

Career Sea Pay SOP



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Process Name: Career Sea Pay

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MNCC HRSC , Navy Personnel Command	Navy Pay and Personnel Support Center (NPPSC)	3/8/2023

PURPOSE:

The purpose of this Standard Operating Procedure (SOP) is to provide a common process for Customer Commands and Transaction Service Centers (TSCs) to follow when processing Career Sea Pay entitlements for other than PCS to a Category “A” vessel.

Roles and Responsibilities:

TSC/Personnel Office Clerk: The role of 'CLERK' as used in this SOP refers to a civilian Clerk, a contractor, or a Command Pay and Personnel Administrator (CPPA) authorized to *create* NSIPS transactions.

TSC/Personnel Office Supervisor: The role of 'SUPERVISOR' refers to a civilian MILPERS or MILPAY Supervisor/Lead/Auditor or a senior Personnel Specialist who is normally designated as a person 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, so as 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).

CPPA: Serves as the primary customer service link between command members and the supporting TSC or Regional Support Center (RSC). 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/RSC authorization.

Service Member: A person serving in the Armed Forces who may be eligible for the entitlements listed in this SOP.

- 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:
 - o Yard Patrol Craft are designated to the special boats and expeditionary units subcategory.
 - o The qualifying nautical miles (nm) from homeport for the CSP daily rate for all non-Category A vessels has been reduced from 50 nm to 25 nm.
 - o 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 Document Retention Action: IAW Department of the Navy Memo dated 30 June 2020 “Revised Record Retention Requirements to Support Department of the Navy Financial Statement Audits” financial record retention requirements are now ten years.
- In addition to SOP steps that identify specific documentation requirements, refer to Navy MILPAY Key Supporting Documents (KSD) Matrix, if required, to determine Key Supporting Documentation necessary to support the transaction. Current KSD matrix is maintained by FIAR at following website: <https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-Command/Organization/BUPERS/FIAR/MILPAY/>.
- 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) tracking report. The CSP tracking report is used to track Service Members receiving CSP, who are not permanently assigned to a Category A ship. Clerk should follow-up with CPPA to resolve any discrepancies.
- Verify corresponding entitlement to FSA-T, if applicable.
- Verify that enlisted Service Members have meal deduction for the applicable period.
- 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/>

Systems:

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#	System	Description
1.	DJMS MMPA	<ul style="list-style-type: none"> · The Defense Joint Military Pay System (DJMS) Master Military Pay Account (MMPA) is a data base file that contains current and historical data pertaining to a Service Member's pay. All leave and pay activity for active duty Service Members is recorded in this file. The individual accounts contain current entitlements, deductions (including allotments), payments, leave balances, collections, status information, and 11 months' history. MMPA enables authorized users to monitor and verify the status of requested pay and personnel actions submitted by the PSD for processing. · Login to MMPA via the Multi-Host Internet Access Portal (MIAP) at https://miap.csd.disa.mil/portal.html using CAC and CAC-enabled computer.
2.	NSIPS/ESR	<ul style="list-style-type: none"> · Navy Standard Integrated Personnel System (NSIPS) enables authorized personnel to submit pay and personnel transactions for officer and enlisted, Active and Reserve. · The NSIPS Electronic Service Record (ESR) provides a display of an individual's pay and personnel information. <ul style="list-style-type: none"> · Login to NSIPS and ESR at https://www.nsips.cloud.navy.mil/my.policy using CAC and CAC-enabled computer. · When asked to verify your PKI, choose the DoD CA-XX authentication certificate, not the email certificate.
3.	DMR/DMO	<ul style="list-style-type: none"> · DFAS MilPay Repository (DMR) is a Windows-based relational pay application that interfaces with the Defense Joint Military Pay System (DJMS) to create, audit and submit military pay transactions, and receive feedback from DJMS. It supports the Active and Reserve Components of the Army, Navy, and Air Force at DFAS Central Sites and military installations worldwide. The software suite is organized into Input, Reports, Inquiry, Navy Financial Reporting, Security and System Administration modules. DMR also provides master pay account inquiry capability, reports and query features, transaction results, pay products, management information, customer service tools, an audit trail, expanded edits and pre-filled screens for error rate reduction, and a comprehensive on-line user's manual to support maintenance of military pay accounts and processing of pay transactions.
4.	DWOWS	<ul style="list-style-type: none"> · Defense Workload Operations Web System (DWOWS) is a web-based tracking system used by military pay operations (MILPAYOPS) to track workload for Navy active duty and reserve Service Members.
5.	Enterprise Customer Relations Management System (eCRM)	<ul style="list-style-type: none"> · The eCRM console enables designated command personnel to communicate safely and efficiently with the supporting TSC or TPC. Customer commands submit, track, and receive feedback on pay, personnel, and travel related transactions. · The eCRM console uses secure network protocol to protect Service Members' Personally Identifiable Information (PII) when transferring personnel documents used to update corporate systems. · Login to eCRM at https://navynpc.my.salesforce.mil/ using CAC and CAC-enabled computer.

