

**Army Regulation 600–88**

**Personnel–General**

# **Sea Duty**

**Headquarters  
Department of the Army  
Washington, DC  
3 January 2007**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 600-88

Sea Duty

This major revision, dated 3 January 2007--

- o Sets forth the requirement for Chief, National Guard Bureau and the Chief, Army Reserve to establish relative policies and procedures (para 1-4c and 1-4d).
- o Requires a verification of sea duty through the Career Sea Pay Office before requesting orders for career sea pay (paras 1-4h(4) and 2-4b(4)).
- o Requires an annual update of sea duty positions for the purpose of career sea pay (para 1-4i(3)).
- o Adds Army sea pay tables (table 1-1 and table 1-2).
- o Implements changes in eligibility criteria per DOD 7000.14-R, Volume 7A, chapter 18, by removing certain pay grades as a requirement for career sea pay (para 2-2).
- o Adds the requirement for attachment orders under certain conditions (para 2-2b(4)).
- o Specifies the requirement for specific justification for supplemental crewing aboard U.S. Army vessels for career sea pay purposes (para 2-4).
- o Adds the requirement for Soldiers to obtain an official statement of sea duty before transition from the Army (para 2-7b).
- o Clarifies and defines the term "at sea" for U.S. Army vessels (fig 2-1).
- o Reiterates changes in restrictions on career sea pay premium per DOD 7000.14-R, Volume 7A, chapter 18 (chap 3).
- o Adds new positions aboard U.S. Army watercraft (app B).
- o Adds the definition of career sea pay (glossary).
- o Reiterates the policy and procedures for sea service credit toward career sea pay within the Army (throughout).
- o Changes Regional Support Command to Regional Readiness Sustainment Command (throughout).
- o Changes PERSCOM to Human Resources Command (throughout).
- o Deletes the responsibility of the Career Sea Pay Office to publish a monthly roster.

Personnel–General

Sea Duty

By Order of the Secretary of the Army:

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General, United States Army  
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Official:

  
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**History.** This publication is a major revision.

**Summary.** This regulation implements DOD 7000.14–R, Volume 7A, chapter 18 and chapter 58 and sets forth policy and procedures for sea duty within the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve. This regulation identifies entitlements, restrictions, administration, and maintenance of records for Army career sea pay and career sea pay premium.

**Applicability.** This regulation applies to the Active Army, the Army National

Guard/Army National Guard of the United States, and the U.S. Army Reserve, unless otherwise stated. During mobilization, chapters and policies contained in this regulation may be modified by the proponent.

**Proponent and exception authority.**

The proponent of this regulation is the Deputy Chief of Staff, G–1. The proponent has the authority to approve exceptions or waivers to this regulation that are consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity’s senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25–30 for specific guidance.

**Army management control process.**

This regulation contains management control provisions and identifies key management controls that must be evaluated (see appendix C).

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G–1 (DAPE–ZA), 300 Army Pentagon, Washington, DC 20310–0300.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to U.S. Army Human Resources Command, Career Sea Pay Office (AHRC–PLP–I), Building 705, Room 231, Fort Eustis, VA 23604–5407.

**Distribution.** This publication is available in electronic media only and is intended for command levels A, B, C, and D for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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\*This regulation supersedes AR 600–88, dated 22 December 1999.

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## **Chapter 1**

### **General**

#### **1-1. Purpose**

This regulation sets forth policy, procedures, and responsibilities for special pay and sea service credit for sea duty within the Army. It describes entitlements, restrictions, administration, and maintenance of records for Army career sea pay (CSP) and career sea pay premium (CSPP) for Soldiers.

#### **1-2. References**

Required and related publications and prescribed and referenced forms are listed in appendix A.

#### **1-3. Explanation of abbreviations and terms**

Abbreviations and special terms used in this regulation are explained in the glossary.

#### **1-4. Responsibilities**

*a.* The Deputy Chief of Staff (DCS), G-1 will establish personnel policies relating to the orders program and has overall responsibility for personnel matters pertaining to Army personnel who perform sea duty (see AR 600-8-105, para 1-4).

*b.* The Commanding General, U.S. Army Human Resources Command (HRC) will coordinate and report annual budget information and 5-year budget projections to Headquarters, Department of the Army and appoint a program manager to—

(1) Advise the DCS, G-1 and make recommendations on sea duty and entitlement to CSP and CSPP for Soldiers in the Active Army and Reserve Component while assigned aboard qualifying U.S. Army vessels (USAVs); aboard vessels of the U.S. Navy, United States Coast Guard, U.S. Navy Military Sealift Command, U.S. Department of Commerce National Oceanic and Atmospheric Administration (NOAA); or aboard foreign and non-military vessels.

(2) Maintain all source documents for sea service in a permanent repository.

(3) Verify years of sea service for Active Army and Reserve Component Soldiers stationed aboard other than Army vessels, for the determination of correct CSP rate.

(4) Report total credible sea service to transition personnel for annotation to DD Form 214 (Certificate of Release or Discharge from Active Duty).

(5) Be the final approving authority on all sea pay actions before release to Defense Joint Military Pay System.

(6) Perform periodic audits of individual files, watercraft units, and vessels to ensure proper management of CSP budget.

(7) Manage, maintain, and establish policies related to the U.S. Army Career Sea Pay Program.

*c.* The Chief, National Guard Bureau (CNGB) will oversee personnel matters pertaining to CSP for CNGB personnel who perform duty at sea. Policies relating to CSP will include procedures to—

(1) Submit sea time to the Career Sea Pay Office (CSPO) (see paras 4-2 and B-1, below).

(2) Maintain a clear audit trail for CSP purposes.

(3) Issue CSP orders in a timely manner for qualifying periods of sea duty (see para 5-5, below).

*d.* The Chief, Army Reserve (CAR) will oversee personnel matters pertaining to CSP for the U.S. Army Reserve (USAR) who perform duty at sea. Policies relating to CSP will include procedures to—

(1) Submit sea time to the CSPO (see paras 4-2 and B-1, below).

(2) Maintain a clear audit trail for CSP purposes.

(3) Issue CSP orders in a timely manner for qualifying periods of sea duty (see para 5-5, below).

*e.* The Chief of Transportation (COT) will serve as the functional proponent for Army watercraft and watercraft operations.

*f.* Brigade commanders of personnel assigned aboard USAVs will—

(1) Appoint a sea pay officer by appointment orders.

(2) Establish, maintain, and manage the overall CSP program within their command.

*g.* Battalion commanders of personnel assigned aboard USAVs will—

(1) Appoint a sea pay officer by appointment orders.

(2) Issue CSP orders or submit a request for orders to orders issuing authority for personnel assigned to qualifying vessels. Authority may be granted by the installation adjutant to battalion (BN) and brigade commanders with automation capability to publish sea pay orders (see AR 600-8-105, paras 1-22, 2-19, 3-5, and fig 3-8 for issuing and distribution guidance).

(3) Respond to Soldier's pay inquiries when the required information is available (see AR 37-104-4, para 1-4).

(4) Maintain and manage the overall CSP program within the BN.

(5) Identify procedures within their command to report sea duty and process CSP entitlement requests according to local policies, Army regulations, and Department of Defense (DOD) regulations.

*h.* Company commanders of personnel assigned aboard USAVs will (see app C for management controls)—

(1) Assign a sea pay officer, sea pay clerk, and alternate by appointment orders.

(2) Ensure that Soldiers assigned to USAVs in receipt of CSP meet eligibility requirements stated in chapter 2 of this regulation.

(3) Ensure vessel crews accurately reflect manning force structure documents unless the exceptions are justified according to the provisions of this regulation and authorized by appropriate authority (see para 2-4c(2), below).

(4) Request orders for CSP with DA Form 2446 (Requests for Orders) from the Military Personnel Division/Human Resources Office or BN adjutant, ensuring coordination with the CSPO for tracking and verification of cumulative sea duty days.

(5) Maintain unit sea service files for all personnel assigned to qualifying vessels. These files will become the property of the Soldiers upon permanent change of station (PCS) and must be completed as part of unit out-processing procedures.

*i.* Vessel masters will—

(1) Provide a DA Form 3068-1 (Marine Service Record) and complete DA Form 3068 (Marine Service Book) for all personnel assigned or relieved from duty aboard a vessel. DA Form 3068-1 is available on the Army Electronic Library (AEL) CD-ROM (set issued quarterly) and the Army Publishing Directorate (APD) Web site, <http://www.apd.army.mil>. The DA Form 3068 is available from U.S. Army Human Resources Command, Career Sea Pay Office (AHRC-PLP-I), Building 705, Room 231, Fort Eustis, VA 23604-5407.

(2) Maintain accountability for personnel aboard for CSP purposes.

(3) Update, annually, sea duty positions to CSPO with DA Form 3068-1.

### **1-5. Entitlement**

Portions of this regulation that pertain to military pay and allowances entitlement are in accordance with DOD 7000.14-R, Volume 7A, chapter 18. These procedures are prescribed by the Secretary of Defense by Section 305a, Title 37, United States Code (37 USC 305a).

*a.* Career sea pay is a taxable special pay with rates based on years of sea service and pay grade.

*b.* Monthly career sea pay rates are provided in table 1-1 and table 1-2, below.

**Table 1-1**  
**Army monthly career sea pay (E-1 to E-3 and O-1 to O-6)—effective 1 October 2002**

Years of sea service	E-1	E-2	E-3	O-1	O-2	O-3	O-4	O-5	O-6
<b>1 or less</b>	50	50	50						
<b>Over 1</b>	60	60	60						
<b>Over 2</b>	120	120	120						
<b>Over 3</b>	150	150	150	150	150	150	185	225	225
<b>Over 4</b>	160	160	160	160	160	160	190	225	230
<b>Over 5</b>	160	170	170	185	185	185	200	225	230
<b>Over 6</b>	160	170	190	190	190	190	205	225	240
<b>Over 7</b>	160	170	190	195	195	195	215	230	255
<b>Over 8</b>	160	170	190	205	205	205	220	245	265
<b>Over 9</b>	160	170	190	215	215	215	220	250	280
<b>Over 10</b>	160	170	190	225	225	225	225	260	290
<b>Over 11</b>	160	170	190	225	225	225	225	265	300
<b>Over 12</b>	160	170	190	240	240	240	240	265	310
<b>Over 13</b>	160	170	190	240	240	240	240	265	310
<b>Over 14</b>	160	170	190	250	250	260	270	285	325
<b>Over 15</b>	160	170	190	250	250	260	270	285	325
<b>Over 16</b>	160	170	190	260	260	270	280	300	340
<b>Over 17</b>	160	170	190	260	260	270	280	300	340
<b>Over 18</b>	160	170	190	270	270	280	290	315	355
<b>Over 19</b>	160	170	190	270	270	280	290	315	355
<b>Over 20</b>	160	170	190	280	280	290	300	340	380

Notes:

<sup>1</sup> Career sea pay premium of \$100 is payable as a separate item of pay for E-1 through E-3 and O-1 through O-6.

<sup>2</sup> Army members in the grade of O-1 through O-6 must have 3 years of creditable sea service to be eligible for CSP.

