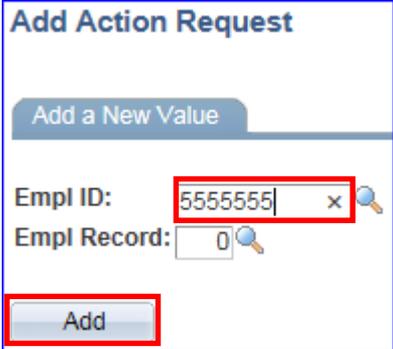


Starting Career Sea Pay on TDY

Introduction This guide provides the procedures for Starting Career Sea Pay (CSP) when a member performs TDY onboard an eligible vessel or mobile unit.

Procedures See below.

Step	Action
1	<p>Click the Requests tab at the top of the home page and select the Career Sea Pay on TDY link.</p> 
2	<p>Enter the member's Empl ID number and click the Add button.</p> 

Continued on next page

Starting Career Sea Pay on TDY, Continued

Procedures,
continued

Step	Action
<p>3</p>	<p>The Action Request page will display. Follow the directions for the Request Details. This Action Request is not required if the member is already permanently assigned to a Career Sea Pay eligible unit (unless the TDY unit is in theater). Click the Get Details button.</p> <div data-bbox="352 622 1386 1339" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p><u>Submit Career Sea Pay on TDY</u></p> <p><u>Blackbeard</u></p> <p>This Action Request is used for recording career sea pay entitlement of a member:</p> <ul style="list-style-type: none"> Assigned TDY from an ashore unit to an afloat unit; or Assigned TDY from an afloat unit to another afloat unit that is in theatre. In this case, the Action Request will pay the member Level 3 Career Sea Pay. (Members assigned TDY from an afloat unit to another afloat unit that is NOT in theatre do NOT need this Action Request submitted because the member continues to receive Career Sea Pay at the Level of the permanent unit.) <ol style="list-style-type: none"> Enter a Begin Date. Enter an End Date or leave blank. Choose the TDY department from the dropdown. Click Get Details. Enter Comment(s) and submit for approval. <div data-bbox="387 931 1374 1070" style="border: 2px solid red; padding: 2px;"> <p>Request Details</p> <p>Begin Date: <input type="text" value="05/09/2016"/> <input type="button" value="BX"/></p> <p>End Date: <input type="text"/> <input type="button" value="BX"/></p> <p>TDY Department: <input type="text" value="000045"/> <input type="button" value="🔍"/></p> </div> <p><input type="button" value="Get Details"/></p> <div data-bbox="387 1115 1374 1339" style="border: 1px solid blue; padding: 2px;"> <p>Request Information</p> <p>Description:</p> <p>Sea Pay Level:</p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div> </div>
<p>4</p>	<p>The Request Information section will populate with the department's description and sea pay level.</p> <div data-bbox="352 1440 1386 1715" style="border: 1px solid blue; padding: 5px;"> <div data-bbox="352 1440 1386 1563" style="border: 2px solid red; padding: 2px;"> <p>Request Information</p> <p>Description: CGC EAGLE</p> <p>Sea Pay Level: DPT - Career Sea Pay Level 2</p> </div> <p>Comment: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div> <p>Note: A member temporarily assigned to a Career Sea Pay vessel or mobile unit shall be paid Career Sea Pay at the Level 1 rate, unless the vessel is in theater (then it will be paid at the Level 3 rate). The level displayed in the "Request Information" section is not the level actually paid the member while TDY.</p>

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Starting Career Sea Pay on TDY, Continued

Procedures,
continued

Step	Action
5	<p>Enter supporting remarks in the Comment section. (Cite the authority for the action "<i>Received copy of TDY orders and travel claim for member TDY to CGC XXXX for the dates above</i>".) Click the Submit button.</p> <div data-bbox="352 678 1390 943" style="border: 1px solid blue; padding: 5px;"><p>Request Information</p><p>Description: CGC EAGLE</p><p>Sea Pay Level: DPT - Career Sea Pay Level 2</p><p>Comment: Received TDY orders and travel claim for member TDY to CGC EAGLE to begin on 05/09/2016.</p><p>Submit Resubmit Withdraw</p></div>
6	The transaction will be routed to the SPO tree for approval.