Online Resources:

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#	Website Sponsor	Title and Link
1.	MyNavy HR	CPPA Resources
2.	MyNavy HR	CPPA Resources Pay Entitlements
3.	MyNavy HR	NSIPS
		https://www.nsips.cloud.navy.mil/my.policy

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
		https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide
2.	DJMS Navy Procedures Training Guide (PTG): Part 1 Special and Basic Pay Chapter 7	Career Sea Pay and Career Sea Pay Premium
		https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide
3.	DJMS Navy Procedures Training Guide (PTG): Part 9 Chapter 10	Submitting Documentation via DWOWS
		https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide

Help Desks:

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#	Contact Source	Contact Details
1.	NSIPS ESR	<ul style="list-style-type: none">· NSIPS Help Desk 1-833-637-3669 (1-833-NESDNow) NESD@NESD-MAIL.ONBMC.MIL· MyNavy Career Center (MNCC) 1-833-330-MNCC askmncc@navy.mil
2.	eCRM	<ul style="list-style-type: none">· https://navynpc.my.salesforce.mil/ ecrmetp@us.navy.mil

Forms:

#	Form #	Title
1.	NAVPERS 1070/613	Administrative Remarks https://www.mynavyhr.navy.mil/References/Forms/NAVPERS/
2	NPPSC 7220/4	Career Sea Pay Tracker https://www.mynavyhr.navy.mil/References/Forms/NPPSC-Forms/

References



#	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
	DOD FMR LINK	
2.	OPNAVINST 7220.14 (Series)	Career Sea Pay and Career Sea Pay Premium
	OPNAVINST LINK	
3.	SECNAVINST 5030.8 (Series)	General Guidance for the Classification of Naval Vessels and Battle Force Ship Counting Procedures
	SECNAVINST LINK	
4.	Department of the Navy Memo dated 30 June 2020	Revised Record Retention Requirements to Support Department of the Navy Financial Statement Audits
	DON MEMO LINK	
5.	NPPSCINST 5213.1 (Series)	Forms Management
	NPPSCINST 5220.2 (Series)	Standard Management Reports
	NPPSCINST 7220.7 (Series)	Separation of Duties Affecting Military Pay
	NPPSCINST 7250.1 (Series)	Retention of Disbursing Office Records
	NPPSCINST LINK	
6.	MILPERSMAN 7220-112	Pay and Allowance Continuation (PAC) Program
	MILPERSMAN LINK	
7.	NAVADMIN 066/16	Navy Audit Document Retention Guidance
	NAVADMIN 319/18	Policy Regarding Career Sea Pay Entitlement
	NAVADMIN LINK	
8.	MPA 12/13	Required Supporting Documentation on Defense Workload Operations Web System (DWOWS) Pay Claim Cases
	MPA 14/14	Increase to Dept of Navy Career Sea Pay (CSP) Table
	MPA 43/14	Career Sea Pay (CSP) Cancellation Procedures
	MPA 49/15	New Automated Disbursing System (ADS) Access Request Procedures and Recertification Requirements for Personnel Assigned to Pay Command UICs
	MPA 07/16	Mass Transactions Submission Via Defense Workload Operations Web System (DWOWS)
	MPA 05/23	Update to Requirement to Submit Calculations with all Central Site Pay Entitlement Changes
	PPIBS-MPAS LINK	