**Table 1–2**  
**Army monthly career sea pay (E–4 to E–9 and W–1 to W–5)—effective 1 October 2002**

Years of sea service	E–4	E–5	E–6	E–7	E–8	E–9	W–1	W–2	W–3	W–4	W–5
1 or less	65	65	130	130	130	130	182	210	210	210	210
Over 1	78	78	130	130	130	130	189	210	210	210	210
Over 2	156	156	156	156	156	156	196	210	210	210	210
Over 3	295	295	295	328	328	328	310	310	310	310	310
Over 4	308	321	321	347	347	347	338	338	338	338	338
Over 5	308	380	380	425	425	425	345	464	478	506	506
Over 6	308	393	393	425	425	425	380	471	492	534	534
Over 7	308	425	425	458	458	458	450	471	499	534	534
Over 8	308	425	425	477	477	477	478	478	506	534	534
Over 9	308	425	445	490	490	490	520	534	534	534	534
Over 10	308	425	445	490	490	490	555	576	590	590	590
Over 11	308	425	445	503	503	503	555	576	625	625	625
Over 12	308	425	464	516	516	516	555	625	660	660	660
Over 13	308	425	484	555	555	555	555	625	660	660	660
Over 14	308	425	503	588	588	588	555	625	695	730	730
Over 15	308	425	503	588	588	588	555	625	695	730	730
Over 16	308	425	523	620	620	620	555	625	695	730	730
Over 17	308	425	523	620	620	620	555	625	695	730	730
Over 18	308	425	555	620	646	646	555	625	695	730	730
Over 19	308	425	555	620	646	646	555	625	695	730	730
Over 20	308	425	555	620	646	646	555	625	695	730	730

### 1–6. Category of vessels

The USAV categories are identified in AR 56–9, table 1–1. The following criteria further define eligibility for sea service on USAVs (see para B–1, below, for U.S. Army sea service):

- a. Class A1 vessels will—
  - (1) Have a formally assigned primary mission that is accomplished underway.
  - (2) Be in an active status, in commission, or in service.
  - (3) Be capable of routine deployment and routinely deploy, independently, on limited open–ocean operations or coastal operations away from the home port area.
  - (4) Have a permanently assigned and embarked crew (see AR 56–9, para 1–6, for minimum manning requirements).
  - (5) Be identified as a USAV and so designated by the COT.
- b. Class A2 vessels will—
  - (1) Have a formally assigned primary mission that is accomplished underway.
  - (2) Be in an active status, in commission, or in service.
  - (3) Be capable of routine deployment and routinely deploy on open–ocean operations away from the home port area.
  - (4) Have a permanently assigned Army crew (see AR 56–9, para 1–6, for minimum manning requirements).
  - (5) Be identified as a USAV and so designated by the COT.
- c. Class B vessels will—
  - (1) Have a formally assigned primary mission routinely accomplished underway or in a logistics over–the–shore (LOTS) operation.
  - (2) Be in an active status or in service.
  - (3) Be capable of limited coastal area LOTS operations, intercoastal, and inter–island service.
  - (4) Be capable of independent deployment away from the home port area.
  - (5) Have a permanently assigned and embarked Army crew and/or a secondary crew for 24–hour operations (see AR 56–9, para 1–6, for minimum manning requirements).

(6) Be identified as a USAV and so designated by the COT.

*d.* Class C USAVs will—

(1) Have a formally assigned primary mission and performing that mission in port or in LOTS operation.

(2) Be in an active status or in service.

(3) Be capable of limited coastal area LOTS operations, intercoastal, and inter-island service.

### **1-7. Other qualifying vessels**

U.S. Navy, United States Coast Guard, U.S. Navy Military Sealift Command, NOAA vessels, or aboard Army leased or foreign and non-military vessels, which qualify Soldiers for sea service will—

*a.* Have a formally assigned primary mission that is accomplished underway.

*b.* Be in an active status or in service.

*c.* Be approved for creditable sea service upon review by the CSPO.

## **Chapter 2**

### **Entitlement and Procedures for Career Sea Pay**

#### **2-1. Application of procedures**

*a.* Unit commanders of Soldiers assigned to sea duty aboard qualifying vessels must comply with CSP procedures established with this regulation. Qualifying vessels are those USAVs shown in AR 56-9 and other vessels with criteria further defined in paragraphs 1-6 and 1-7, above.

*b.* The detailed steps in the administration of CSP (see fig 2-1, below) will differ within each command, but the essential tasks are described within this chapter.

#### **2-2. Entitlement conditions**

This section provides Army guidance for the use of DOD 7000.14-R, Volume 7A, chapter 18 and chapter 58, concerning conditions for establishing basic entitlements to Army CSP (see table 2-1, below).

*a.* Individuals must meet the following criteria:

(1) Be on sea duty orders, if assigned to other than a USAV (see AR 600-8-105, para 3-2 and fig 3-8).

(2) Be enlisted.

(3) Be a warrant officer.

(4) Be an officer in pay grade 0-1 through 0-6 with over 3 years of documented sea service.

(5) Be an ARNG or USAR Soldier on orders to active duty (AD) or full-time National Guard duty (FTNGD).

(6) Be an individual mobilization augmentee (IMA) on AD orders.

(7) Be an Active Guard Reserve (AGR) personnel or AD personnel assigned to ARNG or USAR units for duty during periods of assignment when vessel meets the requirement of paragraph 1-5, above.

*b.* Individuals must also meet one of the following:

(1) Be assigned and performing duties aboard a USAV with a primary mission accomplished underway.

(2) Be assigned aboard qualifying vessels of other uniformed services or other qualifying vessels (see para 1-7, above).

(3) Be temporarily assigned to a vessel. For the purposes of the Army and this regulation, this includes U.S. Army Transportation School Marine instructor personnel or personnel performing duties aboard who would not be otherwise designated as assigned crew. This includes cooks and medics assigned on a mission-by-mission basis.

(4) Be temporarily attached to sea duty aboard a USAV for compliance with mission, training, or safety requirements. Attachment orders are required for Soldiers performing duty on a USAV in other than that of their parent unit. The Soldier's parent unit is responsible for requesting CSP for the qualifying period.

*c.* Claims for CSP for personnel for periods of less than 30 days may be submitted through normal CSP channels after completion of the assignment. Periods of up to 90 days may be accrued prior to submitting the claim for CSP.

*d.* Soldiers assigned to training with industry, to commands servicing pre-positioned or forward stored Army watercraft, must perform duties aboard and provide substantiating sea service documents, specifying each period of sea duty for CSP eligibility (see para B-1).

#### **2-3. Restrictions on payment**

Career sea pay will not accrue when a Soldier—

*a.* Is en route to and from a ship outside the continental United States or on-board a ship for transportation, regardless of the length of the period. This restriction applies for the period prior to a member reporting for assigned duty and after being relieved from duty aboard a ship.

- b. Is temporarily based ashore, in excess of 30 days, in a temporary duty (TDY) status, in a special duty (SD) status, hospitalized with or without convalescent leave, in school, or while the vessel is in a shipyard for maintenance.
- c. Is transferred under orders from one unit, post, or station to another.
- d. Is no longer meeting the requirements of paragraph 2–2, above, and is therefore no longer eligible.
- e. Is temporarily based ashore, in excess of 30 days, on a command authorized absence from the ship or while the vessel is performing a mission away from home port. Without authorization from the unit commander, CSP will terminate on the day the ship departs from home port.
- f. Is a passenger aboard the vessel.
- g. Is supplemented beyond modified table of organization and equipment (MTOE) authorization (see para 2–4c(2), below, for exception to this rule).
- h. Is on transition leave.
- i. Is aboard a vessel that is deadlined for repairs, in excess of 90 days. Soldiers will not be in receipt of CSP and assigned ashore to SD, schools, TDY, temporary change of station (TCS), hospitalized, or hold any other position ashore, concurrently regardless of time spent aboard.

**Table 2–1**  
**Career sea pay—conditions of entitlement**

Rule	If an eligible member	and is on a vessel whose primary mission is accomplished underway	and	then career sea pay
1	Reports for permanent duty, defined as sea duty	Yes	Member is on-board while the vessel is home port	Starts on the day of reporting.
2	Reports for permanent duty, defined as sea duty	Yes	Member is on-board when the vessel departs	Accrues from day of reporting.
3	Reports for permanent duty, defined as sea duty	Yes	Member is not on-board while the vessel is away from home port	Starts the day of reporting.
4	Reports for permanent duty, defined as sea duty	Yes	Member is not on-board when the vessel departs home port	Terminates the day the vessel leaves home port (see note 13).
5	Reports for permanent duty, defined as sea duty	No (see note 1)	The vessel is at sea (see note 2)	Accrues only during the period while at sea (see notes 3 and 10).
6	Reports for permanent duty, defined as sea duty	No (see note 1)	The vessel is not at sea (see note 2)	Does not accrue.
7	Is relieved from permanent duty, defined as sea duty	Yes	Is TDY/TSC, in school, on SD, temporarily based ashore, or hospitalized ashore	Accrues during the first 30 days member is in such status provided if member is otherwise entitled, see note 6.
8	Is relieved from permanent duty, defined as sea duty	Yes	Member is in a PCS status	Terminates on the day of relief from duty aboard (see notes 6 and 7).
9	Is relieved from permanent duty, defined as sea duty	Yes	Member is ETS, retired, or released from AD for any reason	Accrued to the date of release from AD. If otherwise entitled, see note 4.
10	Is discharged while on sea duty		Member immediately reenlists	Continues to accrue provided member is otherwise entitled.
11	On sea duty/on authorized leave			Accrues for the first 30 days of leave. If otherwise entitled, see notes 4 and 7.
12	Is suspended or otherwise removed from sea duty or confined awaiting trial by court-martial (see note 9)	Yes		Stops the day of relief from duty aboard (see notes 5 and 8).
13	Is suspended or otherwise removed from sea duty or confined awaiting trial by court-martial (see note 9)	Yes	Is acquitted or charges are dismissed	Accrues retroactively from the first day of confinement

**Table 2-1**  
**Career sea pay—conditions of entitlement—Continued**

14	Is permanently or temporarily assigned to duty on a ship which is undergoing alterations or repairs	Yes	Vessel remains in an active status	Continues to accrue.
15	Is permanently or temporarily assigned to duty on a vessel undergoing deactivation processing	Yes		Stops when the vessel reverts to inactive status.
16	Is permanently or temporarily assigned to duty on a vessel undergoing activation processing	Yes		Accrues from the date of reporting to the date of relief from such duty aboard (see note 14).
17	Vessel is deadlined for repairs	Yes	Vessel remain in active status	Accrues for the first 90 days member is in such status (see notes 11 and 12).
18	Is temporarily assigned to a pre-positioned vessel	Yes	Vessel is in an active status	Accrues while performing duties aboard.

Notes:

<sup>1</sup> Class C USAV.

<sup>2</sup> Class C USAVs are considered at sea when in operation for applicable missions as designated in AR 56-9, tables 1-1 and 4-5.

<sup>3</sup> Sea pay entitlement terminates when the vessel returns to home port.

<sup>4</sup> There is no accrual for transition leave.

<sup>5</sup> The CSP terminates on the day of relief from duty aboard.

<sup>6</sup> When this time includes en route PCS assignment (TCS, TDY, en route for school, and so on), then note 5, above, applies.

<sup>7</sup> When leave is in conjunction with PCS, then note 5, above, applies.

<sup>8</sup> Where sentence is changed to restriction to ship and member performs duty, CSP is resumed.

<sup>9</sup> Non-judicial punishment does not result in loss of CSP if otherwise entitled.

<sup>10</sup> Accrues from the date vessel leaves port and terminates the day vessel returns to port.

<sup>11</sup> After 90 days, the vessel is considered to be not mission capable; therefore, the vessel is no longer a qualifying vessel for CSP purposes.

<sup>12</sup> If members remain on-board as integral crewmembers with the intent of completing repairs, supervising such repairs, or maintaining administrative functions, then CSP continues to accrue.

<sup>13</sup> If a permanent crewmember is on an otherwise authorized absence ashore and the vessel is performing mission underway, then CSP terminates on the 31st day of departure from vessel.

<sup>14</sup> If vessel is not mission capable, in home port, (due to lack of material release and so on), then CSP does not accrue.

## 2-4. Initiation and administration

a. Brigade/group sea pay officer will review and maintain the overall CSP program within their command.

b. Battalion sea pay officers with USAVs will—

(1) Appoint and train a sea pay clerk and alternate by duty appointment orders.

(2) Manage vessel assignments to positions aboard USAVs, per current MTOE.

(3) Issue and distribute CSP orders or submit request for orders to orders issuing authority for personnel assigned to qualifying vessels (see AR 600-8-105, paras 1-22, 2-19, 3-5, and fig 3-8 for issuing and distribution guidance).

