

# Career Sea Pay Premium SOP



## Purpose:

The purpose of this standard operating procedure (SOP) is to provide a common process for Transaction Service Centers (TSCs) to follow to process Career Sea Pay Premium entitlements.

For links outside of this document right click, select "Copy link location", paste into address bar of browser.

## Role Link's:

[Clerk](#)

[Supervisor](#)

## Other Links:

[Quick Links Page](#)

[Roles & Responsibilities](#)

[Best Practices](#)

[Reference's](#)

[Online Resources/Aids](#)

[Steps in numerical order](#)

**SYSTEMS & HELP DESK POCs**

<https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/System-Access/>

**BUMED INSTRUCTIONS**

<https://www.med.navy.mil/Directives/Instructions/>

**BUPERS INSTRUCTIONS**

<https://www.mynavyhr.navy.mil/References/BUPERS-Instructions/>

**CPPA RESOURCES**

<https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/>

**DJMS**

<https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide>

**DOD FMR**

<https://comptroller.defense.gov/FMR/>

**DOD INSTRUCTIONS / DIRECTIVES / FORMS**

<https://www.esd.whs.mil/Directives/issuances/dodi/>

**DON Memo dtd 30 June 2020**

<https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-Command/Organization/BUPERS/FIAR/>

**DON WEBSITE**

<https://www.doncio.navy.mil/>

**DS-11**

<https://travel.state.gov/content/travel/en/passports/how-apply/forms.html>

**JAG INSTRUCTION**

<https://www.jag.navy.mil/library/>

**JTR**

<https://www.travel.dod.mil/Policy-Regulations/Joint-Travel-Regulations/>

**KSD**

<https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/Resources/>

**MILPERSMAN**

<https://www.mynavyhr.navy.mil/References/MILPERSMAN/>

**NAVADMINS**

<https://www.mynavyhr.navy.mil/References/Messages/>

**NAVMED FORM**

<https://www.med.navy.mil/Directives/NAVMED-Forms/>

**NAVMED MANUAL**

<https://www.med.navy.mil/Directives/MANMED/>

**NAVPERS FORMS**

<https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/>

**NAVSUPINST**

<https://www.navsup.navy.mil/NAVSUP-Enterprise/NAVSUP-Weapon-Systems-Support/Provisions-Instructions-and-Contract/>

**NPPSC FORMS**

<https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/>

**NPPSC INSTRUCTIONS**

[https://flankspeed.sharepoint-mil.us/sites/MyNavyHR\\_MNCC/NPPSC/Admin\\_Folder/Forms/AllItems.aspx?FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E&id=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&viewid=2fbe9921%2D23f4%2D4835%2Db62a%2Db17cdfd37312](https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin_Folder/Forms/AllItems.aspx?FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E&id=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&viewid=2fbe9921%2D23f4%2D4835%2Db62a%2Db17cdfd37312)

**OF 1164**

<https://www.gsa.gov/reference/forms/claim-for-reimbursement-for-expenditures-on-official-business>

**OMPF**

<https://www.bol.navy.mil/>

**CPPA QUICK LINKS PAGE 3 OF 3****OPNAV INSTRUCTIONS**

<https://www.secnav.navy.mil/doni/opnav.aspx>

**OPS ALERTS**

[https://flankspeed.sharepoint-mil.us/sites/MyNavyHR\\_MNCC/NPPSC/NPPSC OPS ALERTS/Forms/AllItems.aspx](https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC OPS ALERTS/Forms/AllItems.aspx)