SERVICE MEMBER START

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
Service Member	1	Prepare and submit forms and/or compile documentation, as required	<p>Prepare and submit forms and/or compile documentation, as required.</p> <p>This SOP for Career Sea Pay is for other than Permanent Change of Station (PCS) arrival of Service Member(s) to a Category A ship (a ship with a primary mission accomplished at Sea). For Service Members reporting to a Category A ship, Career Sea Pay will be initiated in conjunction with the Activity Gain. Refer to Receipts SOP for CSP start procedure in conjunction with Activity Gain.</p> <p>https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p> <p>Refer to NAVADMIN 319/18 and OPNAVINST 7220.14 (series) as required.</p> <p>Note 1: Ship-based staffs, ship-based aviation units, and other miscellaneous units assume the category of the vessel in which they are embarked. For the purposes of entitlement to Career Sea Pay, ship-based staffs and ship-based aviation units are those staffs and aviation units that are embarked on the vessel.</p> <p>Note 2: Designated Afloat Staffs that are permanently embarked and serving in Category A vessels are the only staffs authorized to receive continuous CSP. All other Afloat Staffs receive the daily CSP rate (1/30 of monthly rate) only for days in which they are either underway or embarked and serving in a Category A vessel. The following Afloat Staffs, assigned to vessels of Forward Deployed Naval Forces and without working spaces ashore, are designated Category A: COMSEVENTHFLT and CCSG 5.</p>
	1.1	Obtain/complete forms and/or compile documentation	<p>Service Member obtains/completes forms and/or compiles documentation with support of Command Pay and Personnel Administrator (CPPA), as required.</p> <p>Documentation may include:</p> <ul style="list-style-type: none"> · Temporary Additional Duty (TAD) Orders and endorsements (for staff or unit not embarked in a vessel, but Service Member is serving aboard a vessel) · Designation Letter or memo entitling the Service Member to Career Sea Pay and the number of days · Sea Duty Certification Sheet, if applicable · NPPSC 7220/4 Career Sea Pay Tracker · Command pay memo (in conjunction with TAD Orders for riders or crew augmentees) · DD 577 if applicable · NAVPERS 1070/613 (Administrative Remarks) See Note 3 below · Other supporting documentation, as required <p>Note: To ensure auditability of career sea pay entitlements of the Service Member, sea duty time and counter must be documented using manual or electronic Administrative Remarks (NAVPERS 1070/613) in NSIPS and signed by the Commanding Officer or designee. Copy of signed CSP NAVPERS 1070/613 must be forwarded to Commander, Navy Personnel Command (COMNAVPERSCOM) Records Management and Policy Branch (PERS- 313) for permanent document retention via e-submission.</p>

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SERVICE MEMBER CONTINUED

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
SERVICE MEMBER	1.2	Submit forms and documentation to CPPA	Service Member submits forms and/or documentation described in Step 1.1 to CPPA.
	1.6	Obtain additional supporting documentation, as requested	Service Member obtains additional supporting documentation, as requested. Go to 1.2.
	3	Process Service Member's Career Sea Pay entitlement	<p>Process Service Member's Career Sea Pay 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> <p>Refer to CSPP SOP, if required: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p>
	3.9	Verify proper processing of CSP entitlement	Service Member verifies proper processing of CSP entitlement. If Leave and Earnings Statement (LES) is not correct by the next LES release following submission of CSP, contact CPPA to follow-up with servicing TSC.