(4) Ensure orders establish that the Soldier is/was assigned to a ship and in a sea duty status. Orders will also contain the number of creditable sea duty days the Soldier had prior to that duty. The CSPO will certify all sea service (creditable sea duty days) reported on CSP orders before request for payment of entitlement (see AR 600-8-105, paras 1-22, 2-19, 3-5, and fig 3-8 for issuing and distribution guidance).

(5) Inspect unit's sea pay transactions quarterly to ensure prompt processing of pay transactions.

(6) Maintain and manage the overall CSP program within the command.

c. Unit commanders of Soldiers eligible for CSP/CSPP will submit documentation of qualified Soldiers' vessel assignments through their chain of command to the CSPO, and maintain audit trail documents as follows:

(1) Appoint and train a unit sea pay officer, sea pay clerk, and an alternate sea pay clerk to process CSP actions and maintain unit sea service files.

(2) Submit documentation of qualified Soldiers' vessel assignments to CSPO. Justification for supplemental crewing (beyond authorized periods of absence of permanent crewmembers) will only be considered for mission, training, and safety purposes.

(3) Maintain unit sea service files for all personnel assigned to qualifying vessel, providing a clear audit trail for all sea pay actions. These files will become the property of the Soldier upon PCS and must be completed as part of unit out-processing procedures. These files will contain—

(a) Copies of substantiating sea service documents (DA Forms 3068–1 and so on) as directed by this regulation (see app B).

(b) A copy of individual CSP and/or CSPP orders.

(4) Prepare and forward DA Form 2446 through the chain of command for processing orders.

(a) Current cumulative days must be verified by CSPO and annotated on DA Form 2446 for orders processing. Original audit trail documents must accompany request for verification (such evidence is limited, see para 4–2).

(b) These documents will be processed in a timely manner once the Soldier reports for duty aboard the vessel.

(5) Inspect vessel logbooks monthly (USAV only) to ensure crewmembers are assigned appropriately.

(6) Inspect unit sea pay files to ensure audit trail integrity.

(7) Process and forward all CSP documents through the CSPO to the appropriate administrative organization within the Soldier's chain of command for orders processing. Documents may be mailed or hand-carried.

d. Vessel masters must complete DA Form 3068 and submit an original DA Form 3068–1 for personnel assigned and personnel relieved from duty aboard through their chain of command in a timely manner (see app B).

(1) For vessels underway, documents may be initially transmitted electronically in order to expedite paperwork to CSPO (see para 2–5, below, for contact information). Follow up with required document originals upon return to home port.

(2) If a Soldier sails as a temporary crewmember aboard a vessel while permanently assigned to another vessel, and period of assignment does not exceed 5 working days, do not issue a new DA Form 3068–1 if the intent is for the Soldier to report back to the original vessel. If Soldier is not otherwise assigned to a vessel, complete DA Form 3068 and issue a DA Form 3068–1 regardless of the length of duty.

## **2–5. Administrative documents required to initiate career sea pay**

a. If an individual is qualified per paragraph 2–2, above, the unit commander must submit the following (see para B–2 for properly executed marine service record):

(1) Original DA Form 3068–1 with authorized entries of sea service dates made by vessel masters. DA Forms 3068–1 reflects information contained in the official vessel logbook and is an official audit trail document for CSP. Include reasons for termination.

(2) DA Form 2446 with cumulative sea time verified by the CSPO.

(3) Special pay for sea duty orders (AR 600–8–105, fig 3–8).

b. All actions over 30 days from effective date will be justified through the chain of command by memorandum explaining the reason for late submission.

c. All qualifying duty aboard will be revalidated annually by submitting DA Form 3068–1 to CSPO.

d. Contact information for CSPO is as follows: U.S. Army Human Resources Command, Career Sea Pay Office (AHRC–PLP–I), Building 705, Room 231, Fort Eustis, VA 23604–5407 or e-mail [armyseapay@eustis.army.mil](mailto:armyseapay@eustis.army.mil), or visit the Web site at <https://www.hrc.army.mil/site/Active/dcsops/default.htm>. To access this site, an Army Knowledge Online (AKO) username and password are required.

## **2–6. Administrative documents required and justifications to terminate career sea pay**

Unit commanders with USAVs will ensure issuance of orders to terminate sea pay when the Soldier no longer meets the requirements of paragraph 2–2, above. Administrative procedures required to terminate CSP (see fig 2–2, below) in specific situations will differ within each command, but the essential procedures are described as follows:

a. During PCS, expiration of term of service (ETS) (see also para 2–7, below), or intra-post transferred (one unit to another), unit commanders must submit the following:

(1) DA Form 2446 for sea duty/pay orders to terminate CSP effective on the day of relief from duty aboard vessel. Include reason for termination.

(2) DA Form 3068–1 with inclusive dates of vessel assignment.

b. When an individual is assigned to SD, school, TDY, TCS, or hospitalized (to include periods of convalescence), the Soldier must be signed off of the vessel immediately upon separation and the Soldier's unit commander must submit the following:

(1) DA Form 2446 to terminate CSP on the 31st day after relief from duty aboard. Include justification for termination.

(a) When a Soldier is TDY/TCS to a valid sea duty position, do not terminate CSP. Submit DA Form 3068–1 for the TDY/TCS position.

(b) Assignment aboard a vessel in the shipyard during cyclic maintenance is considered a valid sea duty position.

(2) DA Form 3068–1 with inclusive dates of vessel assignment.

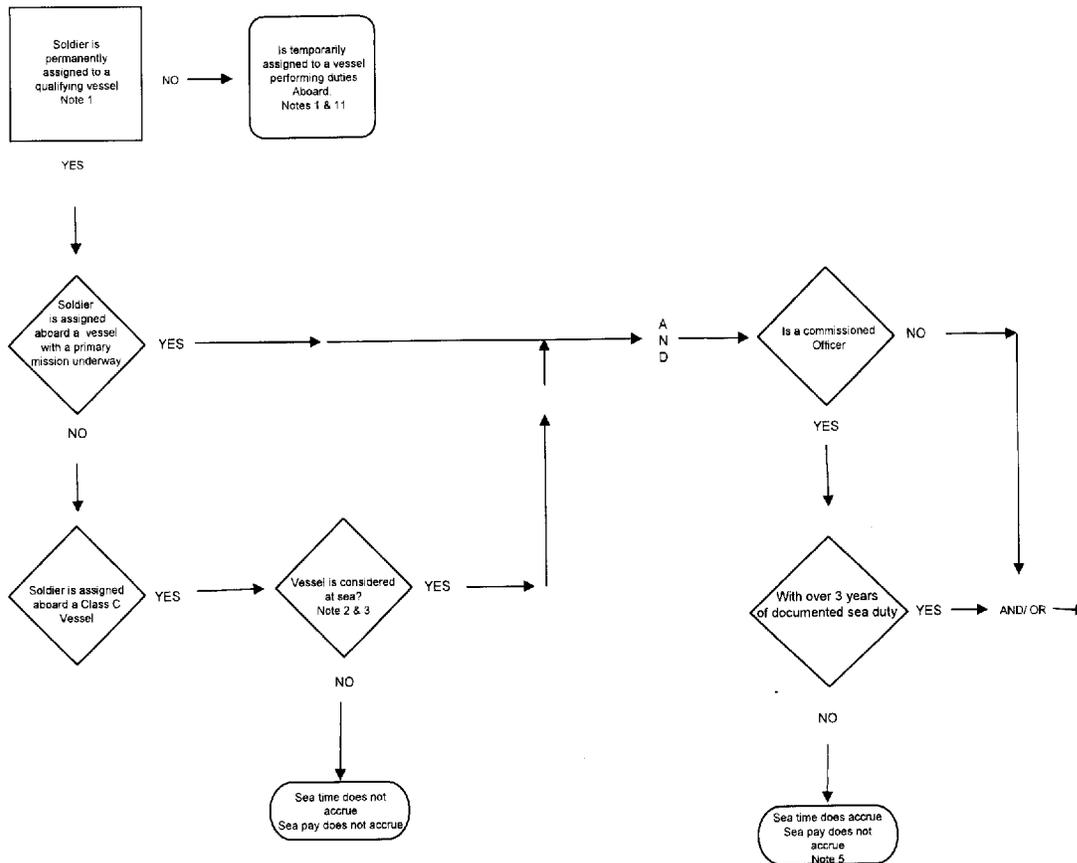
c. When an individual is suspended or otherwise removed from duty under unfavorable conditions or confined awaiting trial by courts-martial, the unit commander must submit the following:

(1) DA Form 2446 for orders to terminate CSP effective on the day of suspension or relief of duty aboard vessel.

- (a) If acquitted or charges are dismissed, unit commanders must submit the documents to start CSP retroactively, from the first day of confinement, suspension, or removal from duty.
- (b) If the sentence is changed to restriction to the vessel and member performs duty aboard, CSP is resumed.
  - (2) DA Form 3068-1 with inclusive dates of vessel assignment.
- d. When an individual does not meet the conditions of CSP, unit commander must submit the following:
  - (1) DA Form 3068-1 with inclusive dates of vessel assignment.
  - (2) DA Form 2446 for orders to terminate CSP effective on the day the Soldier became ineligible.
- e. When individual is relieved from duty aboard while vessel is in shipyard for cyclic maintenance or repairs, unit commanders must submit the following:
  - (1) DA Form 3068-1 with inclusive dates of assignment and/or DA Form 3068-1 supporting an assignment to another vessel.
  - (2) DA Form 2446 to terminate CSP effective on the 31st day after relief from duty aboard the vessel. Do not terminate sea pay if individual is assigned to another vessel under orders, for sea duty, while own vessel is in shipyard.
  - (3) Do not terminate CSP if individual is assigned temporarily to another vessel, for sea duty, with the intent to return to the vessel, once shipyard period ends (see also 2-4d(2), above).

## **2-7. Administrative documents required when separating from active duty**

- a. Soldiers are not authorized CSP while on transition leave (see DOD 7000.14-R, Volume 7A, table 18-1, column D, rule 9 and para 2-3).
- b. Soldiers separating from AD must request an official statement of sea duty from CSPO for annotation on DD Form 214 (Certificate of Release or Discharge from Active Duty) by the local transition point (see para 2-5, above, for contact information).



**Notes:**

1. Qualifying vessels for the purposes of this regulation are USAV with a primary mission away from home port and vessels of the Navy, Coast Guard, Military Sealift Command, National Oceanic and Atmospheric Administration or aboard foreign and non-military vessels as determined by CSPO.
2. Class C vessels are considered at sea when in operation for applicable missions as designated in AR 56-9, Table 1-1, 4-5 or when vessel is in a port which is 50 NM from home port.
3. While at sea, CSP for crew members of Class C vessels begins the day of departure from port and ends the day the mission is completed and/or the vessel returns to port.
4. Soldiers with prior-service sea service must submit DD 214 to CSPO for credit toward CSP rate.
5. Forward copies of DA FMs 3068-1 and CSP orders to CSPO for official sea service file. The mailing address is Commander, HRC, Career Sea Pay Office, Bldg 705, Room 231, Ft Eustis, VA 23604-5407, or email in .pdf format to amyseapay@eustis.army.mil.
6. Once assigned aboard, sea duty onboard will be verified annually with a DA FMs 3068-1 submitted to CSPO.
7. Orders will establish that the Soldier is/was assigned to a ship and in a sea duty status and will contain the number of days of credible sea duty the Soldier had prior to that duty. (see AR 600-8-105, Figure 3-8).
8. All sea duty reported on CSP orders will be first certified by the CSPO before payment of entitlement.
9. Requests for exceptions to this rule will be submitted to CSPO by the unit commander and reviewed on a case-by-case basis.
10. DA Forms 3068-1 which are not complete will be returned without action.
11. This includes mess personnel, medical personnel or instructors, performing duty aboard. The Soldier's parent unit is responsible for requesting CSP (to include request for termination of CSP when applicable) for the qualifying period indicated. All claims for CSP for temporary duty aboard will be paid on a day-for-day basis and are normally submitted when the temporary duty is completed.

