Quick Reference Guide (QRG)

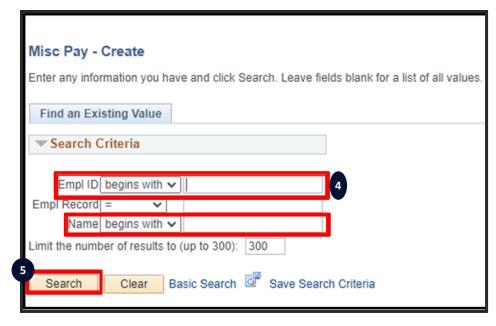
Initiate and Verify Career Sea Pay (CSP)



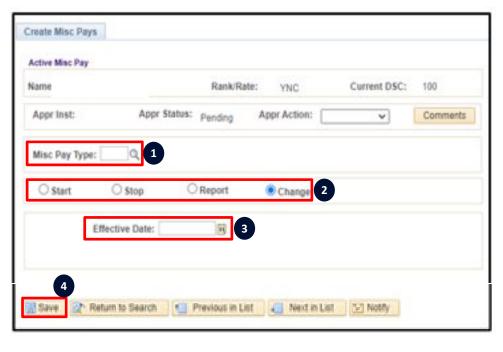
Part 1: Initiating CSP

(Steps 1-3 not shown)

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



Part 2: Start, Stop, Report and Change CSP



- In the Active Misc Pay section, click the magnifying glass next to Misc Pay Type and select CSP (Career Sea Pay)
- Select Start, Stop, Report or Change depending on the action being performed
- Enter the **Effective Date** (Include the Stop Date when Reporting CSP)
- Review to ensure all information is accurate then click **Save**

Quick Reference Guide (QRG)

Initiate and Verify Career Sea Pay (CSP)



Part 3 A: Verifying CSP in MMPA

(Steps 1-2 not shown)

- To verify CSP in MMPA, use **JJAA** and enter member's **SSN**
- 2 Enter the FID for Career Sea Pay (27) and click enter
- Verify the CSP has been started
- 4 Verify the start date is correct
- 5 Verify all supporting data within MMPA is accurate

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 23/05/09
27 81 0F 81
85 MJ: LB:3800 LC:8669 SA:A SX:1 TK:800920 TU:240824 TH:240624
FIXED/OPEN/HISTORY 5
27 CAREER SEA PAY 3 ENTRY-OPEN-DT 230124 17 01 2 CNTRL-CODE 0 ACTN 0 4 START 230124 ENTLMT-MM 234.50 ENTLMT 469.00 ENTLMT-NM 469.00 CTGY-VESSEL A
27-CAREER SEA PAY* ENTRY-OPEN-DT 220124 17 01 2 ENTRY-CLSD-DT 230124 17 01 2 CNTRL-CODE 2 ACTN 04 START 220124 STOP 230123 ENTLMT-MM 219.00 ENTLMT
335.80 ENTLMT-NM 0.00 MNTLY-RATE 438.00 CTGY-VESSEL A
** END OF INQUIRY.

Part 3B: Verifying CSP in Web MMPA

(Steps1-3 not shown)

Career Sea Pay (CSP)	
Entry Open Data	120305 06 03 1
Computer Processing Control Code	0 - Open entry
Start Date	2012-03-05
Action Indicator	04 - Change
Entitlement Amount	\$280.00
Entitlement Amount Mid-Month	\$140.00
Entitlement Amount Next Month	\$280.00
Category Vessel	A - Vessel is in active
	Members are entitled

- Log into Web MMPA, enter Member's SSN, and click Find
- Under the Details View tab, click the "+" and checkbox next to Entitlements
- Click the checkbox next to Career Sea Pay (CSP)
- Verify CSP has been started, and start date is correct
- Verify all supporting data within web MMPA is accurate