

Quick Reference Guide (QRG)

Verifying Sea Duty Counter for CSPP Eligibility



Part 1 A: Verifying Sea Duty Counter in MMPA

(Steps 1-2 not shown)

- 1 To verify Sea Duty Counter in MMPA , use **JJAA**, and enter member's **SSN**
- 2 Enter the FID for Sea Duty Counter (**T2**), click **Enter**
- 3 Verify the Entry-Open-DT and review the cumulative sea duty days


```
10 MJ: LB:3800 LC:2705 SA:A SX:1 TK:000106 TU:888888 TH:000000
FIXED/OPEN/HISTORY
T2 SEA DUTY COUNTER* ENTRY-OPEN-DT 140305 08 03 1 DAYS-CUM 02546
** END OF INQUIRY.
```

Part 1B: Verifying Sea Duty Counter in Web MMPA

(Step 1-3 not shown)

- 1 Log into Web MMPA, enter the member's **SSN**, and click **Find**
- 2 Under the Details View tab, click the "+" sign and checkbox next to Tour Service Enlistment
- 3 Click the checkbox next to Sea Duty Counter
- 4 Verify the Entry Open Data is correct and review the Cumulative Days

Sea Duty Counter	
Entry Open Data	140305 08 03 1
Cumulative Days	2546



Note: To determine the number of years of sea duty time, take the number of days and divide by 360.

CSPP cannot be started until the first day of the 37th month of Career Sea Pay (CSP)

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



Part 1: Running CSPP Report

(Steps 1-4 and 7 not shown)

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

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

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

*****ALERT*****

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

Part 2: Initiating CSPP

(Steps 1-3 not shown)

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

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

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

Part 4A: Verifying CSPP in MMPA

(Step 1-2 not shown)

```

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

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

Part 4B: Verifying CSPP in Web MMPA

(Steps 1-3 not shown)

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

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