**Figure 2-1. The administration of career sea pay (Active Army)**

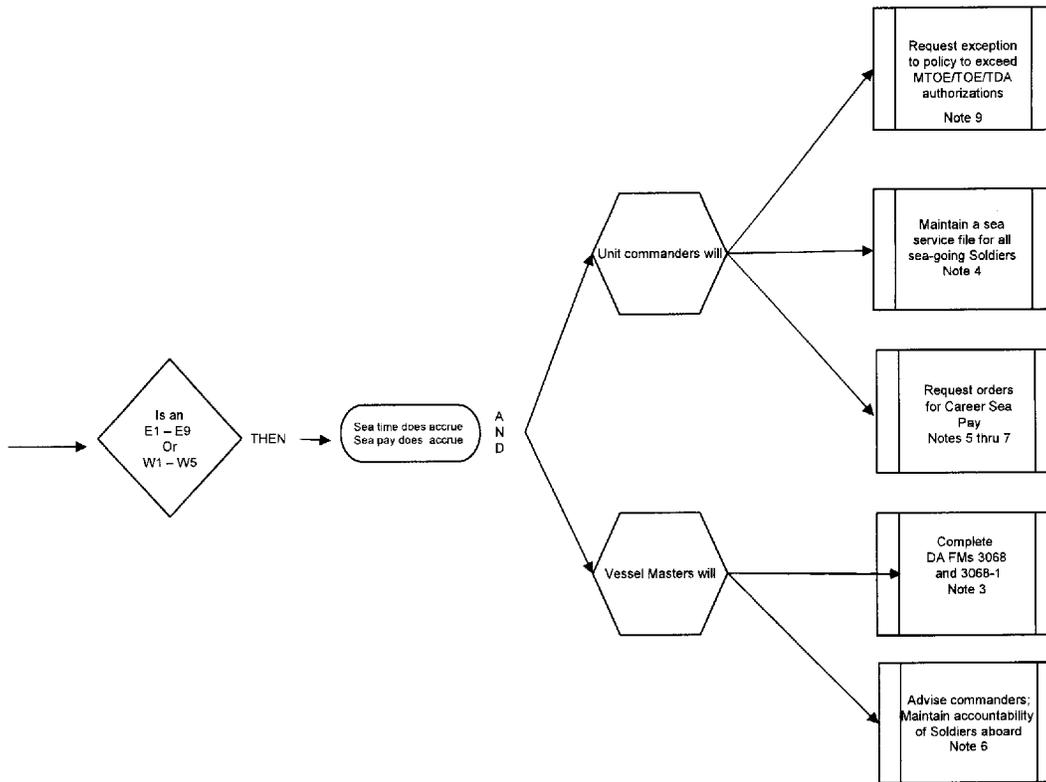
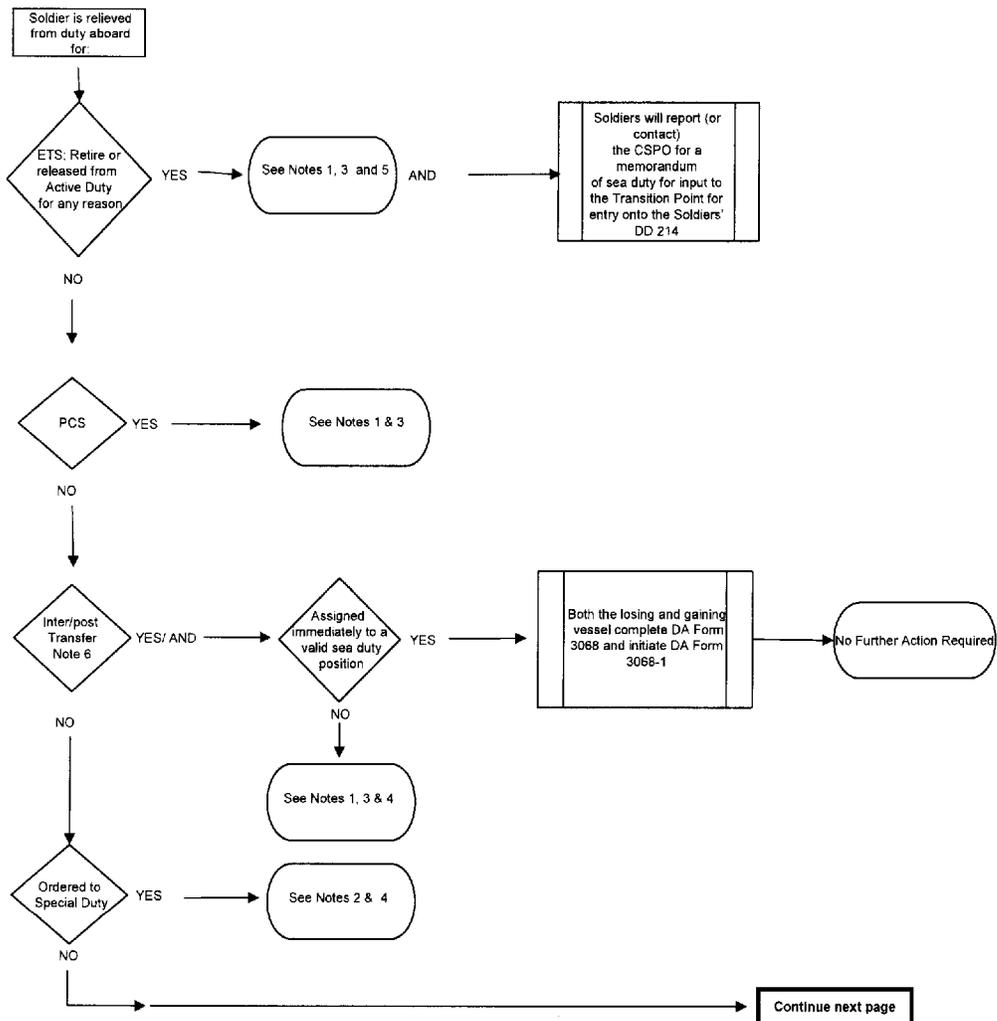


Figure 2-1. The administration of career sea pay (Active Army)—Continued



Notes:

1. Commander will submit (1) the DA Form 3068-1 with inclusive dates of assignment to CSPO; (2) A request for orders to terminate CSP effective on the day of relief from duty aboard.
2. Commander will submit (1) the DA Form 3068-1 with inclusive dates of assignment to CSPO; (2) A request for orders to terminate CSP effective on the thirty first day after relief from duty aboard.
3. Commander of Soldiers' outgoing unit will submit (1) the DA Form 3068-1R with inclusive dates of assignment to CSPO.
4. Consecutive count for CSPP will remain neutral under the following condition: (1) PCS with or without leave for 60 days (2) Special Duty for 90 days (3) Hospitalization with or without convalescent leave for 90 days (4) Intra-post transfer not to exceed 45 days (5) When vessel returns from the shipyard, for cyclic maintenance and member is assigned directly to a valid sea duty position aboard that vessel (6) Performing duties aboard for activation or deactivation of a vessel (7) USATC instructor (8) Unit level or above marine maintenance office harbormaster office personnel or performing duties aboard class c vessels.
5. Sea Pay will not accrue while on terminal leave.
6. Where no change of duty station has occurred.

Figure 2-2. The termination of career sea pay

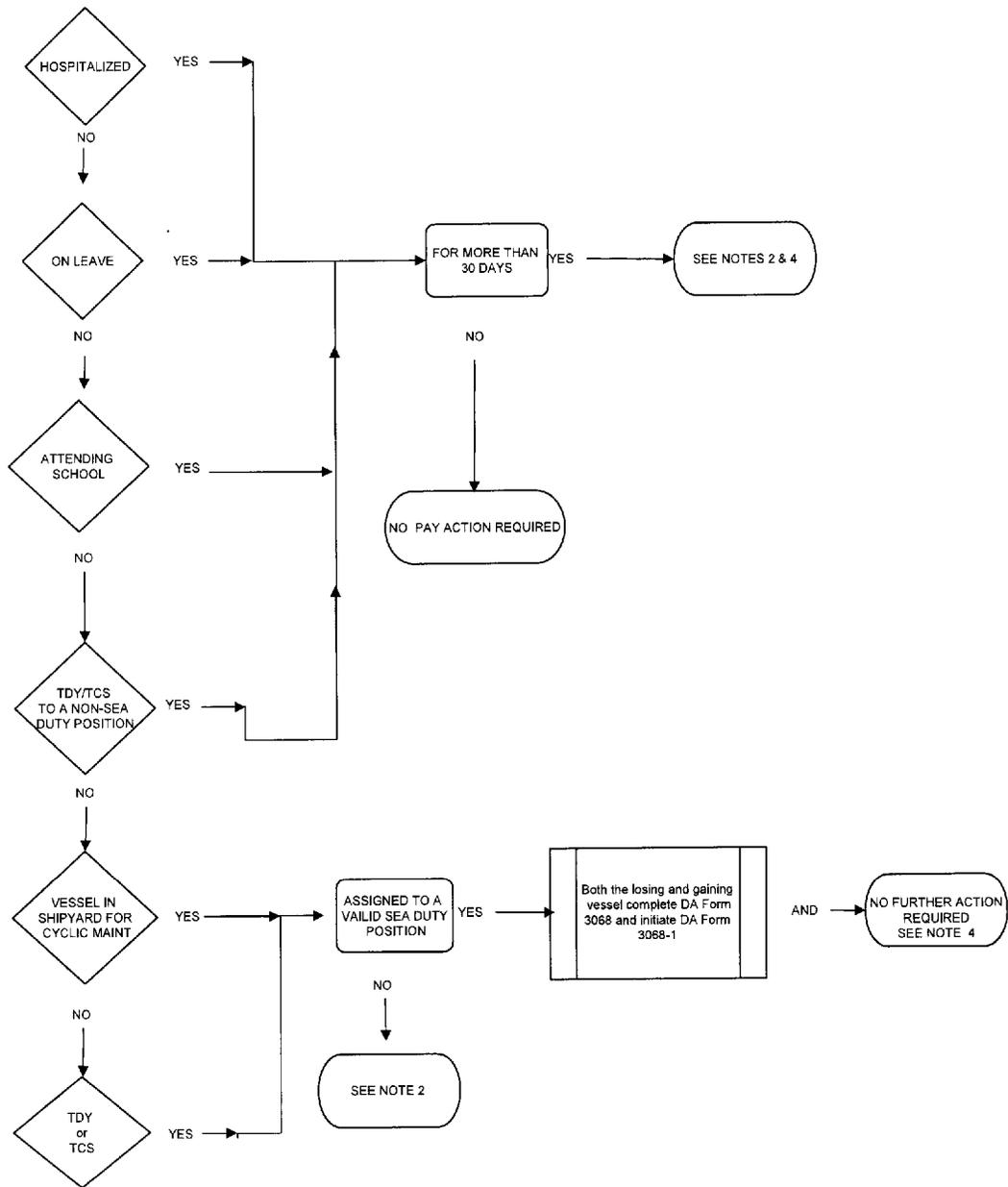


Figure 2-2. The termination of career sea pay—Continued

## **Chapter 3**

### **Entitlement and Procedures for Career Sea Pay Premium**

#### **3-1. Eligible recipients**

- a.* All officers, who are entitled to CSP and have served at least 36 consecutive months of sea duty, are entitled to a monthly CSPP for the 37th consecutive month and each subsequent consecutive month of sea duty served thereafter.
- b.* Enlisted Soldiers in pay grade E-1 through E-3, who are entitled to CSP and have served at least 36 consecutive months of sea duty, are entitled to a monthly CSPP for the 37th consecutive month and each subsequent consecutive month of sea duty served thereafter (see table 1-1, above, for monthly CSP and CSPP).