STOP

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	2.6	Is eCRM case an initial certification of Career Sea Pay?	Is eCRM case an initial certification (start or report) of Career Sea Pay? If Yes, go to 2.7. If No, go to 3.
	2.7	Verify eligibility criteria for Career Sea Pay	Clerk verifies eligibility criteria for Career Sea Pay. Refer to NAVADMIN 319/18 OPNAVINST 7220.14 (series) DoD FMR Vol. 7A Chapter 18 for eligibility criteria. A Service Member who is entitled to basic pay is entitled to CSP while serving on a qualifying sea duty assignment, such as temporarily assigned to a vessel or to a ship-based staff, ship-based aviation unit, or embarked mobile unit (including aviation units), during periods in which permanently assigned Service Members are eligible for CSP. Note: Also verify eligibility for Career Sea Pay Premium (CSPP). Refer to CSPP SOP as required: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx
	2.8	Review and verify Service Member's pay account	Clerk reviews and verifies Service Member's pay account. 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. Login to MMPA JJAA: · Enter Service Member's SSN · Verify FID 27 (Career Sea Pay) status and other pay entitlement status
	2.9	Is Service Member eligible for Career Sea Pay?	Is Service Member eligible for Career Sea Pay? If No, go to 2.10. If Yes, go to 3.
	2.10	Inform CPPA	Clerk informs CPPA that Service Member is not eligible for entitlement.
	2.11	Complete final verification and mark eCRM case "Supervisor Review"	Clerk completes final verification and marks eCRM case "Supervisor Review".

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	3	Process Service Member's Career Sea Pay entitlement	<p>Process Service Member's Career Sea Pay 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> <p>Refer to CSPP SOP, if required: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p>
	3.1	Create Career Sea Pay transaction in NSIPS	<p>Clerk creates Career Sea Pay transaction in NSIPS in accordance with DJMS Navy Procedures Training Guide (PTG): Part 1 Special and Basic Pay Chapter 7: Career Sea Pay and Career Sea Pay Premium Section A: Career Sea Pay https://www.milsuite.mil/book/groups/navy-djms-procedures-training-guide</p> <p>Refer to PTG logic tables for conditions of entitlement for other than PCS arrival.</p> <ul style="list-style-type: none"> · Login to NSIPS: Entitlement > Miscellaneous Pay > Use > Miscellaneous Pay Create. Enter Service Member's SSN. · Select Miscellaneous Pay Type (CSP) · Select Start, Stop, or Report, as applicable · Enter Effective Date or Start/Stop Date of Report, as applicable (refer to PTG for calculation of constructive effective date or Start/Stop dates, if required) <p>Refer to MPA 43/14 Career Sea Pay (CSP) Cancellation Procedures, if required: https://www.mynavyhr.navy.mil/Support-Services/Pay-Pers-Support/PASS/</p> <p>Note: Multiple at sea periods within a given month for Category B vessels will most likely require the calculation of constructive dates to process Service Member's CSP entitlement.</p>
	3.2	Select projected release date and forward to supervisor for audit and release	Clerk selects projected release date and forwards to supervisor for audit and release.

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
	3.4	Did Career Sea Pay post?	<p>Did Career Sea Pay post?</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> <p>Check MMPA JJAA 24-48 hours after release:</p> <ul style="list-style-type: none"> · Enter Service Member's SSN · Verify FID 27 posted correctly <p>If No, go to 3.5. If Yes, go to 3.6.</p>
CLERK	3.5	Determine reason for posting delay	<p>Clerk and supervisor determine reason for posting delay.</p> <ol style="list-style-type: none"> 1. Check message status inquiry/rejects list in NSIPS for error code 2. Research reason for error <ul style="list-style-type: none"> · If user error, correct and resubmit · If error is not correctable, contact supervisor and submit NSIPS trouble ticket or contact Defense Finance and Accounting Services (DFAS), as applicable <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 01/21, Implementation of 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 3.4.</p>

CLERK CONTINUED

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	3.6	Complete final verification and mark eCRM case "Supervisor Review"	Clerk completes final verification and marks eCRM case "Supervisor Review".
	3.7	Compile Retain File	<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 electronic 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>
	3.10	Is Service Member's entitlement still open?	<p>Is Service Member's entitlement still open?</p> <p>If Yes, go to 4.</p> <p>If No, go to 3.11.</p>
	3.11	Verify Service Member is removed from monthly tracking report	<p>Clerk verifies Service Member is removed from monthly tracking report.</p> <p>Go to Stop.</p>