**PPIBS-MPAS**

<https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/>

**SalesForce/eCRM**

<https://navynpc.my.salesforce.mil/>

**SECNAV INSTRUCTIONS**

<https://www.secnav.navy.mil/doni/secnav.aspx>

**SECNAV MANUALS**

<https://www.secnav.navy.mil/doni/manuals-secnav.aspx>

**SF FORMS**

<https://www.opm.gov/forms/standard-forms/>

**SGLV 8286**

<https://www.va.gov/life-insurance/options-eligibility/sgli/>

**US NAVY REGULATIONS**

<https://www.secnav.navy.mil/doni/navyregs.aspx>

**NP2**

<https://prodhr.np2.cloud.navy.mil/my.policy>

- TSC/Personnel Office Clerk: The role of 'CLERK' as used in this SOP refers to a civilian Clerk, a contractor, or a Personnel Specialist authorized to \*create\* NSIPS transactions.
- TSC/Personnel Office Supervisor: The role of 'SUPERVISOR' as used in this SOP refers to a civilian Supervisor, designated servicemember, or a Personnel Specialist authorized to \*release\* NSIPS transactions.
- Note: "If the designated supervisor is not a MILPAY lead/auditor, then a TSC Deputy Disbursing Officer (DDO), or other senior designated pay/personnel service representative properly authorized will be required to audit NSIPS transactions and supporting documentation impacting military pay PRIOR to releasing them, to ensure accurate and correct DJMS information is transmitted for inclusion into the Master Military Pay Account (MMPA)."
- Command Leadership: CO/XO/CMC and key representatives (on large afloat command may include DHs, Dept LCPO, DIVOs, LCPOs, LPOs depending on organizational structure of the command)
- Command Pay and Personnel Administrator (CPPA): Serves as the primary customer service link between command members and the supporting TSC. Duties and responsibilities are defined in MPM 1000-021. The term CPPA identifies personnel assigned the Navy Enlisted Classification (NEC) code of 791F, but for the purposes of this SOP may include Admin representatives who liaise directly with the ship's Personnel Office/TSC.
- Note: Recent and future NSIPS programming releases will continue to expand CPPA roles and capabilities within NSIPS. As such, CPPAs may accomplish TSC Clerk assigned steps within this SOP consistent with expanded NSIPS roles and capabilities and servicing TSC authorization.
- Service Member: A person serving in the Armed Forces who may be eligible for the entitlements listed in the SOP.
- Note: "If the designated supervisor is not a MILPAY lead/auditor, then a TSC Deputy Disbursing Officer (DDO) or other senior designated pay/personnel service representative properly authorized will be required to audit NSIPS transactions and supporting documentation impacting military pay PRIOR to releasing them, so as to ensure accurate and correct DJMS information is transmitted for inclusion into the Master Military Pay Accounts (MMPAs)."

- [NAVADMIN 143/18](#) canceled NAVADMIN 415/02, Annual Review of Career Sea Pay Entitlement for Ship-Based Staffs and Units, in its entirety and announced changes to Career Sea Pay (CSP) policy as established in [OPNAVINST 7220.14](#), Career Sea Pay and Career Sea Pay Premium. The policy outlined in this NAVADMIN will be incorporated into the next update of OPNAVINST 7220.14, Career Sea Pay and Career Sea Pay Premium. Note, Category B staff designations, listed under paragraph 10 of OPNAVINST 7220.14, Career Sea Pay and Career Sea Pay Premium, are abolished. Only those vessels categorized as a Patrol Ship (PC), combatant ship, or auxiliary ship in [SECNAVINST 5030.8C](#), General Guidance for the Classification of Naval Vessels and Battle Force Ship Counting Procedures, will be eligible for designation as Category A or Category B vessels for the purposes of CSP entitlement.
- Based on a recent policy review, NAVADMIN 319/18 revises NAVADMIN 143/18, Annual Review of Career Sea Pay Entitlement for Ship-Based Staffs and Units and announces changes to the Career Sea Pay (CSP) policy as established in OPNAVINST 7220.14, Career Sea Pay and Career Sea Pay Premium. The following revisions have been made and changes will be incorporated into the next update of OPNAVINST 7220.14:
  - Yard Patrol Craft are designated to the special boats and expeditionary units subcategory.
  - The qualifying nautical miles (nm) from homeport for the CSP daily rate for all non-Category A vessels has been reduced from 50 to 25 nm.
  - Landing Craft Utility (LCU) are required to be underway, making way for at least 4 hours vice 6 hours to qualify for the CSP daily rate.
- Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.
- Update and verify monthly Career Sea Pay (CSP) counter report. The monthly CSP counter report is used by the clerk to verify eligibility for the Career Sea Pay Premium entitlement. Clerk should follow-up with CPPA to resolve any discrepancies.
- All personnel are required to comply with all PII/CUI policy guidance per required annual GMT. For further information, refer to the DON CIO website: <https://www.doncio.navy.mil/>