#### **3-2. Initiation and administration**

- a.* The CSPO is the validating authority for CSPP as determined by official sea service files.
- b.* Upon notification of CSPP eligibility, unit commanders will process DA Form 2446 for orders processing for CSPP.
- c.* Administration of CSPP is the same as that for CSP (see para 2-5, above).

#### **3-3. Restriction on payment**

Do not pay CSPP to Soldiers entitled to CSP for duty—

- a.* Soldiers in pay grades E-5 through E-9 between 1 October 2002 and 30 June 2003 (DOD 7000.14-R, Volume 7A, para 180404, A).
- b.* Soldiers in pay grades E-4 through E-9 or warrant officer one (WO1) through chief warrant officer five (CW5) on or after 1 July 2003 (DOD 7000.14-R, Volume 7A, para 180404, B).

#### **3-4. Termination**

- a.* Soldiers become ineligible for CSPP when—
  - (1) The Soldier is promoted to E-4.
  - (2) The Soldier no longer meets the conditions of paragraph 4-3, below, computing consecutive sea service time for CSPP for consecutive sea duty.
  - (3) The Soldier becomes otherwise ineligible under conditions of this regulation for CSP. Termination of CSPP will take place automatically and immediately upon termination of CSP.
- b.* Unit commander will be notified by CSPO when the Soldier becomes ineligible for CSPP. Upon notification, the unit commander will process DA Form 2446 for orders processing to terminate the entitlement.
- c.* Administration to terminate CSPP is the same as that for CSP (see para 2-6, above).
- d.* Termination of CSPP will take place automatically and immediately upon termination of CSP.

## **Chapter 4**

### **Sea Service Time Computation and Credit**

#### **4-1. Introduction**

Career sea pay rates are based on grade and years of sea service. These procedures apply to the computation and crediting of sea service time from which the rate of CSP and eligibility for CSPP is derived.

#### **4-2. Accumulation of sea service time**

Sea service time will accumulate only for actual days during which soldiers perform sea duty on qualifying watercraft (see app B).

- a.* The computation of creditable cumulative sea service time commences on the day of assignment to sea duty on a qualifying vessel. A vessel logbook is the source document for posting sea service dates to DA Form 3068 and DA Form 3068-1. The DA Form 3068 and the original DA Form 3068-1 are the official record of a Soldier's sea service and creditable sea service time and provide a formal audit trail for Soldier's sea service.
- b.* Alternate substantiating documents for sea service credit is limited to any of the following:
  - (1) Copies of actual vessel logbook.
  - (2) Two, properly executed, DA Forms 2823 (Sworn Statement) by other Soldiers that were assigned to the same vessel during the same period of time if the vessel logbook is unavailable or destroyed. This must be accompanied by a statement from the claimant listing any period other than sea duty during the assignment such as school, TDY, or hospitalized, with inclusive dates.

- (3) DD Form 214 is the only document accepted for prior service sea service credit toward CSP in the Army.
- (4) A memorandum with cumulative data for seetime prior to 22 December 1999, for USAR and ARNG Soldiers, which will include like information as found on DA Form 3068-1 certified by the commander.
- (5) Sea service credited toward any Army award, which is based on years of sea service will be derived from time aboard as a Soldier. Neither civilian time nor sea service on DD 214 from other services will be credited for this purpose.

#### **4-3. Computing consecutive sea service time for career sea pay premium**

*a.* Sea service is used to compute CSPP eligibility by determining the consecutive number of days of sea service accrued without a break. A Soldier is entitled to CSPP beginning on the 37th consecutive month of sea duty.

*b.* A break in the count of consecutive sea service will cause termination of premium or may be counted as neutral sea service. Neutral sea service occurs when the counter for consecutive time remains in a hold status, not increasing, or decreasing to zero. The conditions that justify periods of neutral sea service time are as follows:

- (1) When PCS en route to an outside the continental United States sea duty assignment and when the period of PCS/leave does not exceed 90 days.
- (2) When PCS/TDY/assigned to a military occupational specialty (MOS) related school for the entire term of the school, providing Soldier returns immediately to a qualifying sea duty position. Instructor key personnel training and so on for new vessels and warrior leadership course are considered MOS related.
- (3) Intra-post transferred and period of intra-post transfer/leave does not exceed 60 days between vessel assignments.
- (4) Hospitalized, including period of convalescent leave, and the combined period of hospitalization and convalescent leave does not exceed 90 days.
- (5) Relieved from duty aboard a vessel in the shipyard undergoing cyclic maintenance, alterations, or repairs and returns immediately to vessel upon completion of shipyard period.
- (6) While on sea duty aboard a vessel in preparation for permanent activation or deactivation from service.
- (7) In a SD status and period of SD does not exceed 90 days.
- (8) While serving as U.S. Army Transportation School marine instructor personnel. Effective 1 October 1997, all instructor time is considered neutral time.
- (9) While performing duties in a unit-level and above marine maintenance office, in a harbor master office, or performing duties aboard Class C vessels, effective 1 October 1997, in direct support of Army Maritime operations.

#### **4-4. Lost days of sea service time**

Days of sea service time do not count and cannot be credited when they are not supported by the audit trail provided by DA Form 3068, DA Form 3068-1, or other substantiating documents specifically outlined in paragraph 4-2, above.

#### **4-5. Computing years of sea service time**

Only when a Soldier has 360 creditable days of sea service time can a year of creditable sea duty be awarded and counted toward accumulated sea service years. Sea duty days will not include 30 days periods of allowable CSP beyond actual duty aboard, as stipulated by this regulation.

#### **4-6. Record of sea service time**

*a.* Commanders will post DA Form 3068-1 in the Soldier's unit sea service file and the original will be forwarded for permanent filing by CSPO.

*b.* Vessel masters will post assignment information to the DA Form 3068-1 and in the Soldier's DA Form 3068 according to the official vessel logbook. The DA Form 3068 should be returned to the Soldier as soon as possible.

*c.* Soldiers performing duty aboard other than USAV may get a statement of service or official discharge documents from the vessel on which they performed duty aboard. DA Form 3068 is a controlled form issued by serial number. All attempts are made to issue to all 88L/88K advanced individual training students. Requests for additional sea service books can be made by providing name and social security number (SSN) to the CSPO (see para 2-5, above, for contact information).

#### **4-7. Verification of sea service time**

*a.* Soldiers separating from the Army for any reason will request an official memorandum of record for sea duty for the DD Form 214.

*b.* Soldiers may request official vessel-specific sea duty transcript with inclusive dates of assignment aboard from CSPO. Requests must be in writing and include a mailing address (transcripts will not be transmitted electronically). E-mail submissions will be accepted (see paragraph 2-5, above, for contact information).

c. When unit commanders require assistance from the permanent records repository to determine and credit sea service time, they may submit requests to CSPO (see para 2–5, above, for contact information).

## **Chapter 5**

### **Sea Pay within the Reserve Component**

#### **5–1. Career sea pay**

a. These procedures apply to ARNG or USAR Soldiers assigned to their units aboard qualifying vessels and are authorized CSP while on annual training or FTNGD, including all other periods while serving on AD orders..

b. The detailed steps in the administration of CSP (see fig 5–1, below) will differ within each command, but the essential tasks are described within this chapter.

#### **5–2. Scope of duties**

a. The USARC has overall responsibility for personnel matters pertaining to USAR personnel who perform sea duty (see paras 1–4c and 1–4d, above), including AGR personnel and will establish and maintain a CSP program for all applicable subordinate commands. Also, USARC may—

(1) Issue orders for the purposes of CSP entitlement for qualified Soldiers.

(2) Designate authority to issue orders authorizing CSP to major subordinate commands (regional readiness sustainment command (RRSC)) based on authority provided by AR 600–8–105, paragraph 1–22.

b. The State Adjutant General will—

(1) Issue orders authorizing CSP for qualified Soldiers.

(2) Establish and maintain a CSP program for all applicable subordinate commands.

c. Commanders must ensure that published CSP orders are forwarded with individual or unit payroll to the Soldiers' servicing pay office. This will be done as a supplemental payment after the Soldiers' annual training period or other AD periods. Commanders will submit documentation of qualified Soldiers' vessel assignments and maintain audit trail documents.

#### **5–3. Application of procedures**

Unit commanders of ARNG and USAR Soldiers and AGRs assigned to sea duty aboard qualifying vessels must comply with CSP procedures established with this regulation.

#### **5–4. Entitlement conditions**

The entitlement criteria explained in DOD 7000.14–R, Volume 7A, chapter 18 and chapter 58 and in paragraph 2–2, above, apply to ARNG and USAR Soldiers and AGR personnel.

#### **5–5. Restriction on eligibility**

a. Career sea pay is not authorized for ARNG or USAR Soldiers for periods of inactive duty training (IDT) (see DOD 7000.14–R, Volume 7A, chapter 58).

b. The provisions of paragraph 2–3 restrictions on payment, above, apply to ARNG and USAR Soldiers and AGR personnel.

#### **5–6. Initiation and administration**

a. State adjutants general and RRSC (or other applicable, responsible command) will appoint a sea pay officer designated by memorandum of duty appointment. Sea pay officers are responsible for—

(1) Implementing and maintaining the CSP program for all USAR watercraft units.

(2) Including a statement of sea duty in the preparation of orders for periods of AD or FTNGD when Soldiers are assigned to qualifying vessels during these periods.

(3) Processing and distributing CSP orders based on DA Form 2446 received from the units.

(4) Returning CSP orders to the unit pay administrator for pay processing within 10 working days of receipt.

b. Unit commanders will submit documentation of qualified Soldiers' vessel assignments and maintain audit trail documents as follows:

(1) Ensure a statement of sea duty is included on orders, for all qualifying periods of AD, when Soldiers are assigned to qualifying vessels during these periods.

(2) Maintain unit sea service files for all personnel assigned to qualifying vessels to provide a clear audit trail for all sea pay actions. These files will include—

(a) Copies of CSP orders and DA Form 3068–1 for periods when eligible for CSP.

(b) A copy of DA Forms 3068–1 or other substantiating documents to maintain an audit trail for sea service for periods when Soldiers are eligible for sea service credit and not eligible for CSP during IDT.

(3) Prepare and process DA Forms 2446 through CSPO for verification of sea service within 30 days after qualified duty is performed.

(4) Forward DA Form 2446 through command channels to appropriate order-publishing authority for orders processing in a timely manner.

(5) Submit CSP orders to the appropriate pay input station for processing in a timely manner.

(6) Submit proof of sea service, no less than annually, to the CSPO. The provisions of chapter 4, above, apply (see paragraph 2-5, above, for contact information).

