

Career Sea Pay SOP



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.

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

Role Link's:

[Service Member](#)

[CPPA](#)

[Clerk](#)

[Supervisor](#)

Other Links:

[Quick Links Page](#)

[Roles & Responsibilities](#)

[Best Practices](#)

[Reference's](#)

[Online Resources/Aids](#)

[Forms](#)

[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/CPA-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/CPA-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

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

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 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:
 - 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 nm 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 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.

Best Practice:

- 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/>

#	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 http://comptroller.defense.gov/FMR/vol7a_chapters.aspx
2.	OPNAVINST 7220.14 (Series)	Career Sea Pay and Career Sea Pay Premium https://www.secnav.navy.mil/doni/default.aspx
3.	SECNAVINST 5030.8 (Series)	General Guidance for the Classification of Naval Vessels and Battle Force Ship Counting Procedures https://www.secnav.navy.mil/doni/default.aspx
4.	Department of the Navy Memo dated 30 June 2020	Revised Record Retention Requirements to Support Department of the Navy Financial Statement Audits https://www.mynavyhr.navy.mil/About-MyNavy-HR/Commands/Navy-Personnel-Command/Organization/BUPERS/FIAR/
5.	NPPSCINST 5213.1 (Series)	Forms Management https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E
6.	NPPSCINST 5220.2 (Series)	Standard Management Reports https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E
7.	NPPSCINST 7220.7 (Series)	Separation of Duties Affecting Military Pay https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E
8.		Retention of Disbursing Office Records

#	Doc ID	Title
	NPPSCINST 7250.1 (Series)	https://flankspeed.sharepoint-mil.us/sites/MyNavyHR_MNCC/NPPSC/Admin%20Folder/Forms/AllItems.aspx?RootFolder=%2Fsites%2FMyNavyHR%5FMNCC%2FNPPSC%2FAdmin%20Folder%2FDirectives%2FInstructions&FolderCTID=0x0120006B9F26B001351F4EB6073A6A8A77501E
9.	MILPERSMAN 7220-112	Pay and Allowance Continuation (PAC) Program https://www.mynavyhr.navy.mil/References/MILPERSMAN/7000-Financial/
10.	NAVADMIN 066/16	Navy Audit Document Retention Guidance https://www.mynavyhr.navy.mil/References/Messages/
11.	NAVADMIN 319/18	Policy Regarding Career Sea Pay Entitlement https://www.mynavyhr.navy.mil/References/Messages/
12.	MPA 12/13	Required Supporting Documentation on Defense Workload Operations Web System (DWOWS) Pay Claim Cases https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
13.	MPA 14/14	Increase to Dept of Navy Career Sea Pay (CSP) Table https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
14.	MPA 43/14	Career Sea Pay (CSP) Cancellation Procedures https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
15.	MPA 49/15	New Automated Disbursing System (ADS) Access Request Procedures and Recertification Requirements for Personnel Assigned to Pay Command UICs https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/
16.	MPA 07/16	Mass Transactions Submission Via Defense Workload Operations Web System (DWOWS) https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/

#	Doc ID	Title
17.	MPA 05/23	Update to Requirement to Submit Calculations with all Central Site Pay Entitlement Changes
		https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPPA-Resources/PPIBS-MPAS/

#	Website Sponsor	Title and Link
1.	MyNavy HR	CPPA Resources https://www.mynavyhr.navy.mil/Support-Services/MyNavy-Career-Center/Pers-Pay-Support/CPA-Resources/
2.	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

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/

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
1	Prepare and submit forms and/or compile documentation, as required	Service Member	<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	Service Member	<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>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<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>
1.2	Submit forms and documentation to CPPA	Service Member	Service Member submits forms and/or documentation described in Step 1.1 to CPPA.
1.6	Obtain additional supporting documentation, as requested	Service Member	Service Member obtains additional supporting documentation, as requested. Go to 1.2.
3	Process Service Member's Career	Service Member	Process Service Member's Career Sea Pay entitlement.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	Sea Pay entitlement		<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	<p>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.</p>

STOP

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
1	Prepare and submit forms and/or compile documentation, as required	CPPA	<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	CPPA	<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>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<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>
1.3	Review documentation	CPPA	CPPA reviews documentation.
1.4	Is documentation complete?	CPPA	<p>Is documentation complete?</p> <p>If No, go to 1.5.</p> <p>If Yes, go to 1.7.</p>
1.5	Request Service Member provide additional supporting documentation	CPPA	CPPA requests Service Member provide additional supporting documentation.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
1.7	Assemble and compile documentation	CPPA	CPPA assembles and compiles documentation for submission to TSC.
1.8	Submit documentation to TSC via eCRM	CPPA	<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