#	Doc ID	Title
1.	DoD FMR Vol. 7A Chapter 18	DoD Financial Management Regulation 7000.14-R Volume 7A: Military Pay Policy and Procedures - Active Duty and Reserve Pay Chapter 18: Special Pay - Career Sea Pay <a href="http://comptroller.defense.gov/FMR/vol7a_chapters.aspx">http://comptroller.defense.gov/FMR/vol7a_chapters.aspx</a>
2.	OPNAVINST 7220.14 (Series)	Career Sea Pay and Career Sea Pay Premium <a href="https://www.secnav.navy.mil/doni/default.aspx">https://www.secnav.navy.mil/doni/default.aspx</a>
3.	SECNAVINST 5030.8 (Series)	General Guidance for the Classification of Naval Vessels and Battle Force Ship Counting Procedures <a href="https://www.secnav.navy.mil/doni/default.aspx">https://www.secnav.navy.mil/doni/default.aspx</a>
4.	Department of the Navy Memo dated 30 June 2020	Revised Record Retention Requirements to Support Department of the Navy Financial Statement Audits <a href="https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-Command/Organization/BUPERS/FIAR/">https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-Command/Organization/BUPERS/FIAR/</a>
5.	NPPSCINST 5220.2 (Series)	Standard Management Reports <a href="https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/">https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/</a>
6.	NPPSCINST 7220.7 (Series)	Separation of Duties Affecting Military Pay <a href="https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/">https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/</a>
7.	NPPSCINST 7250.1 (Series)	Retention of Disbursing Office Records <a href="https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/">https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/</a>
8.	MILPERSMAN 7220-112	Pay and Allowance Continuation (PAC) Program <a href="https://www.mynavyhr.navy.mil/References/MILPERSMAN/">https://www.mynavyhr.navy.mil/References/MILPERSMAN/</a>
9.	NAVADMIN 66/16	Navy Audit Document Retention Guidance <a href="https://www.mynavyhr.navy.mil/References/Messages/">https://www.mynavyhr.navy.mil/References/Messages/</a>

#	Doc ID	Title
10.	NAVADMIN 319/18	Policy Regarding Career Sea Pay Entitlement <a href="https://www.mynavyhr.navy.mil/References/Messages/">https://www.mynavyhr.navy.mil/References/Messages/</a>
11.	MPA 12/13	Required Supporting Documentation on Defense Workload Operations Web System (DWOWS) Pay Claim Cases <a href="https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/">https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/</a>
12.	MPA 14/14	Increase to Dept of Navy Career Sea Pay (CSP) Table <a href="https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/">https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/</a>
13.	MPA 49/15	New Automated Disbursing System (ADS) Access Request Procedures and Recertification Requirements for Personnel Assigned to Pay Command UICs <a href="https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/">https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/</a>
14.	MPA 07/16	Mass Transactions Submission Via Defense Workload Operations Web System (DWOWS) <a href="https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/">https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/</a>
15.	MPA 05/23	Update to Requirement to Submit Calculations with all Central Site Pay Entitlement Changes <a href="https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/">https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/</a>
16.	PPIB 15-17	Issue 151701: Revised Document Retention Requirements to Support the Department of the Navy Financial Statement Audits <a href="https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/">https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/PPIBS-MPAS/</a>



#	Website Sponsor	Title and Link
1.	MyNavy HR	CPPA Resources <a href="https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/">https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/</a>
2.	MyNavy HR	NSIPS <a href="https://www.nsips.cloud.navy.mil/my.policy">https://www.nsips.cloud.navy.mil/my.policy</a>

Command Aids and User Guides Available Online:

