Comment: <input style="border: 1px solid red;" type="text" value="Member reported TDY to the CGC POLAR STAR on 12/16/2023."/></p> <p>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																																										
8	<p>The transaction is now Pending approval.</p> 																																										
9	<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="328 1043 1369 1370"> <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>TRICARE DEP</td> <td>Tricare Dependent Dental</td> <td>999</td> <td>03/01/2021</td> <td>03/31/2021</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>TRICARE DEP</td> <td>Tricare Dependent Dental</td> <td>999</td> <td>04/01/2021</td> <td>03/31/2022</td> <td><input checked="" type="checkbox"/></td> <td>2</td> </tr> <tr> <td>TRICARE DEP</td> <td>Tricare Dependent Dental</td> <td>999</td> <td>04/01/2022</td> <td>03/31/2023</td> <td><input checked="" type="checkbox"/></td> <td>3</td> </tr> <tr> <td>TRICARE DEP</td> <td>Tricare Dependent Dental</td> <td>999</td> <td>04/01/2023</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>4</td> </tr> <tr> <td>CSEAPAY</td> <td>Career Sea Pay</td> <td>999</td> <td>12/16/2023</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> </tbody> </table>	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	TRICARE DEP	Tricare Dependent Dental	999	03/01/2021	03/31/2021	<input checked="" type="checkbox"/>	1	TRICARE DEP	Tricare Dependent Dental	999	04/01/2021	03/31/2022	<input checked="" type="checkbox"/>	2	TRICARE DEP	Tricare Dependent Dental	999	04/01/2022	03/31/2023	<input checked="" type="checkbox"/>	3	TRICARE DEP	Tricare Dependent Dental	999	04/01/2023		<input checked="" type="checkbox"/>	4	CSEAPAY	Career Sea Pay	999	12/16/2023		<input checked="" type="checkbox"/>	1
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