

Quick Reference Guide (QRG)

Initiate and Verify Career Sea Pay (CSP)



Part 1: Initiating CSP

(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**

Part 2: Start, Stop, Report and Change CSP

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

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Part 3 A: Verifying CSP in MMPA

(Steps 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 23/05/09 --
27
05 MJ: LB:3800 LC:0669 SA:A SX:1 TK:000920 TU:240824 TH:240624
FIXED/OPEN/HISTORY
27 CAREER SEA PAY ENTRY-OPEN-DT 230124 17 01 2 CNTRL-CODE 0 ACTN 0 START
230124 ENTLMT-MM 234.50 ENTLMT 469.00 ENTLMT-MM 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
335.00 ENTLMT-MM 0.00 MNTLY-RATE 438.00 CTGY-VESSEL A
** END OF INQUIRY.
```

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

Part 3B: Verifying CSP in Web MMPA

(Steps 1-3 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

- 1 Log into Web MMPA, enter 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 (CSP)
- 4 Verify CSP has been started, and start date is correct
- 5 Verify all supporting data within web MMPA is accurate