

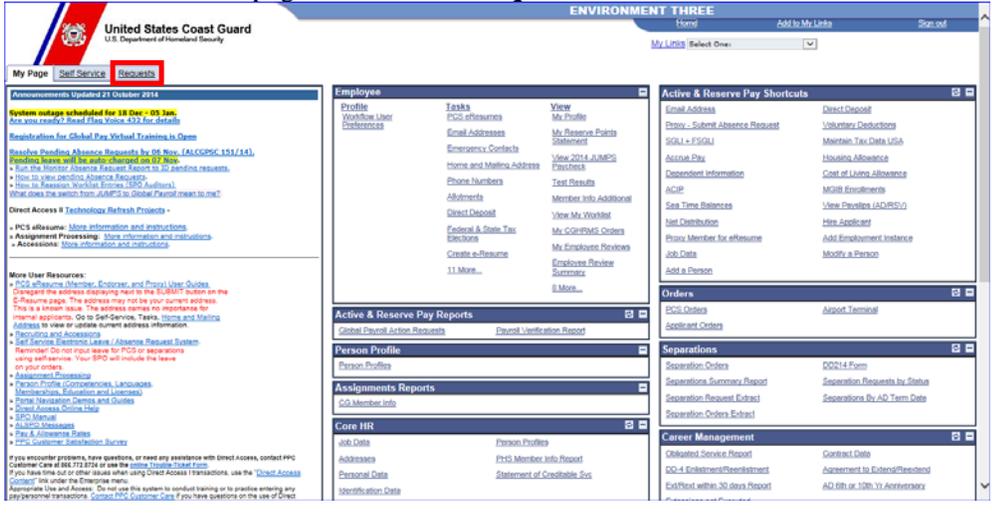
# Stopping Career Sea Pay

## Introduction

This guide provides the procedures for stopping Career Sea Pay in Direct Access. This should be used when a member is Separating or when a member departs a vessel (TDY, leave, etc) for longer than 30 days.

## Procedures

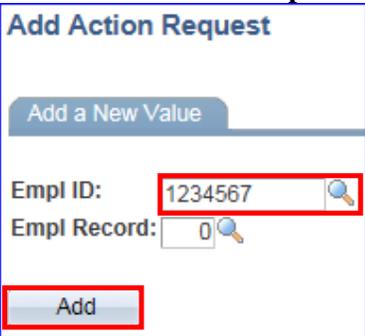
See below.

Step	Action
1	<p>From the DA Home page, click on the <b>Requests</b> link.</p> 

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# Stopping Career Sea Pay, Continued

Procedures,  
continued

Step	Action
2	<p>From the Requests tab, click on the <b>Career Sea Time Override</b> link.</p> 
3	<p>Enter the member's <b>Empl ID</b> and then click <b>Add</b>.</p> 

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## Stopping Career Sea Pay, Continued

Procedures,  
continued

Step	Action
4	<p>For the <b>Begin Date</b>, enter the date the member is no longer eligible for Sea Pay (day after they depart the vessel).</p> <p>For Separating members, only enter the Begin Date, no End Date is needed.</p> <p>For the <b>End Date</b>, enter the last date the member is no longer eligible for Sea Pay (day before they return to the vessel). Then click <b>Get Details</b>.</p> <p><b>Example 1:</b> Member is Separating on 11/25/14.</p> <div data-bbox="380 768 1334 1241" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p><u>Submit Career Sea Time Override</u></p> <p><u>Elvis Presley</u>.....</p> <p><u>Requesting Career Sea Time Override</u></p> <ul style="list-style-type: none"> <li>• For the Begin Date, enter the date the member is no longer eligible for Sea Pay.</li> <li>• For the End Date, enter the last date the member is no longer eligible for Sea Pay.</li> <li>• Press Submit.</li> </ul> <p><b>Request Details</b></p> <p>Begin Date: <input type="text" value="11/25/2014"/> <input type="button" value="31"/></p> <p>End Date: <input type="text"/> <input type="button" value="31"/></p> <p><input type="button" value="Get Details"/></p> </div> <p><b>Example 2:</b> Member is going TDY from 11/25/14 through 02/01/2015. Career Sea Pay is shut down on the 31<sup>st</sup> day away from the vessel.</p> <div data-bbox="373 1335 1328 1808" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p><u>Submit Career Sea Time Override</u></p> <p><u>Elvis Presley</u>.....</p> <p><u>Requesting Career Sea Time Override</u></p> <ul style="list-style-type: none"> <li>• For the Begin Date, enter the date the member is no longer eligible for Sea Pay.</li> <li>• For the End Date, enter the last date the member is no longer eligible for Sea Pay.</li> <li>• Press Submit.</li> </ul> <p><b>Request Details</b></p> <p>Begin Date: <input type="text" value="12/25/2014"/> <input type="button" value="31"/></p> <p>End Date: <input type="text" value="01/31/2014"/> <input type="button" value="31"/></p> <p><input type="button" value="Get Details"/></p> </div>

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# Stopping Career Sea Pay, Continued

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Procedures,  
continued

Step	Action
5	<p>The <b>Get Details</b> button will populate the Request Information portion. Add any comments and then click <b>Submit</b>.</p> <div data-bbox="375 527 1357 972" style="border: 1px solid black; padding: 5px;"><p><b>Request Information</b></p><p>Sea Time Years: 3 <span style="float: right;">Neutral Time:</span></p><p>Sea Time Months: 7</p><p>Sea Time Days: 29</p><p>Current Unit: 000800 - CGC ANTHONY PETIT</p><p>Sea Pay Level: SPL1</p><p>Level Description: DPT - Career Sea Pay Level 1</p><hr/><p>Comment: <input style="width: 100%;" type="text"/></p><p><input style="border: 2px solid red;" type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p></div>
6	<p>Once submitted, this will display. The transaction will be routed to the SPO tree at that department for approval.</p> <div data-bbox="375 1077 816 1283" style="border: 1px solid black; padding: 5px;"><p>Request Status: Pending</p><div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"><p>Pending</p><p> <a href="#">Multiple Approvers</a> CGHRSUP for User's SPO</p></div></div>

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