#	Sponsor	Document Title and Link
1.	DJMS MMPA Guide	Defense Joint Military Pay System (DJMS) Master Military Pay Account (MMPA) Guide <a href="https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide">https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide</a>
2.	DJMS Navy Procedures Training Guide (PTG): Part 1 Special and Basic Pay Chapter 7	Career Sea Pay and Career Sea Pay Premium <a href="https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide">https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide</a>
3.	DJMS Navy Procedures Training Guide (PTG): Part 9 Chapter 10	Submitting Documentation via DWOWS <a href="https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide">https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide</a>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
1	Verify Service Member's eligibility for Career Sea Pay Premium	Clerk	<p>Verify Service Member's eligibility for Career Sea Pay Premium (CSPP).</p> <p>This procedure assumes assignment to a Class A ship as defined by <a href="#">NAVADMIN 319/18</a> and <a href="#">OPNAVINST 7220.14</a> (series).</p>
1.1	Create Counter Report to verify CSPP eligibility	Clerk	<p>Clerk creates Career Sea Pay (CSP) Counter Report to verify Career Sea Pay Premium (CSPP) eligibility.</p> <p>Effective October 1, 2001, all enlisted personnel, all warrant officers, and all officers in pay grades O-1 to O-6 may be entitled to Career Sea Pay Premium (CSPP). The conditions of entitlement to CSPP require the Service Member to first be entitled to Career Sea Pay (CSP). An eligible Service Member who completes 36 consecutive months of sea duty may be entitled to CSPP, beginning on the first date of the 37th consecutive month, and each sequential consecutive month of sea duty served.</p>
1.1.1	Obtain ship's roster from NSIPS	Clerk	<p>Clerk obtains ship's roster from NSIPS.</p> <p>Login to NSIPS: Report Manager &gt; Standard Reports &gt; Personnel Reports &gt; Use &gt; Alpha Locator. Enter Command UIC.</p>
1.1.2	Format NSIPS Command roster to an Excel file	Clerk	<p>Clerk formats NSIPS Command roster to a Microsoft Excel file.</p> <p>Clerk first formats NSIPS Command roster to a CSV file, then Clerk formats NSIPS Command roster to a Microsoft Excel file, using the CSV formatted file.</p>
1.1.3	Identify date Service Member reported onboard	Clerk	<p>Clerk identifies date Service Member reported onboard (CSP counter date) for all command personnel.</p> <p>Note: For back-to-back sea tours, CSP counter date will not be date reported onboard current duty station, but rather the "constructive" CSP counter date that includes the sea duty counter time for both duty stations, less temporary duty, travel, proceed and leave between two qualifying sea tours.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
1.1.4	Identify Service Member's three-year anniversary date	Clerk	<p>Clerk identifies Service Member's three-year anniversary date.</p> <p>An eligible Service Member who completes 36 consecutive months of sea duty may be entitled to CSPP, beginning on the first date of the 37th consecutive month, and each sequential consecutive month of sea duty served. See above note for Service Members executing back-to-back sea tours.</p>
1.2	Update and verify monthly CSP counter report	Clerk	<p>Clerk updates and verifies monthly CSP counter report.</p> <p>Service Members detached from the command since the last monthly update should be removed from the report. Service Members reported on board since last monthly update should be verified "added to the report".</p> <p>Note 1: The CSPP entitlement will stop upon detaching from sea duty based upon the posting of the SH-03 Report PCS Departure transaction.</p> <p>Note 2: The Career Sea Pay Premium entitlement will also stop upon posting of a Career Sea Pay (2702) Stop transaction.</p>
1.3	Is Service Member eligible for CSPP?	Clerk	<p>Is Service Member eligible for CSPP?</p> <p>A Service Member who completes 36 consecutive months of sea duty may be entitled to Career Sea Pay Premium beginning on the first day of the 37th consecutive month. This applies to E1 through E4, E5 through E9 with less than 8 years of cumulative sea time, and all officers through O-6.</p> <p>If No, go to 1.2. If Yes, go to 1.4.</p>
1.4	Is clerk verifying initial or continued	Clerk	<p>Is clerk verifying initial or continued eligibility to CSPP?</p> <p>If Initial, <a href="#">go to 1.5</a>. If Continued, <a href="#">go to 1.7</a>.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	eligibility to CSPP?		
1.5	Verify Service Member's initial eligibility for CSPP	Clerk	<p>Clerk verifies Service Member's initial eligibility for Career Sea Pay Premium (CSPP).</p> <p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded. The TSC clerk will maintain an independent CSP Counter Report that will be updated monthly to serve as a tool to identify Service Member eligibility for CSPP.</p> <p>Refer to <a href="#">DoD FMR Vol. 7A Chapter 18</a>, <a href="#">NAVADMIN 319/18</a> and <a href="#">OPNAVINST 7220.14</a></p> <p>An eligible Service Member who completes 36 consecutive months of sea duty may be entitled to Career Sea Pay Premium beginning on the first day of the 37th consecutive month. This applies to E1 through E4, E5 through E9 with less than 8 years of cumulative sea time, and all officers through O-6.</p>