### **5-7. Sea service computation**

Sea service for Reserve Component Soldiers is credited as follows (see app B, below):

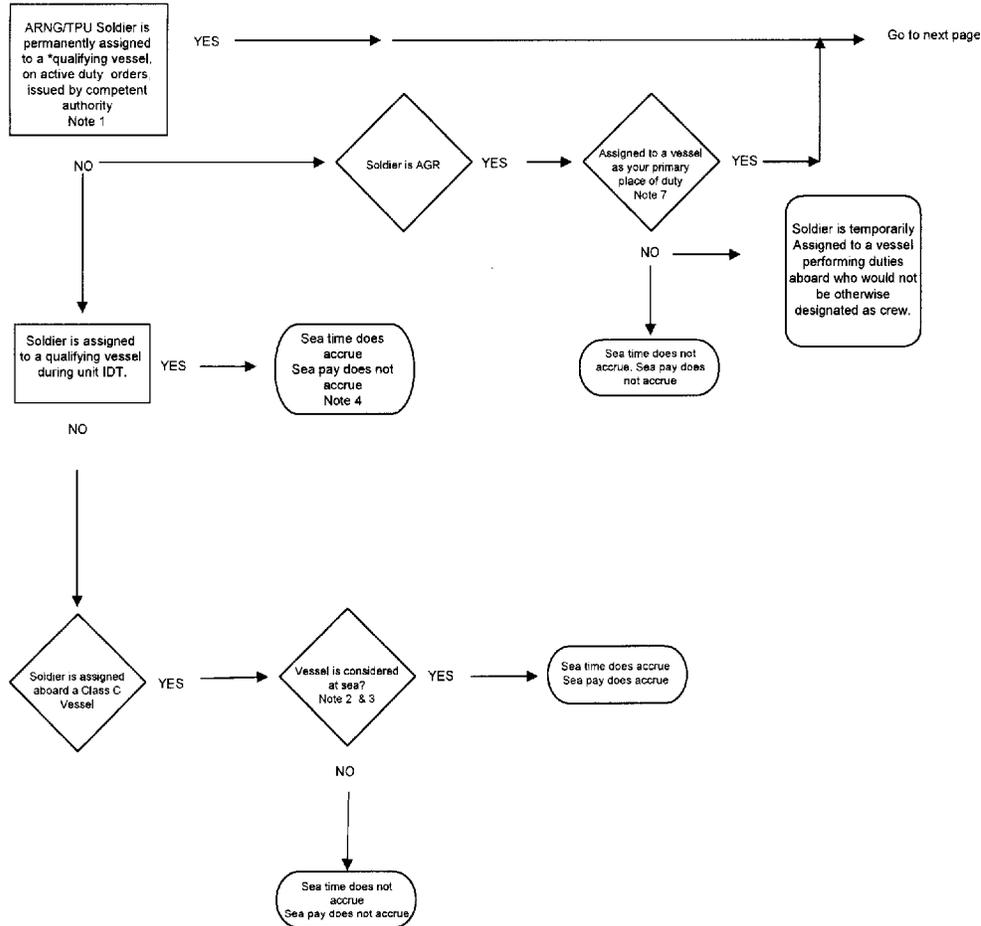
*a.* For each day an ARNG or USAR Soldier is assigned to sea duty to qualifying vessels while serving on AD or other periods for CSP purposes.

*b.* Day-for-day orders for CSP purposes while assigned for duty aboard a qualifying vessel during IDT.

*c.* For ARNG and USAR personnel, including AGR Soldiers, assigned or attached to a vessel belonging to the Active Army, are to have a DA Form 3068 annotated or a DA Form 3068-1 completed while aboard for the assigned period. The Soldier's parent unit is responsible for requesting CSP for the qualifying period indicated.

### **5-8. Termination**

Termination of CSP is usually not necessary for ARNG personnel or USAR troop program unit since CSP is normally requested for specific periods of time and is generally self-terminating. If termination applies, for ARNG and USAR personnel mobilized to AD, and so on, follow procedures in paragraph 2-6, above.



Notes:

1. Qualifying vessels for the purposes of this regulation are USAV with a primary mission accomplished while underway and vessels of the Navy, Coast Guard Military Sealift Command, National Oceanic and Atmospheric Administration or aboard foreign and non-military vessels as determined by CSPO.
2. Class C vessels are considered at sea when in operation for applicable missions as designated in AR 56-9, Table 1-1, 4-5 or when vessel is in a port which is 50 NM from home port.
3. While at sea, sea service for crew members of Class C vessels begins the day of departure from port and ends the day vessel returns to port.
4. Sea service begins to accrue for CSP purposes day-for-day when Soldier is in an IDT status.
5. Soldiers with prior-service sea duty must submit DD 214 to CSPO for credit toward CSP rate.
6. Forward copies of DA FMs 3068-1 and CSP orders to CSPO for official sea service file. The mailing address is Commander, HRC, Career Sea Pay Office, Bldg 705, Room 231, Ft Eustis, VA 23604-5407, or email in .pdf format to armyseapay@eustis.army.mil.
7. Once onboard, sea duty aboard will be verified annually with a DA FMs 3068-1 submitted to CSPO.
8. Orders will establish that the Soldier is/was assigned to a ship and in a sea duty status and will contain the number of days of credible sea duty the Soldier had prior to that duty. (see AR 600-8-105, Figure 3-8).
9. All sea duty reported on CSP orders will be first certified by the CSPO before payment of entitlement.
10. DA Forms 3068-1 which are not complete will be filed without action.
11. Requests for exceptions to these rules will be submitted to CSPO by the unit commander and reviewed on a case-by-case basis.
12. All claims for CSP for temporary duty aboard will be paid day-for-day and submitted when the temporary duty is completed.

Figure 5-1. The administration of career sea pay (Reserve Component)

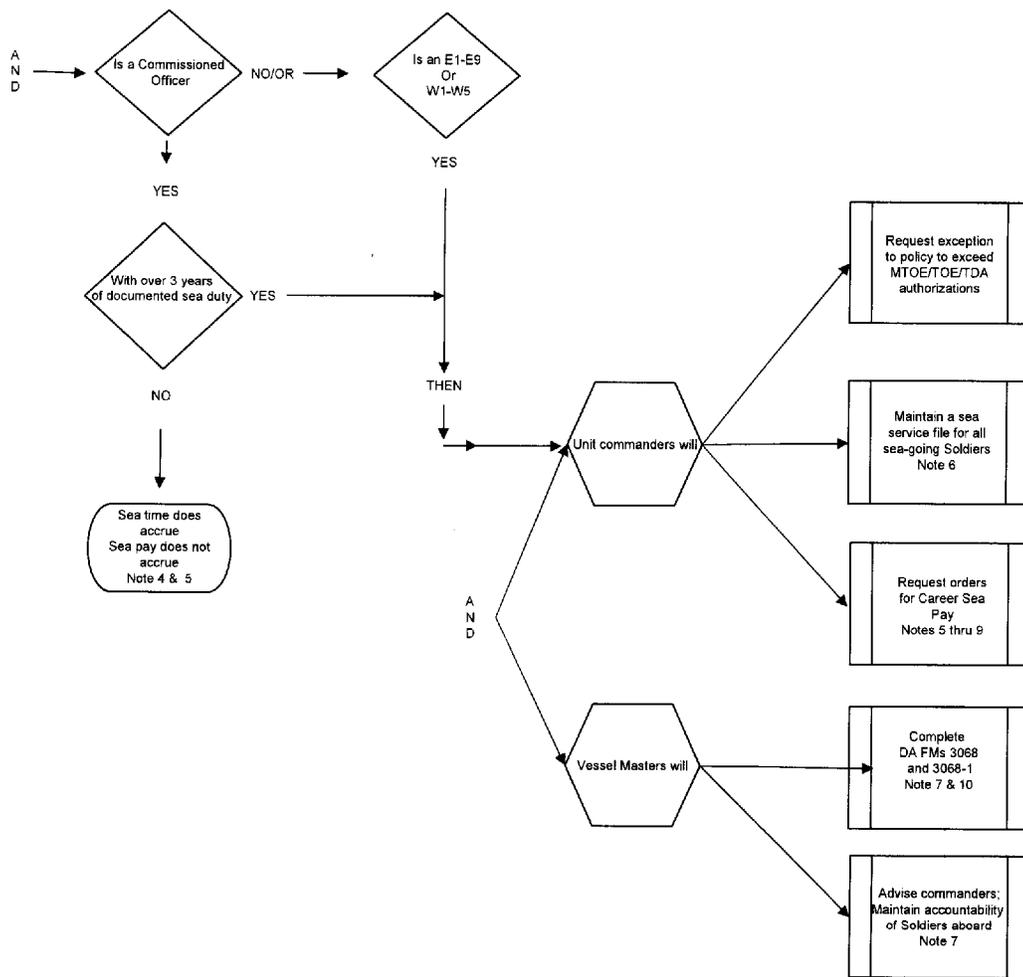


Figure 5-1. The administration of career sea pay (Reserve Component)—Continued

## **Appendix A References**

### **Section I Required Publications**

#### **AR 56-9**

Watercraft (Cited in paras 1-5, 1-5a(4), 1-5b(4), 1-5c(5), 2-1a, table 2-1.)

#### **AR 600-8-105**

Military Orders (Cited in paras 1-4, 1-4a, 1-4g(2), 2-2a(1), 2-4b(3), 2-4b(4), 2-5a(3), 5-2, 5-2a(2).)

#### **DOD 7000.14-R, Volume 7A, chapter 18**

Special Pay, Sea Duty (Cited in paras 1-5, 2-2, 3-3a, 3-3b, 5-4.)

#### **DOD 7000.14-R, Volume 7A, chapter 58**

Pay and Allowances for Inactive Duty Training (Cited in paras 2-2, 5-4.)

### **Section II Related Publications**

A related publication is a source of additional information. The user does not have to read it to understand this publication.

#### **AR 11-2**

Management Control

#### **AR 37-104-4**

Military Pay and Allowances Policy

#### **FM 55-50**

Army Water Transport Operations

#### **37 USC 305a**

Special Pay Authorized

### **Section III Prescribed Forms**

Unless otherwise indicated, DA forms are available on the APD Web site (<http://www.apd.army.mil>); DD forms are available on the OSD Web site (<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>).

#### **DA Form 3068**

Marine Service Book (Available from the U.S. Army Human Resources Command, Career Sea Pay Office (AHRC-PLP-I), Building 705, Room 231, Fort Eustis, VA 23604-5407.) (Prescribed in paras 1-4, 2-4, 4-2, 4-4, 4-6, 5-7.)

#### **DA Form 3068-1**

Marine Service Record (Prescribed in paras 1-4, 2-4, 2-5, 2-6, 4-2, 4-4, 4-6, 5-6, 5-7.)

### **Section IV Referenced Forms**

#### **DA Form 11-2-R**

Management Control Evaluation Certification Statement

#### **DA Form 2028**

Recommended Changes to Publications and Blank Forms

#### **DA Form 2446**

Request for Orders

**DA Form 2823**

Sworn Statement

**DA Form 4640**

Harbor Boat Deck Department Log for Class A and B Vessels

**DA Form 5273**

Harbor Boat Deck and Engine Log for Class B Vessels.

**DD Form 214**

Certificate of Release or Discharge from Active Duty

**DD Form 250**

Materiel Inspection and Receiving Reports

**Appendix B  
Documenting Army Sea Service****B-1. Army sea service**

Commands will use DA Form 3068 and DA Form 3068-1 for Soldiers to—

- a.* Provide documentation of specific experience for Soldiers assigned aboard vessels.
- b.* Update central sea service files. (Serves to sustain sea service audit trails for CSP.)
- c.* Document or change sea duty positions for personnel assigned aboard, regardless of grade or MOS.
- d.* Document when Soldier is relieved from duty aboard with justification.
- e.* Determine the Soldier's duty status while assigned, as well as the status of the vessel. DA Form 3068-1 is available on the APD Web site, <http://www.apd.army.mil> and DA Form 3068 is available by request to CSPO.

**B-2. Preparing DA Form 3068 and DA Form 3068-1**

The vessel master has the primary responsibility to use these forms to report sea service, vessel crew changes, or changes in position aboard to HRC and through the unit chain of command. Figures B-1 and B-2 show samples of a completed DA Form 3068-1. Instructions for DA Form 3068-1 are listed below—

- a.* Item 4. Primary military occupational skill (PMOS). If Army Reserve, National Guard, or AGR, state so here with PMOS.
- b.* Item 6. VESSEL NAME, TYPE, AND HULL NUMBER. List type of vessel with specific hull number and vessel name.
- c.* Item 7. GT/SHP. List vessels gross tonnage and shaft horse power.
- d.* Item 8. POSITION. List specific position aboard. For Soldiers aboard USAVs, list only 1 of the following duty positions (typical MOS shown in parenthesis) (per table of organization and equipment (TOE)/MTOE):
  - (1) Master (880A).
  - (2) Small tug vessel master (88K40).
  - (3) Small tug chief engineer (88L40).
  - (4) First mate (880A for Class A2 vessels or 88K40 for Class A1 vessels).
  - (5) Second mate (880A).
  - (6) Third mate (880A).
  - (7) Chief engineer (881A).
  - (8) First assistant engineer (881A for Class A2 vessels or 88L30 for Class A1 vessels).
  - (9) Second assistant engineer (881A).
  - (10) Third assistant engineer (881A).
  - (11) Junior marine engineer (88L30).
  - (12) Senior marine engineman (88L20).
  - (13) Engineman (88L10).
  - (14) Detachment sergeant (88K40).
  - (15) Marine maintenance noncommissioned officer (NCO) (88L40).
  - (16) Boatswain (88K30 or 88K40).
  - (17) Coxswain (88K20).
  - (18) Lead seaman (88K10/88K20).
  - (19) Seaman (88K10).