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CLERK CONTINUED

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CLERK	4	Update and verify Career Sea Pay tracking report	Update and verify Career Sea Pay tracking report.
	4.1	Update Career Sea Pay tracking report	Clerk updates Career Sea Pay tracking report.
	4.2	Verify Career Sea Pay tracking report monthly	<p>Clerk verifies Career Sea Pay tracking report monthly.</p> <p>Refer to NAVADMIN 319/18 and OPNAVINST 7220.14 (series), as required.</p> <p>Refer to DoD FMR Vol. 7A Chapter 18 logic tables for conditions of entitlement.</p> <p>Refer to DJMS Navy Procedures Training Guide (PTG): Part 1 Special and Basic Pay Chapter 7 for additional Career Sea Pay transactions.</p>
	4.3	Resolve discrepancies/inconsistencies with the CPPA	Clerk resolves discrepancies/inconsistencies with the CPPA.
	4.4	Has Service Member's Career Sea Pay entitlement status changed, requiring an NSIPS transaction?	<p>Has Service Member's Career Sea Pay entitlement status changed, requiring an NSIPS transaction?</p> <p>If Yes, go to 3.1</p> <p>If No, go to 4.1</p>

STOP

SUPERVISOR START

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
SUPERVISOR	2	Receive, review and dispatch documentation and verify Service Member's eligibility for Career Sea Pay	<p>Receive, review and dispatch documentation and verify Service Member's eligibility for Career Sea Pay (CSP).</p> <p>This SOP for Career Sea Pay is for other than Permanent Change of Station (PCS) arrival of Service Member to a Category A ship (a ship with a primary mission accomplished at Sea). For Service Member's reporting to a Category A ship, Career Sea Pay will be initiated in conjunction with the Activity Gain. Refer to Receipts SOP for CSP start procedure in conjunction with Activity Gain.</p> <p>Refer to NAVADMIN 319/18 and OPNAVINST 7220.14 (series), as required.</p>
	2.1	Receive eCRM case from customer command	<p>Supervisor receives PERSPAY eCRM case from customer command.</p> <p>Effective 19 August 2022 only Commands (excluding surface ships, DESRON and PHIBRON staffs) with an approved Exception to Policy (ETP) will be authorized to utilize Transaction Online Processing System (TOPS) for temporary submission of pay, personnel, and transportation transactions. TOPS transactions submitted without an approved ETP will be marked as "completed" without action and CPPAs will be directed to submit the transaction via enterprise Customer Relations Management (eCRM) or alternatively, request an ETP for temporary use of TOPS. Heretofore, the primary means for submitting pay, personnel, and transportation transactions is via Salesforce/PERSPAY eCRM. Refer to Ops Alert 006/22 for procedures to request an ETP and use TOPS with an approved ETP. All of the NPPSC e-mail Ops Alerts are archived at:</p> <p>https://flankspeed.sharepoint-mil.us.mcas-gov.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx</p>

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SUPERVISOR CONTINUED



ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
SUPERVISOR	2.2	Review eCRM case.	Supervisor reviews eCRM case. The eCRM case should consist of: <ul style="list-style-type: none"> · Temporary Additional Duty (TAD) Orders and endorsements (for staff or unit not embarked in a vessel, but Service Member is serving aboard a vessel) · Designation Letter or memo entitling the Service Member to Career Sea Pay and the number of days · Sea Duty Certification Sheet, if applicable · NPPSC 7220/4 Career Sea Pay Tracker, if applicable · Command pay memo (in conjunction with TAD Orders for riders or crew augmentees) · DD 577 if applicable · NAVPERS 1070/613 (Administrative Remarks) See Note 2 below · Other supporting documentation, as required
	2.3	Is eCRM documentation complete and sufficient?	Is eCRM documentation complete and sufficient? If No, go to 2.4. If Yes, go to 2.5.
	2.4	Coordinate with CPPA to complete/correct eCRM case	Supervisor coordinates with Command Pay and Personnel Administrator (CPPA) to complete and/or correct eCRM case. Go to 2.3
	2.5	Dispatch eCRM case to clerk.	Supervisor dispatches eCRM case to clerk. Important Update: Transaction Service Centers (TSCs) are no longer required to archive KSDs in DON TRACKER RM. Retain documents shall be archived in electronic 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.
	2.12	Complete final verification and close eCRM case	Supervisor completes final verification and closes eCRM case. Supervisor marks eCRM case as "Completed". Go to Stop.