1.5.1	Review and verify Service Member's personnel account	Clerk	<p>Clerk reviews and verifies Service Member's personnel account.</p> <p>Login to MMPA LOPG/L00G:</p> <ol style="list-style-type: none"> <li>1. Enter Service Member's SSN</li> <li>2. Re-verify date reported onboard                             <ul style="list-style-type: none"> <li>• Page 3 for enlisted</li> <li>• Page 01 for officers</li> </ul> </li> </ol>
1.5.2	Review and verify Service	Clerk	Clerk reviews and verifies Service Member's pay account.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	Member's pay account		Login to MMPA JJAA: 1. Enter Service Member's SSN 2. Verify T2 Line (Sea Duty Counter). Note: Service Member (E-5- E-9) should not exceed 8 years cumulative sea time when being considered for CSPP (FID 37). At 8 years of sea duty, the premium is already incorporated into the E-5 through E-9 CSP rate tables, regardless of consecutive months of sea duty 3. Verify Service Member is currently not receiving pay entitlement (FID 37) 4. Verify FID 27 Career Sea Pay history (check Service Member's FID 27 history for gaps in sea service greater than 30 days)
1.6	Is Service Member authorized CSPP?	Clerk	Is Service Member authorized CSPP?  If No, <a href="#">go to 1.2.</a> If Yes, <a href="#">go to 2.</a>
1.7	Verify Service Member's continued eligibility for CSPP	Clerk	Verify Service Member's continued eligibility for Career Sea Pay Premium.
1.8	Has Service Member's status changed, impacting CSPP entitlement?	Clerk	Has Service Member's status changed, potentially impacting Career Sea Pay Premium?  Refer to OPNAVINST 7220.14 Series for circumstances that idle or reset to zero the consecutive Sea Duty time counter, as required.  If Yes, go to 1.9. If No, <a href="#">go to 1.2.</a>
1.9	Is Service Member still authorized CSPP?	Clerk	Is Service Member still authorized Career Sea Pay Premium (CSPP)?  If No, <a href="#">go to 1.2.</a> If Yes, <a href="#">go to 2.</a>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			Note: Clerk informs Command Pay and Personnel Administrator (CPPA) of any changes to Service Member's pay account.
2	Process Service Member's Career Sea Pay Premium entitlement		
2.1	Create CSPP transaction in NSIPS	Clerk	<p>Clerk creates Career Sea Pay Premium Start transaction in NSIPS in accordance with DJMS Navy Procedures Training Guide (PTG): Part 1 Special and Basic Pay Chapter 7:  <a href="https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide">https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide</a></p> <p>Login to NSIPS: Entitlement &gt; Miscellaneous Pay &gt; Use &gt; Miscellaneous Pay Create. Enter Service Member's SSN.</p> <ul style="list-style-type: none"> <li>• Select Miscellaneous Pay Type (CSPP)</li> <li>• Select Start or Stop as appropriate</li> <li>• Enter Effective Date (for a Start coincides with the first day of the 37<sup>th</sup> month immediately following the 3rd year anniversary date of continuous sea duty)</li> <li>• Save</li> </ul> <p>Note: Effective date (constructive date) may be adjusted to reflect periods of temporary duty, travel, permanent change of station, leave, etc. in excess of 30 days. Refer to PTG as required.</p>
2.2	Select projected release date and forward to supervisor for audit and release	Clerk	Clerk selects projected release date and forwards to supervisor for audit and release.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
2.4	Did CSPP post?	Clerk	<p>Did Career Sea Pay Premium post?</p> <ul style="list-style-type: none"> <li>• Enter Service Member's SSN</li> <li>• Verify FID 37 posted correctly</li> </ul> <p>If No, go to 2.5. If Yes, go to 2.6.</p>
2.5	Determine reason for posting delay	Clerk	<p>Clerk and supervisor determine the reason for posting delay.</p> <ol style="list-style-type: none"> <li>1. Check message status inquiry/rejects list in NSIPS for error code</li> <li>2. Research reason for error <ul style="list-style-type: none"> <li>• If user error, correct and resubmit</li> <li>• If error is not correctable, contact supervisor and submit NSIPS trouble ticket or contact Defense Finance and Accounting Services (DFAS), as applicable</li> </ul> </li> </ol> <p>Note 1: Refer to <a href="#">DJMS PTG Part 9, Chapter 10</a>, Submitting Documentation via DWOWS, when directed to submit a DWOWS case to DFAS.</p> <p>Note 2: Refer to <a href="#">MPA 05/23</a>, Update to Requirement to Submit Calculations with all Central Site Pay Entitlement Changes, only as required, when posting entitlement requests that cross over calendar year (CY) and/or fiscal year (FY).</p> <p>Go to 2.4.</p>
2.6	Complete final verification and mark eCRM case "For Review"	Clerk	<p>Clerk completes final verification and marks eCRM case "For Review" by supervisor, if required.</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
2.7	Compile Retain File	Clerk	<p>Clerk compiles Retain File.</p> <p>Important Update: Transaction Service Centers (TSCs) are no longer required to archive KSDs in DON TRACKER RM. Retain documents shall be archived in enterprise Customer Relations Management (eCRM) System and NP2, as an interim solution, until approval of a MyNavy HR solution for permanent archiving of KSDs is determined. In short for Retain File KSDs, eCRM is an approved document storage (archive) application for cases submitted within that application and DON TRACKER RM for cases submitted via TOPS.</p>
2.9	Is Service Member's entitlement still open?	Clerk	<p>Is Service Member's entitlement still open?</p> <p>If Yes, <a href="#">go to 1.2.</a></p> <p>If No, go to 2.10.</p>
2.10	Verify Service Member is removed from monthly CSP counter report	Clerk	<p>Clerk verifies Service Member is removed from monthly CSP counter report.</p>