- (20) Food service specialist (92G).
- (21) Medical specialist (91B).
- (22) Radio operator/maintainer (25C).
- e.* Item 9. VESSEL STATUS. See paragraph 1–5, above, for explanation of vessel status.
- f.* Item 10. SERVING ABOARD. For entries marked “other,” explain in item 20.
- g.* Item 11. TYPE OF WATERS. For USAV these items are vessel specific and are typically as follows:
  - (1) Logistic support vessel (LSV)—ocean.
  - (2) Large tug (128 foot tug)—ocean.
  - (3) Large tug (100 foot tug)—ocean.
  - (4) Small tug (ST 900)—inland.
  - (5) Small tug (65 foot tug)—inland.
  - (6) Landing craft utility (LCU)—near coastal (except when mission indicates an ocean voyage).
  - (7) Landing craft mechanized (LCM)—near coastal.
  - (8) Lighter amphibious resupply cargo (LARC)—inland/near coastal
  - (9) J-Boat; CHI, SLWT—near coastal.
- h.* Item 12 DAYS UNDERWAY: List total number of day underway aboard this vessel for the specific period in items 14 and 17.
- i.* Item 13. RESERVE COMPONENT SEA SERVICE (ARNGUS/USAR only). Parts a, b, c, and d list actual days assigned for the period in item 14 and 17.
- j.* Item 14. FOR HRC USE ONLY.
- k.* Item 15. DATE ASSIGNED. Inclusive date assigned (YYYYMMDD)
- l.* Items 16 and 17. Vessel master’s signature block and signature.
- m.* Item 18. DEPARTURE DATE. Inclusive date departed (YYYYMMDD)
- n.* Item 19 and 20. Vessel master’s signature block and signature.
- o.* Item 21. REMARKS. Use this block to explain reason for leaving vessel; list gaining unit; instructions for the Soldier and/or explain other entry in item 10.

<b>MARINE SERVICE RECORD</b>			
<small>For use of this form, see AR 600-88; the proponent agency is DCS, G-1.</small>			
1. NAME (Last, First, Middle Initial) <b>PETERSEN, STEVEN D.</b>		2. SSN <b>000-00-0000</b>	3. GRADE <b>SFC</b>
4. PMDS <b>88K40</b>			
<b>1 RECORD OF SERVICE</b>			
5. UNIT <b>97TH TRANS CO (HB) FT EUSTIS, VA 23604</b>	6. VESSEL TYPE, NAME AND HULL NUMBER <b>LCU-2016, USAV CORINTH</b>	7. GT/SHP <b>1087/2500</b>	8. POSITION (Per TOE/MTOE) <b>MATE</b>
9. VESSEL STATUS <input checked="" type="checkbox"/> OPERATIONAL <input type="checkbox"/> DEPOT MAINTENANCE <input type="checkbox"/> ADMIN STORAGE	10. SERVING ABOARD <input checked="" type="checkbox"/> ARMY (USAV) <input type="checkbox"/> OTHER (Explain) <input type="checkbox"/> NAVY (USS) <input type="checkbox"/> MSC (USNS)	11. TYPE OF WATERS <input type="checkbox"/> INLAND <input checked="" type="checkbox"/> NEAR COASTAL <input type="checkbox"/> OCEANS	12. DAYS UNDERWAY <b>187</b>
13. RESERVE COMPONENT ONLY (USAR/ARGUS; include sea service under mobilization)			14. TOTALS (For HRC use only)
a. ACTIVE DUTY DAYS		b. FTNG DAYS	a. TOTAL DAYS SEA SERVICE
c. DRILL DAYS		d. OTHER (Explain)	b. TOTAL DAYS SEA PAY
15. DATE ASSIGNED (YYYYMMDD) <b>2006/03/24</b>	16. NAME AND GRADE OF VESSEL MASTER (Print or type) <b>FINDLAY M. GLEN, CW5, COMMANDING</b>		17. SIGNATURE 
18. DEPARTURE DATE (YYYYMMDD) <b>2006/11/17</b>	19. NAME AND GRADE OF VESSEL MASTER (Print or type) <b>MICHAEL J. SMITH, CW4, COMMANDER</b>		20. SIGNATURE 
21. REMARKS (Reason for leaving vessel/gaining unit, etc.) <b>TRANSFERRED TO LSV-4</b>			
<b>2 RECORD OF SERVICE</b>			
5. UNIT <b>1099TH TRANS DET KUWAIT NS</b>	6. VESSEL TYPE, NAME AND HULL NUMBER <b>LSV-4, USAV WILLIAM B. BUNKER</b>	7. GT/SHP <b>2861/3900</b>	8. POSITION (Per TOE/MTOE) <b>DET SGT</b>
9. VESSEL STATUS <input checked="" type="checkbox"/> OPERATIONAL <input type="checkbox"/> DEPOT MAINTENANCE <input type="checkbox"/> ADMIN STORAGE	10. SERVING ABOARD <input checked="" type="checkbox"/> ARMY (USAV) <input type="checkbox"/> OTHER (Explain) <input type="checkbox"/> NAVY (USS) <input type="checkbox"/> MSC (USNS)	11. TYPE OF WATERS <input type="checkbox"/> INLAND <input type="checkbox"/> NEAR COASTAL <input checked="" type="checkbox"/> OCEANS	12. DAYS UNDERWAY
13. RESERVE COMPONENT ONLY (USAR/ARGUS; include sea service under mobilization)			14. TOTALS (For HRC use only)
a. ACTIVE DUTY DAYS		b. FTNG DAYS	a. TOTAL DAYS SEA SERVICE
c. DRILL DAYS		d. OTHER (Explain)	b. TOTAL DAYS SEA PAY
15. DATE ASSIGNED (YYYYMMDD) <b>2006/11/18</b>	16. NAME AND GRADE OF VESSEL MASTER (Print or type) <b>JOHN P. JONES, CW4, COMMMDER</b>		17. SIGNATURE 
17. DEPARTURE DATE (YYYYMMDD)	19. NAME AND GRADE OF VESSEL MASTER (Print or type)		20. SIGNATURE
21. REMARKS (Reason for leaving vessel/gaining unit, etc.)			

DA FORM 3068-1, OCT 2006

DA FORM 3068-1, JUL 1999, IS OBSOLETE.

APU V3 00

Figure B-1. Sample of a DA Form 3068-1 removing a Soldier from duty aboard and reassigning aboard after relief from duty for a duty other than sea duty

<b>MARINE SERVICE RECORD</b>			
For use of this form, see AR 600-88; the proponent agency is DCS, G-1.			
1. NAME (Last, First, Middle Initial) <b>FRANKLIN, BENJIMAN</b>		2. SSN <b>001-11-1111</b>	3. GRADE <b>PFC</b>
4. PMOS <b>88K10</b>			
<b>1 RECORD OF SERVICE</b>			
5. UNIT <b>824TH TRANS CO (HB), MOREHEAD CITY, NC</b>	6. VESSEL TYPE, NAME AND HULL NUMBER <b>LCU-2034, USAV PERRYVILLE</b>	7. GT/SHIP <b>1087/2500</b>	8. POSITION (Per TOE/MTDE) <b>SEAMAN</b>
9. VESSEL STATUS <input checked="" type="checkbox"/> OPERATIONAL <input type="checkbox"/> DEPOT MAINTENANCE <input type="checkbox"/> ADMIN STORAGE	10. SERVING ABOARD <input checked="" type="checkbox"/> ARMY (USAV) <input type="checkbox"/> OTHER (Explain) <input type="checkbox"/> NAVY (USS) <input type="checkbox"/> MSC (USNS)	11. TYPE OF WATERS <input type="checkbox"/> INLAND <input checked="" type="checkbox"/> NEAR COASTAL <input type="checkbox"/> OCEANS	12. DAYS UNDERWAY <b>13</b>
13. RESERVE COMPONENT ONLY (USAR/ARNGUS: include sea service under mobilization)			14. TOTALS (For HRC use only)
a. ACTIVE DUTY DAYS <b>14</b>	b. FTNG DAYS	a. TOTAL DAYS SEA SERVICE	
c. DRILL DAYS <b>62</b>	d. OTHER (Explain) <b>11 ADSW</b>	b. TOTAL DAYS SEA PAY	
15. DATE ASSIGNED (YYYYMMDD) <b>2005/01/01</b>	16. NAME AND GRADE OF VESSEL MASTER (Print or type) <b>VESSEL MASTER, CW2, USA</b>	17. SIGNATURE <i>Vessel P. Master</i>	
18. DEPARTURE DATE (YYYYMMDD) <b>2005/12/30</b>	19. NAME AND GRADE OF VESSEL MASTER (Print or type) <b>VESSEL MASTER, CW2, USA</b>	20. SIGNATURE <i>Vessel P. Master</i>	
21. REMARKS (Reason for leaving vessel/gaining unit, etc.)			
<b>2 RECORD OF SERVICE</b>			
5. UNIT	6. VESSEL TYPE, NAME AND HULL NUMBER	7. GT/SHIP	8. POSITION (Per TOE/MTDE)
9. VESSEL STATUS <input type="checkbox"/> OPERATIONAL <input type="checkbox"/> DEPOT MAINTENANCE <input type="checkbox"/> ADMIN STORAGE	10. SERVING ABOARD <input type="checkbox"/> ARMY (USAV) <input type="checkbox"/> OTHER (Explain) <input type="checkbox"/> NAVY (USS) <input type="checkbox"/> MSC (USNS)	11. TYPE OF WATERS <input type="checkbox"/> INLAND <input type="checkbox"/> NEAR COASTAL <input type="checkbox"/> OCEANS	12. DAYS UNDERWAY
13. RESERVE COMPONENT ONLY (USAR/ARNGUS: include sea service under mobilization)			14. TOTALS (For HRC use only)
a. ACTIVE DUTY DAYS	b. FTNG DAYS	a. TOTAL DAYS SEA SERVICE	
c. DRILL DAYS	d. OTHER (Explain)	b. TOTAL DAYS SEA PAY	
15. DATE ASSIGNED (YYYYMMDD)	16. NAME AND GRADE OF VESSEL MASTER (Print or type)	17. SIGNATURE	
17. DEPARTURE DATE (YYYYMMDD)	19. NAME AND GRADE OF VESSEL MASTER (Print or type)	20. SIGNATURE	
21. REMARKS (Reason for leaving vessel/gaining unit, etc.)			

DA FORM 3068-1, OCT 2006

DA FORM 3068-1, JUL 1999, IS OBSOLETE.

APD V1.00

Figure B-2. Sample of a DA Form 3068-1 for an Army Reserve Soldier's sea service input

### **B-3. Documenting Army sea service experience**

*a.* Sea service transcript is a memorandum from CSPO that list all Army sea service experience in conjunction with U.S. Coast Guard requirements for equating such experience. Transcripts must be requested, in writing and must include name, SSN, signature, current mailing address, telephone number, or e-mail address. Allow 30 days for processing. Send request to the following address: U.S. Army Human Resources Command, Career Sea Pay Office (AHRC-PLP-I), Building 705, Room 231, Fort Eustis, VA 23604-5407 or e-mail [armyseapay@eustis.army.mil](mailto:armyseapay@eustis.army.mil), or visit the Web site at <https://www.hrc.army.mil/site/Active/dcsops/default.htm>. To access, an AKO username and password are required.