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SUPERVISOR CONTINUED

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
SUPERVISOR	3	Process Service Member's Career Sea Pay entitlement	<p>Process Service Member's Career Sea Pay 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> <p>Refer to CSPP SOP, if required: https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p>
	3.3	Audit and release Career Sea Pay in NSIPS	Supervisor audits and releases Career Sea Pay in NSIPS.
	3.5	Determine reason for posting delay	<p>Clerk and supervisor determine reason for posting delay.</p> <ol style="list-style-type: none"> 1. Check message status inquiry/rejects list in NSIPS for error code 2. Research reason for error <ul style="list-style-type: none"> · If user error, correct and resubmit · If error is not correctable, contact supervisor and submit NSIPS trouble ticket or contact Defense Finance and Accounting Services (DFAS), as applicable <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 01/21, Implementation of 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 3.4.</p>
	3.8	Complete final verification and close eCRM case	<p>Supervisor completes final verification and closes eCRM case.</p> <p>Supervisor marks eCRM case as "Completed".</p>

STOP

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CPPA	1	Prepare and submit forms and/or compile documentation, as required	<p>Prepare and submit forms and/or compile documentation, as required.</p> <p>This SOP for Career Sea Pay is for other than Permanent Change of Station (PCS) arrival of Service Member(s) to a Category A ship (a ship with a primary mission accomplished at Sea). For Service Members reporting to a Category A ship, Career Sea Pay will be initiated in conjunction with the Activity Gain. Refer to Receipts SOP for CSP start procedure in conjunction with Activity Gain.</p> <p>https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/Lists/SOP%20PDFs/AllItems.aspx</p> <p>Refer to NAVADMIN 319/18 and OPNAVINST 7220.14 (series) as required.</p> <p>Note 1: Ship-based staffs, ship-based aviation units, and other miscellaneous units assume the category of the vessel in which they are embarked. For the purposes of entitlement to Career Sea Pay, ship-based staffs and ship-based aviation units are those staffs and aviation units that are embarked on the vessel.</p> <p>Note 2: Designated Afloat Staffs that are permanently embarked and serving in Category A vessels are the only staffs authorized to receive continuous CSP. All other Afloat Staffs receive the daily CSP rate (1/30 of monthly rate) only for days in which they are either underway or embarked and serving in a Category A vessel. The following Afloat Staffs, assigned to vessels of Forward Deployed Naval Forces and without working spaces ashore, are designated Category A: COMSEVENTHFLT and CCSG 5.</p>

ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CPPA	1.1	Obtain/complete forms and/or compile documentation	<p>Service Member obtains/completes forms and/or compiles documentation with support of Command Pay and Personnel Administrator (CPPA), as required.</p> <p>Documentation may include:</p> <ul style="list-style-type: none"> · Temporary Additional Duty (TAD) Orders and endorsements (for staff or unit not embarked in a vessel, but Service Member is serving aboard a vessel) · Designation Letter or memo entitling the Service Member to Career Sea Pay and the number of days · Sea Duty Certification Sheet, if applicable · NPPSC 7220/4 Career Sea Pay Tracker · Command pay memo (in conjunction with TAD Orders for riders or crew augmentees) · DD 577 if applicable · NAVPERS 1070/613 (Administrative Remarks) See Note 3 below · Other supporting documentation, as required <p>Note: To ensure auditability of career sea pay entitlements of the Service Member, sea duty time and counter must be documented using manual or electronic Administrative Remarks (NAVPERS 1070/613) in NSIPS and signed by the Commanding Officer or designee. Copy of signed CSP NAVPERS 1070/613 must be forwarded to Commander, Navy Personnel Command (COMNAVPERSCOM) Records Management and Policy Branch (PERS- 313) for permanent document retention via e-submission.</p>

CPPA CONTINUED

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CPPA	1.3	Review documentation	CPPA reviews documentation.
	1.4	Is documentation complete?	Is documentation complete? If No, go to 1.5. If Yes, go to 1.7.
	1.5	Request Service Member provide additional supporting documentation	CPPA requests Service Member provide additional supporting documentation.
	1.7	Assemble and compile documentation	CPPA assembles and compiles documentation for submission to TSC.