STOP



STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
2	Process Service Member's Career Sea Pay Premium entitlement	Supervisor	<p>Process Service Member's Career Sea Pay Premium entitlement.</p> <p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.</p>
2.3	Audit and release CSPP in NSIPS	Supervisor	Supervisor audits and releases Career Sea Pay Premium in NSIPS.
2.5	Determine reason for posting delay	Supervisor	<p>Clerk and supervisor determine the reason for posting delay.</p> <ol style="list-style-type: none"> <li>1. Check message status inquiry/rejects list in NSIPS for error code</li> <li>2. Research reason for error                             <ul style="list-style-type: none"> <li>• If user error, correct and resubmit</li> <li>• If error is not correctable, contact supervisor and submit NSIPS trouble ticket or contact Defense Finance and Accounting Services (DFAS), as applicable</li> </ul> </li> </ol> <p>Note 1: Refer to <a href="#">DJMS PTG Part 9, Chapter 10</a>, Submitting Documentation via DWOWS, when directed to submit a DWOWS case to DFAS.</p> <p>Note 2: Refer to <a href="#">MPA 05/23</a>, Update to Requirement to Submit Calculations with all Central Site Pay Entitlement Changes, only as required, when posting entitlement requests that cross over calendar year (CY) and/or fiscal year (FY).</p> <p><a href="#">Go to 2.4.</a></p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
2.8	Complete final verification and close eCRM case	Supervisor	<p>Supervisor completes final verification and closes PERSPAY eCRM case, if required.</p> <p>Supervisor marks eCRM case as "Completed", if required.</p>
<b>STOP</b>			

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
1	Verify Service Member's eligibility for Career Sea Pay Premium	Clerk	<p>Verify Service Member's eligibility for Career Sea Pay Premium (CSPP).</p> <p>This procedure assumes assignment to a Class A ship as defined by NAVADMIN 319/18 and OPNAVINST 7220.14 (series).</p>
1.1	Create Counter Report to verify CSPP eligibility	Clerk	<p>Clerk creates Career Sea Pay (CSP) Counter Report to verify Career Sea Pay Premium (CSPP) eligibility.</p> <p>Effective October 1, 2001, all enlisted personnel, all warrant officers, and all officers in pay grades O-1 to O-6 may be entitled to Career Sea Pay Premium (CSPP). The conditions of entitlement to CSPP require the Service Member to first be entitled to Career Sea Pay (CSP). An eligible Service Member who completes 36 consecutive months of sea duty may be entitled to CSPP, beginning on the first date of the 37th consecutive month, and each sequential consecutive month of sea duty served.</p>
1.1.1	Obtain ship's roster from NSIPS	Clerk	<p>Clerk obtains ship's roster from NSIPS.</p> <p>Login to NSIPS: Report Manager &gt; Standard Reports &gt; Personnel Reports &gt; Use &gt; Alpha Locator. Enter Command UIC.</p>
1.1.2	Format NSIPS Command roster to an Excel file	Clerk	<p>Clerk formats NSIPS Command roster to a Microsoft Excel file.</p> <p>Clerk first formats NSIPS Command roster to a CSV file, then Clerk formats NSIPS Command roster to a Microsoft Excel file, using the CSV formatted file.</p>
1.1.3	Identify date Service Member reported onboard	Clerk	<p>Clerk identifies date Service Member reported onboard (CSP counter date) for all command personnel.</p> <p>Note: For back-to-back sea tours, CSP counter date will not be date reported onboard current duty station, but rather the "constructive" CSP counter date that includes</p>

