

Quick Reference Guide (QRG)

Calculate, Initiate and Verify Career Sea Pay Premium (CSPP)



Part 1: Running CSPP Report

(Steps 1-4 and 7 not shown)

- 1 At the NSIPS **Main Menu**, go to the **Standard Reports** Folder
- 2 Select **Entitlements Reports**
- 3 Select **Use** Folder then **Career Sea Pay Premium List**
- 4 In the Career Sea Pay Premium List queue, Enter the Run Control ID, click **Search**

- 5 Enter the **Support UIC** (e.g. TSC)
- 6 Select the command(s) to include in the report, click **RUN**
- 7 A new box will pop up in the Process List section, select the format being used to generate the report, click **OK**
- 8 Select Report Manager on the original CSPP list, click **Enter**
- 9 In the Reports List section, identify the CSPP List, click **View**

Note: If the report does not immediately populate, refresh the screen

*****ALERT*****

Prior to initiating CSPP:

After running the CSPP report, verify TAD/TDY dates for all CSPP eligible members.

Part 2: Initiating CSPP

(Steps 1-3 not shown)

- 1 At the NSIPS **Main Menu**, go to the **Entitlements** Folder
- 2 Select **Misc Pays**
- 3 Select the **Use** Folder then **Misc Pay- Create**
- 4 In the **Misc Pay-Create** queue, enter the Member's **SSN**
- 5 Click **Search**

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Part 3: How to Start, Stop, Report and Change CSPP

- 1 In the Create Misc Pays section, click on the magnifying glass next to Misc Pay Type, **select** Career Sea Pay Premium (CSPP)
- 2 **Select Start, Stop, Report or Change** depending on the action being performed
- 3 **Enter the Effective Date** (include the Stop Date when Reporting CSPP)
- 4 Review to ensure all information is accurate then click **Save**

Part 4A: Verifying CSPP in MMPA

(Step 1-2 not shown)

```
SSAN (OR CMD) ----- NEW REQ ? --- PRINT - NAME -----
('X' TO EXIT, PF##, PB##)  PF8 OR ENTER - PAGE FORWARD  PF7 - PAGE BACK
-- PERSONAL DATA - PRIVACY ACT OF 1974 -- CURRENT MMPA AS OF 23/05/18 --
      35 37                                01 OF 01
05 MJ:  LB:3000 LC:0027 SA:A SX:1 191219 TU:241218 TH:241218
FIXED/OPEN/HISTORY
37 CAREER SEA PAY PREM 3 ENTRY-OPEN-DT 230417 16 04 2  CTRL-CODE 0  ACTN
4 START 230324  ENTLMT-MN 100.00  ENTLMT 200.00  ENTLMT-MN 200.00
END OF INQUIRY.
```

- 1 To verify CSPP in MMPA, use **JJAA** and enter member's **SSN**.
- 2 Enter FID for CSPP (**37**) or Category Indicator (**E**), click Enter.
- 3 Verify that CSPP has been started.
- 4 Verify that the start date is correct.
- 5 Verify all supporting data is accurate.

Part 4B: Verifying CSPP in Web MMPA

(Steps 1-3 not shown)

- 1 Log into Web MMPA, Enter the member's **SSN**, and click **Find**
- 2 Under the Details View tab, click the "+" and checkbox next to Entitlements
- 3 Click the checkbox next to Career Sea Pay Premium (CSPP)
- 4 Verify CSPP has been started
- 5 Verify that the start date is correct
- 6 Verify all supporting data is accurate

Career Sea Pay Premium (CSPP)	
4 Entry Open Data	230417 16 04 2
Computer Processing Control Code	0 - Open entry
5 Start Date	2023-03-24
Action Indicator	01 - Start
Entitlement Amount	\$200.00
Entitlement Amount Mid-Month	\$100.00
Entitlement Amount Next Month	\$200.00