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CPPA	1.8	Submit documentation to TSC via eCRM	<p>CPPA submits documentation to TSC via eCRM.</p> <p>Effective 19 August 2022 only Commands (excluding surface ships, DESRON and PHIBRON staffs) with an approved Exception to Policy (ETP) will be authorized to utilize Transaction Online Processing System (TOPS) for temporary submission of pay, personnel, and transportation transactions. TOPS transactions submitted without an approved ETP will be marked as “completed” without action and CPPAs will be directed to submit the transaction via enterprise Customer Relations Management (eCRM) or alternatively, request an ETP for temporary use of TOPS. Heretofore, the primary means for submitting pay, personnel, and transportation transactions is via Salesforce/eCRM. Refer to Ops Alert 006/22 for procedures to request an ETP and use TOPS with an approved ETP. All of the NPPSC e-mail Ops Alerts are archived at: https://flankspeed.sharepoint-mil.us/mcas-gov.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx</p> <p>In an initiative to reduce the use of SSN, all DoD personnel shall reduce or eliminate the use of SSN wherever possible. This includes the use of the SSN in any form, including, but not limited to, truncated, masked, partially masked, encrypted, or disguised SSN.</p> <p>Effective 01 Dec 2021, all personnel and pay documents that trigger pay entitlements must comply with the new file naming convention in local document retention system. The new file naming structure is:</p> <ul style="list-style-type: none"> · Last Name, then space · First Name, then space · Name of Entitlement · Example: DOE JON CSP <p>Documentation may include:</p> <ul style="list-style-type: none"> · Temporary Additional Duty (TAD) Orders and endorsements (for staff or unit not embarked in a vessel, but Service Member is serving aboard a vessel) · Designation Letter or memo entitling the Service Member to Career Sea Pay and the number of days · Sea Duty Certification Sheet, if applicable · NPPSC 7220/4 Career Sea Pay Tracker · Command pay memo (in conjunction with TAD Orders for riders or crew augmentees) · DD 577 if applicable · NAVPERS 1070/613 (Administrative Remarks) See Note 2 below · Other supporting documentation, as required <p>Note: To ensure auditability of career sea pay entitlements of the Service Member, sea duty time and counter must be documented using manual or electronic Administrative Remarks (NAVPERS 1070/613) in NSIPS and signed by the Commanding Officer or designee. Copy of signed CSP NAVPERS 1070/613 must be forwarded to Commander, Navy Personnel Command (COMNAVPERSCOM) Records Management and Policy Branch (PERS- 313) for permanent document retention via e-submission.</p> <p>Important Note: For all Pay, Personnel, and Travel/Transportation transactions which impact pay that are NOT certified by the Commanding Officer, an approved DD Form 577 for the “certifying officer” must be submitted with the eCRM case.</p>

CPPA CONTINUED

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ROLE	STEP #	FLOW TEXT	ADDITIONAL TEXT
CPPA	2	Receive, review and dispatch documentation and verify Service Member's eligibility for Career Sea Pay	<p>Receive, review and dispatch documentation and verify Service Member's eligibility for Career Sea Pay (CSP).</p> <p>This SOP for Career Sea Pay is for other than Permanent Change of Station (PCS) arrival of Service Member to a Category A ship (a ship with a primary mission accomplished at Sea). For Service Member's reporting to a Category A ship, Career Sea Pay will be initiated in conjunction with the Activity Gain. Refer to Receipts SOP for CSP start procedure in conjunction with Activity Gain.</p> <p>Refer to NAVADMIN 319/18 and OPNAVINST 7220.14 (series), as required.</p>

STOP