**START STEPS ONLY**

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>the sea duty counter time for both duty stations, less temporary duty, travel, proceed and leave between two qualifying sea tours.</p>
1.1.4	<p align="center">Identify Service Member's three-year anniversary date</p>	<p align="center">Clerk</p>	<p>Clerk identifies Service Member's three-year anniversary date.</p> <p>An eligible Service Member who completes 36 consecutive months of sea duty may be entitled to CSPP, beginning on the first date of the 37th consecutive month, and each sequential consecutive month of sea duty served. See above note for Service Members executing back-to-back sea tours.</p>
1.2	<p align="center">Update and verify monthly CSP counter report</p>	<p align="center">Clerk</p>	<p>Clerk updates and verifies monthly CSP counter report.</p> <p>Service Members detached from the command since the last monthly update should be removed from the report. Service Members reported on board since last monthly update should be verified "added to the report".</p> <p>Note 1: The CSPP entitlement will stop upon detaching from sea duty based upon the posting of the SH-03 Report PCS Departure transaction.</p> <p>Note 2: The Career Sea Pay Premium entitlement will also stop upon posting of a Career Sea Pay (2702) Stop transaction.</p>
1.3	<p align="center">Is Service Member eligible for CSPP?</p>	<p align="center">Clerk</p>	<p>Is Service Member eligible for CSPP?</p> <p>A Service Member who completes 36 consecutive months of sea duty may be entitled to Career Sea Pay Premium beginning on the first day of the 37th consecutive month. This applies to E1 through E4, E5 through E9 with less than 8 years of cumulative sea time, and all officers through O-6.</p> <p>If No, go to 1.2. If Yes, go to 1.4.</p>

**START STEPS ONLY**

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
1.4	Is clerk verifying initial or continued eligibility to CSPP?	Clerk	Is clerk verifying initial or continued eligibility to CSPP? If Initial, go to 1.5. If Continued, go to 1.7.
1.5	Verify Service Member's initial eligibility for CSPP	Clerk	<p>Clerk verifies Service Member's initial eligibility for Career Sea Pay Premium (CSPP).</p> <p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded. The TSC clerk will maintain an independent CSP Counter Report that will be updated monthly to serve as a tool to identify Service Member eligibility for CSPP.</p> <p>Refer to <a href="#">DoD FMR Vol. 7A Chapter 18, NAVADMIN 319/18 and OPNAVINST 7220.14 (series)</a>.</p> <p>An eligible Service Member who completes 36 consecutive months of sea duty may be entitled to Career Sea Pay Premium beginning on the first day of the 37th consecutive month. This applies to E1 through E4, E5 through E9 with less than 8 years of cumulative sea time, and all officers through O-6.</p>
1.5.1	Review and verify Service Member's personnel account	Clerk	<p>Clerk reviews and verifies Service Member's personnel account.</p> <p>Login to MMPA LOPG/LOOG: 1. Enter Service Member's SSN</p>

**START STEPS ONLY**

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			2. Re-verify date reported onboard <ul style="list-style-type: none"> <li>• Page 3 for enlisted</li> <li>• Page 01 for officers</li> </ul>
1.5.2	Review and verify Service Member's pay account	Clerk	Clerk reviews and verifies Service Member's pay account.  Login to MMPA JJAA: <ol style="list-style-type: none"> <li>1. Enter Service Member's SSN</li> <li>2. Verify T2 Line (Sea Duty Counter). Note: Service Member (E-5- E-9) should not exceed 8 years cumulative sea time when being considered for CSPP (FID 37). At 8 years of sea duty, the premium is already incorporated into the E-5 through E-9 CSP rate tables, regardless of consecutive months of sea duty</li> <li>3. Verify Service Member is currently not receiving pay entitlement (FID 37)</li> <li>4. Verify FID 27 Career Sea Pay history (check Service Member's FID 27 history for gaps in sea service greater than 30 days)</li> </ol>
1.6	Is Service Member authorized CSPP?	Clerk	Is Service Member authorized CSPP?  If No, go to 1.2. If Yes, go to 2.
1.7	Verify Service Member's continued eligibility for CSPP	Clerk	Verify Service Member's continued eligibility for Career Sea Pay Premium.
1.8	Has Service Member's status changed, impacting CSPP entitlement?	Clerk	Has Service Member's status changed, potentially impacting Career Sea Pay Premium?  Refer to OPNAVINST 7220.14 Series for circumstances that idle or reset to zero the consecutive Sea Duty time counter, as required.