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<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>
2	Receive, review and dispatch documentation and verify Service Member's	CPPA	<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</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	eligibility for Career Sea Pay		initiated in conjunction with the Activity Gain. Refer to Receipts SOP for CSP start procedure in conjunction with Activity Gain. Refer to NAVADMIN 319/18 and OPNAVINST 7220.14 (series), as required.
STOP			

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
2	Receive, review and dispatch documentation and verify Service Member's eligibility for Career Sea Pay	Clerk	<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>
2.6	Is eCRM case an initial certification of Career Sea Pay?	Clerk	<p>Is eCRM case an initial certification (start or report) of Career Sea Pay?</p> <p>If Yes, go to 2.7. If No, go to 3.</p>
2.7	Verify eligibility criteria for Career Sea Pay	Clerk	<p>Clerk verifies eligibility criteria for Career Sea Pay.</p> <p>Refer to NAVADMIN 319/18, OPNAVINST 7220.14 (series) and DoD FMR Vol. 7A Chapter 18 for eligibility criteria.</p> <p>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.</p> <p>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</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
2.8	Review and verify Service Member's pay account	Clerk	<p>Clerk reviews and verifies Service Member's pay account.</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>Login to MMPA JJAA:</p> <ul style="list-style-type: none"> • 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?	Clerk	<p>Is Service Member eligible for Career Sea Pay?</p> <p>If No, go to 2.10.</p> <p>If Yes, go to 3.</p>
2.10	Inform CPPA	Clerk	Clerk informs CPPA that Service Member is not eligible for entitlement.
2.11	Complete final verification and mark eCRM case "Supervisor Review"	Clerk	Clerk completes final verification and marks eCRM case "Supervisor Review".
3	Process Service Member's Career Sea Pay entitlement	Clerk	<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</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>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	Clerk	<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</p> <p>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	Clerk	Clerk selects projected release date and forwards to supervisor for audit and release.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	supervisor for audit and release		
3.4	Did Career Sea Pay post?	Clerk	<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>
3.5	Determine reason for posting delay	Clerk	<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>

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

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	Sea Pay tracking report		
4.1	Update Career Sea Pay tracking report	Clerk	Clerk updates Career Sea Pay tracking report.
4.2	Verify Career Sea Pay tracking report monthly	Clerk	<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	Clerk resolves discrepancies/inconsistencies with the CPPA.
4.4	Has Service Member's Career Sea Pay entitlement status changed, requiring an NSIPS transaction?	Clerk	<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

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
2	Receive, review and dispatch documentation and verify Service Member's eligibility for Career Sea Pay	Supervisor	<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	Supervisor	<p>Supervisor receives 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/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>
2.2	Review eCRM case.	Supervisor	<p>Supervisor reviews eCRM case.</p> <p>The eCRM case should consist of:</p>

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<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?	Supervisor	<p>Is eCRM documentation complete and sufficient?</p> <p>If No, go to 2.4. If Yes, go to 2.5.</p>
2.4	Coordinate with CPPA to complete/correct eCRM case	Supervisor	<p>Supervisor coordinates with Command Pay and Personnel Administrator (CPPA) to complete and/or correct eCRM case.</p> <p>Go to 2.3</p>
2.5	Dispatch eCRM case to clerk.	Supervisor	<p>Supervisor dispatches eCRM case to clerk.</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>
2.12	Complete final verification	Supervisor	Supervisor completes final verification and closes eCRM case.

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	and close eCRM case		<p>Supervisor marks eCRM case as "Completed".</p> <p>Go to Stop.</p>
3	Process Service Member's Career Sea Pay entitlement	Supervisor	<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	Supervisor audits and releases Career Sea Pay in NSIPS.
3.5	Determine reason for posting delay	Supervisor	<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

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<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	Supervisor	<p>Supervisor completes final verification and closes eCRM case.</p> <p>Supervisor marks eCRM case as "Completed".</p>
STOP			

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
1	<p>Prepare and submit forms and/or compile documentation, as required</p>	<p>Service Member/CPPA</p>	<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>

STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
1.1	Obtain/complete forms and/or compile documentation	Service Member/CPPA	<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>
1.2	Submit forms and documentation to CPPA	Service Member	Service Member submits forms and/or documentation described in Step 1.1 to CPPA.
1.3	Review documentation	CPPA	CPPA reviews documentation.

STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
1.4	Is documentation complete?	CPPA	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	CPPA requests Service Member provide additional supporting documentation.
1.6	Obtain additional supporting documentation, as requested	Service Member	Service Member obtains additional supporting documentation, as requested. Go to 1.2.
1.7	Assemble and compile documentation	CPPA	CPPA assembles and compiles documentation for submission to TSC.
1.8	Submit documentation to TSC via eCRM	CPPA	CPPA submits documentation to TSC via eCRM. 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-

STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>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

STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<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>
2	Receive, review and dispatch documentation and verify Service Member's eligibility for Career Sea Pay	Clerk/Supervisor/ CPPA	<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	Supervisor	<p>Supervisor receives 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</p>

STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>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:</p> <p>https://flankspeed.sharepoint-mil.us.mcas.gov.us/sites/MyNavyHR_MNCC/NPPSC/NPPSC%20OPS%20ALERTS/Forms/AllItems.aspx</p>
2.2	Review eCRM case.	Supervisor	<p>Supervisor reviews eCRM case.</p> <p>The eCRM case should consist of:</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, 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?	Supervisor	<p>Is eCRM documentation complete and sufficient?</p> <p>If No, go to 2.4. If Yes, go to 2.5.</p>
2.4	Coordinate with CPPA to	Supervisor	<p>Supervisor coordinates with Command Pay and Personnel Administrator (CPPA) to complete and/or correct eCRM case.</p>

STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	complete/correct eCRM case		Go to 2.3
2.5	Dispatch eCRM case to clerk.	Supervisor	<p>Supervisor dispatches eCRM case to clerk.</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>
2.6	Is eCRM case an initial certification of Career Sea Pay?	Clerk	<p>Is eCRM case an initial certification (start or report) of Career Sea Pay?</p> <p>If Yes, go to 2.7. If No, go to 3.</p>
2.7	Verify eligibility criteria for Career Sea Pay	Clerk	<p>Clerk verifies eligibility criteria for Career Sea Pay.</p> <p>Refer to NAVADMIN 319/18, OPNAVINST 7220.14 (series) and DoD FMR Vol. 7A Chapter 18 for eligibility criteria.</p> <p>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.</p> <p>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</p>

STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
2.8	Review and verify Service Member's pay account	Clerk	<p>Clerk reviews and verifies Service Member's pay account.</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>Login to MMPA JJAA:</p> <ul style="list-style-type: none"> • 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?	Clerk	<p>Is Service Member eligible for Career Sea Pay?</p> <p>If No, go to 2.10. If Yes, go to 3.</p>
2.10	Inform CPPA	Clerk	<p>Clerk informs CPPA that Service Member is not eligible for entitlement.</p>
2.11	Complete final verification and mark eCRM case "Supervisor Review"	Clerk	<p>Clerk completes final verification and marks eCRM case "Supervisor Review".</p>
2.12	Complete final verification and close eCRM case	Supervisor	<p>Supervisor completes final verification and closes eCRM case.</p> <p>Supervisor marks eCRM case as "Completed".</p> <p>Go to Stop.</p>

STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
3	Process Service Member's Career Sea Pay entitlement	Clerk/Supervisor and Service Member	<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	Clerk	<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</p> <p>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)

STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<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	<p>Select projected release date and forward to supervisor for audit and release</p>	Clerk	<p>Clerk selects projected release date and forwards to supervisor for audit and release.</p>
3.3	<p>Audit and release Career Sea Pay in NSIPS</p>	Supervisor	<p>Supervisor audits and releases Career Sea Pay in NSIPS.</p>
3.4	<p>Did Career Sea Pay post?</p>	Clerk	<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

STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			<p>If No, go to 3.5. If Yes, go to 3.6.</p>
3.5	Determine reason for posting delay	Clerk/Supervisor	<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>
3.6	Complete final verification and mark eCRM case "Supervisor Review"	Clerk	Clerk completes final verification and marks eCRM case "Supervisor Review".
3.7	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</p>

STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
			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.
3.8	Complete final verification and close eCRM case	Supervisor	Supervisor completes final verification and closes eCRM case. Supervisor marks eCRM case as "Completed".
3.9	Verify proper processing of CSP entitlement	Service Member	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.
3.10	Is Service Member's entitlement still open?	Clerk	Is Service Member's entitlement still open? If Yes, go to 4. If No, go to 3.11.
3.11	Verify Service Member is removed from monthly tracking report	Clerk	Clerk verifies Service Member is removed from monthly tracking report. Go to Stop.
4	Update and verify Career Sea Pay tracking report	Clerk	Update and verify Career Sea Pay tracking report.
4.1	Update Career Sea Pay tracking report	Clerk	Clerk updates Career Sea Pay tracking report.
4.2	Verify Career Sea Pay	Clerk	Clerk verifies Career Sea Pay tracking report monthly.

STEPS ONLY

STEP #	FLOW TEXT	ROLE/RESP	ADDITIONAL TEXT
	tracking report monthly		<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	Clerk resolves discrepancies/inconsistencies with the CPPA.
4.4	Has Service Member's Career Sea Pay entitlement status changed, requiring an NSIPS transaction?	Clerk	<p>Has Service Member's Career Sea Pay entitlement status changed, requiring an NSIPS transaction?</p> <p>If Yes, go to 3.1 If No, go to 4.1</p>

STOP