*b.* A memorandum of sea service validates total Army sea service time to be recorded on DD Form 214 upon separation from AD. Requests can be made at any time after final release from sea duty and before reporting to a transition point. See the contact information in the paragraph a, above.

## **Appendix C Management Control Checklist**

### **C-1. Function**

The function covered by this checklist is to ensure prescribed policies, procedures, and responsibilities contained in this regulation are followed to allow for the systematic identification, maintenance, and retention of Army sea pay entitlement audit trail information.

### **C-2. Purpose**

The purpose of this internal checklist is to assist designated managers in evaluating the key management controls listed below. It is not intended to cover all controls. Key management controls are to—

- a.* Establish the CSP/CSPP program.
- b.* Ensure a Soldier in receipt of CSP/CSPP has met and continues to meet the requirements for the entitlement within the scope of regulatory guidelines.
- c.* Ensure all individual sea service is verified by the CSPO before a pay action is processed.
- d.* Ensure all sea service documents are provided to CSPO, the total Army repository for sea service records. Advise Soldiers to contact CSPO upon termination of service for validation of Army sea service on official discharge documents.

### **C-3. Instructions**

Answers must be based on the actual testing of key management controls (for example, document analysis, direct observation, simulation, other). Answers, which indicated deficiencies, must be explained and corrective action indicated in supporting documentation. These management controls must be evaluated at least once every 5 years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement).

### **C-4. Test Questions**

- a.* Is a current copy of AR 600-88 and appropriate unit standing operating procedure (SOP) on hand and available for reference at all sea pay work stations, and are all sea pay personnel familiar with the requirements of the regulation and SOP?
- b.* Are brigade-level commanders familiar with the requirements of the regulation for Soldiers in their command performing sea duty?
- c.* Are BN-level sea pay officers designated by duty appointment and responsible for maintenance of Soldiers' assignments to sea duty per current MTOE/TOE?
- d.* Are the unit sea pay officer, sea pay clerk, and alternate designated by memorandum of duty appointment and responsible for maintenance and accuracy of unit CSP/CSPP actions and audit trail records (including, but not limited to, sea pay entitlement award and termination orders/DA Form 2446/DA Form 3068-1)?
- e.* Are the BN-level sea pay NCOs and alternates designated by memorandum of duty appointment and responsible for oversight and the requirements of AR 600-88 and BN SOP, ensuring CSP documents are processed and distributed in a timely manner?
- f.* Are sea service files containing copies of sea service source documents (DA Form 3068-1), CSP/CSPP entitlement and termination documents (DA Form 2446) and official orders, being maintained on each Soldier in the unit?

- g.* Are monthly/quarterly/annual CSP/CSPP inspection results filed and available?
- h.* Have discrepancies from past inspections been corrected?
- i.* Are individuals being signed out of the vessel logbook when departing for school, PCS, ETS, TDY, and so forth?
- j.* Do unit CSP/CSPP rosters reflect the current vessel assignment position, paragraph, and line number and effective date?
- k.* Are all Soldiers performing duty aboard a qualifying vessel, receiving CSP/CSPP?
- l.* Has the quantity of Soldiers receiving CSP/CSPP been compared to force structure documentation to ensure budgetary limits have not been exceeded (unless the exceptions are justified and authorized)?
- m.* Do ARNGUS/USAR units have controls in place to ensure that individuals are paid CSP for authorized periods while on sea duty orders to qualifying active vessels during all periods of AD (see chap 5)?
- n.* Do ARNGUS/USAR units have procedures in place to ensure that sea service time is credited for each authorized period while on sea duty orders to qualifying active vessels while on AD orders (see chap 5)?
- o.* Do ARNGUS/USAR units have procedures in place to ensure that sea service time is credited for duty aboard a qualifying vessel during IDT?
- p.* Do ARNGUS/USAR units provide substantiating documents supporting the claim to sea service to the CSPO with copies filed in the responsible unit (see chap 5)?
- q.* Do ARNGUS/USAR units have controls in place to ensure that individuals are paid the correct rate of CSP based on the Soldier's years of sea service as verified by the CSPO?
- r.* Do BN staff sea pay officers conduct CSP/CSPP administrative reviews to detect audit trail discrepancies, delays in processing CSP documents, or abuse of the program?
- s.* Are all Soldiers in-processing or out-processing for PCS required to clear through the BN sea pay section with appropriate actions taken by the sea pay section?
- t.* Do unit sea pay officers conduct CSP/CSPP administrative reviews to detect audit trail discrepancies or abuse of the program?
- u.* Are current crew lists for each unit vessel, indicating dates of assignment, on hand in the unit and available to the sea pay clerk?
- v.* Is a unit CSP/CSPP suspense log maintained to ensure entitlement award and termination actions are completed in a timely manner?
- w.* Are late sea pay actions received at BN, accompanied by a memorandum of justification for lateness?
- x.* Are issues of lateness addressed and corrected by appropriate chain of command?
- y.* Are all Soldiers in-processing or out-processing the unit required to clear through the sea pay section with appropriate actions taken by the sea pay section?
- z.* Are all Soldiers given their unit sea service file as part of their out-processing procedure?
  - aa.* Does the unit sea pay officer, sea pay clerk, and alternates know the TOE/MTOE/table of distribution and allowance (TDA) authorizations for each vessel in the unit and the fill status of the authorizations?
  - bb.* If vessel crews are supplemented beyond TOE/MTOE/TDA authorization, are the supplemental crewmembers aboard justified for mission, training or safety purposes?
  - cc.* Are vessel logbooks (source document for DA Form 3068-1) being maintained in accordance with AR 56-9, unit SOPs, and instructions in the front of the logbook?
  - dd.* Have ARNG or USAR personnel, assigned to active component Army vessels as crewmembers, and been provided with a completed copy of DA Form 3068-1 for the assigned period (chap 5)?

### **C-5. Supersession**

This checklist replaces the checklist previously published in AR 600-88, dated 22 December 1999.

### **C-6. Comments**

Help make this checklist a better tool for evaluating management controls. Submit comments to U.S. Army Human Resources Command, Career Sea Pay Office (AHRC-PLP-I), Building 705, Room 231, Fort Eustis, VA 23604-5407.

## **Glossary**

### **Section I Abbreviations**

#### **AD**

active duty

#### **AEL**

Army Electronic Library

#### **AGR**

Active Guard Reserve

#### **AKO**

Army Knowledge Online

#### **AMSA**

Army Maintenance Support Activity

#### **APD**

Army Publishing Directorate

#### **AR**

Army regulation

#### **ARNG**

Army National Guard

#### **ARNGUS**

Army National Guard of the United States

#### **BN**

battalion

#### **CAR**

Chief, Army Reserve

#### **CNGB**

Chief, National Guard Bureau

#### **COT**

Chief of Transportation

#### **CSP**

career sea pay

#### **CSPO**

Career Sea Pay Office

#### **CSPP**

career sea pay premium

#### **DCS, G-1**

Deputy Chief of Staff, G-1

#### **DOD**

Department of Defense

#### **ETS**

expiration of term of service

**FTNGD**

full-time National Guard duty

**HRC**

Human Resources Command

**IDT**

inactive duty training

**IMA**

individual mobilization augmentee

**LOTS**

logistics over-the-shore

**MOS**

military occupational specialty

**MTOE**

modified table of organization and equipment

**NCO**

noncommissioned officer

**NOAA**

National Oceanic and Atmospheric Administration

**PCS**

permanent change of station

**PMOS**

primary military occupational skill

**RRSC**

regional readiness sustainment command

**SD**

special duty

**SOP**

standing operating procedures

**SSN**

social security number

**TCS**

temporary change of station

**TDA**

table of distribution and allowance

**TDY**

temporary duty

**TOE**

table of organization and equipment

**USAR**

U.S. Army Reserve

**USAV**

U.S. Army vessel

**USARC**

U.S. Army Reserve Command

**Section II****Terms**

This section contains no entries.

**Section III****Special Abbreviations and Terms****Active status**

As pertains to watercraft, the condition of being operational to meet mission requirements.

**Assigned Crew**

Those members assigned in a vessel logbook performing daily duties aboard, thus remaining available for all vessel missions.

**At sea**

On the ocean at anchor or moored in a bay, port or harbor in complete readiness for sea. Class C USAVs are considered at sea, for the purposes of this regulation, when in operation for applicable missions as designated in AR 56-9, table 1-1, 4-5, or when a vessel is in a port which is 50 nautical miles from home port.

**Audit trail**

The manner in which an element of data is to be traced backward to the source of the transaction that created it and forward to its current position.

**Career sea pay**

A taxable special pay entitlement awarded to Soldiers for performing duty at sea.

**Certifying officer**

A person authorized to attest to the accuracy or legality of facts, especially those that support a demand for CSP.

**Embarked**

To be physically on board a ship, vessel, or watercraft.

**Home port**

An army vessel's home port is the geographical location of its immediate parent unit headquarters.

**Hospitalized**

For the purposes of this regulation, hospitalized is defined to include immediate period of convalescence after hospitalization.

**In commission**

As pertains to watercraft, ready for active status upon signing DD Form 250 (Materiel Inspection and Receiving Reports).

**In service**

As pertains to watercraft, performing operational missions (see active status).

**Inclusive dates**

Dates used to state the period of time assigned to a vessel. Inclusive dates are recorded yyyyymmdd to yyyyymmdd.

**Nautical mile**

Is defined as 6,076 feet.

**Neutral time**

The sea duty counter, for the purposes of CSPP eligibility, for consecutive time remains in a hold status (not increasing or decreasing to 0).

**Permanent crew**

See assigned crew.

**Qualifying vessel**

U.S. Army watercraft with a primary mission which is accomplished underway, (Class A or Class B vessels) and Class C vessel while at sea. Like vessels of the Navy, Coast Guard, Military Sea Lift Command, NOAA, or aboard like foreign and non-military vessels for Army missions.

**Saved sea service**

Periods of time accrued for CSP not to exceed 90 days.

**Sea duty**

Actual sea duty performed at sea by a Soldier under orders issued by competent authority.

**Sea Service**

Service performed at sea, under orders and in a vessel employed by law.

**Sea service effective date**

The date from which a member's creditable sea service is computed for CSP purposes. This date continues to adjust to exclude lost time or breaks in sea service.

**Sea service transcript**

Given upon request, is a written synopsis of the Soldier's USAV experience to include, but not limited to, position, gross tonnage or full load displacement, horsepower, and inclusive dates of assignment.

**Ship**

A self-propelled vessel, with berthing and messing facilities, capable of sustained independent operation of long periods in an active status, in commission, or in service.

**Ship-based staff**

Army enlisted/officer embarked, under orders, aboard an Army vessel, in addition to assigned crew, to meet mission requirements.

**Source document**

An official document that is prepared primarily for administrative purposes and does not become a part of the member's military pay records (that is, official Army vessel logbook).

**Special duty (SD)**

For the purposes of this regulation, special duty is any duty not performed aboard a qualifying vessel as the primary place of duty.

**Statement of sea duty**

Upon assignment to a position aboard U.S. Army watercraft, sea duty/pay orders must reflect, in the additional instructions, the vessel name and the paragraph/line number the Soldier is assigned to for sea duty (example, Additional Instructions: (1) Soldier is assigned to sea duty aboard LCU-2016, paragraph/line 105/04).

**Substantiating document**

Written evidence required substantiating an entitlement to CSP of Soldiers. Such evidence is limited to DD Form 214, DA Form 2823, DA Form 3068-1, or vessel logbook or certified true copy of such.

**Supplemental crew**

Soldiers assigned aboard above MTOE/TOE vessel authorization.

**Underway**

Without moorings or not secured in any way to the ground, wharf, dock, or quay wall in motion.

**Valid sea duty position**

See assigned crew.

**Vessel logbook**

Abbreviated term for either DA Form 4640 (Harbor Boat Deck Department Log for Class A and B Vessels) or DA Form 5273 (Harbor Boat Deck and Engine Log for Class B Vessels).

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