**START STEPS ONLY**

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>If Yes, go to 1.9. If No, go to 1.2.</p>
1.9	<p>Is Service Member still authorized CSPP?</p>	Clerk	<p>Is Service Member still authorized Career Sea Pay Premium (CSPP)?</p> <p>If No, go to 1.2. If Yes, go to 2.</p> <p>Note: Clerk informs Command Pay and Personnel Administrator (CPPA) of any changes to Service Member's pay account.</p>
2	<p>Process Service Member's Career Sea Pay Premium entitlement</p>	Clerk/Supervisor	<p>Process Service Member's Career Sea Pay Premium entitlement.</p> <p>Important Internal Control Action: MMPA verification steps within this SOP reflect important internal control actions that cannot be over-emphasized. This applies to the entire transaction process from its initiation and authorization through the final verification of the proper processing of the transaction in summary records. These particular SOP process steps are built-in management design control activities to ensure that all transactions are properly completed and accurately recorded.</p>
2.1	<p>Create CSPP transaction in NSIPS</p>	Clerk	<p>Clerk creates Career Sea Pay Premium Start transaction in NSIPS in accordance with DJMS Navy Procedures Training Guide (PTG): Part 1 Special and Basic Pay Chapter 7: <a href="https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide">https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide</a></p> <p>Login to NSIPS: Entitlement &gt; Miscellaneous Pay &gt; Use &gt; Miscellaneous Pay Create. Enter Service Member's SSN.</p> <ul style="list-style-type: none"> <li>• Select Miscellaneous Pay Type (CSPP)</li> <li>• Select Start or Stop as appropriate</li> </ul>

**START STEPS ONLY**

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>• Enter Effective Date (for a Start coincides with the first day of the 37<sup>th</sup> month immediately following the 3rd year anniversary date of continuous sea duty)</li> <li>• Save</li> </ul> <p>Note: Effective date (constructive date) may be adjusted to reflect periods of temporary duty, travel, permanent change of station, leave, etc. in excess of 30 days. Refer to PTG as required.</p>
2.2	Select projected release date and forward to supervisor for audit and release	Clerk	Clerk selects projected release date and forwards to supervisor for audit and release.
2.3	Audit and release CSPP in NSIPS	Supervisor	Supervisor audits and releases Career Sea Pay Premium in NSIPS.
2.4	Did CSPP post?	Clerk	<p>Did Career Sea Pay Premium post?</p> <ul style="list-style-type: none"> <li>• Enter Service Member's SSN</li> <li>• Verify FID 37 posted correctly</li> </ul> <p>If No, go to 2.5. If Yes, go to 2.6.</p>
2.5	Determine reason for posting delay	Clerk/Supervisor	<p>Clerk and supervisor determine the reason for posting delay.</p> <ol style="list-style-type: none"> <li>1. Check message status inquiry/rejects list in NSIPS for error code</li> <li>2. Research reason for error                             <ul style="list-style-type: none"> <li>• If user error, correct and resubmit</li> </ul> </li> </ol>



**START STEPS ONLY**

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<ul style="list-style-type: none"> <li>If error is not correctable, contact supervisor and submit NSIPS trouble ticket or contact Defense Finance and Accounting Services (DFAS), as applicable</li> </ul> <p>Note 1: Refer to DJMS PTG Part 9, Chapter 10, Submitting Documentation via DWOWS, when directed to submit a DWOWS case to DFAS.</p> <p>Note 2: Refer to MPA 05/23, Update to Requirement to Submit Calculations with all Central Site Pay Entitlement Changes, only as required, when posting entitlement requests that cross over calendar year (CY) and/or fiscal year (FY).</p> <p>Go to 2.4.</p>
2.6	Complete final verification and mark eCRM case "For Review"	Clerk	Clerk completes final verification and marks eCRM case "For Review" by supervisor, if required.
2.7	Compile Retain File	Clerk	<p>Clerk compiles Retain File.</p> <p>Important Update: Transaction Service Centers (TSCs) are no longer required to archive KSDs in DON TRACKER RM. Retain documents shall be archived in enterprise Customer Relations Management (eCRM) System and NP2, as an interim solution, until approval of a MyNavy HR solution for permanent archiving of KSDs is determined. In short for Retain File KSDs, eCRM is an approved document storage (archive) application for cases submitted within that application and DON TRACKER RM for cases submitted via TOPS.</p>
2.8	Complete final verification and close eCRM case	Supervisor	<p>Supervisor completes final verification and closes PERSPAY eCRM case, if required.</p> <p>Supervisor marks eCRM case as "Completed", if required.</p>

**START STEPS ONLY**

<b>STEP #</b>	<b>FLOW TEXT</b>	<b>ROLE/RESP</b>	<b>ADDITIONAL TEXT</b>
2.9	Is Service Member's entitlement still open?	Clerk	Is Service Member's entitlement still open? If Yes, go to 1.2. If No, go to 2.10.
2.10	Verify Service Member is removed from monthly CSP counter report	Clerk	Clerk verifies Service Member is removed from monthly CSP counter report.

**STOP**