

Army Regulation 600-88

Personnel

Sea Duty

**Headquarters
Department of the Army
Washington, DC
22 December 1999**

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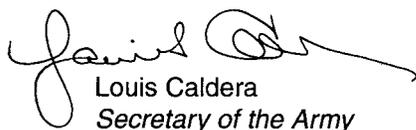
Headquarters
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Effective 7 January 2000

Personnel

Sea Duty



Louis Caldera
Secretary of the Army

History. This new regulation combines and restates earlier policies to ensure compliance with congressional guidelines on entitlements, conditions, restrictions and budgeting for Army career sea pay.

Summary. This regulation implements DOD 7000.14.R, Department of Defense Finance Management Regulation (DODFMR), Vol 7A, Chapter 18 and sets forth policy and procedures for sea duty within the Army, and 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, Army National Guard, and U.S. Army Reserve. It applies to all personnel who perform duties on applicable watercraft. This publication applies during mobilization. During mobilization, chapters and policies contained in this regulation may be modified by the proponent. Provisions of this regulation applicable to the Army National Guard are also applicable to the Army National Guard of the United States.

Proponent and exception authority.

The proponent of this regulation is the Deputy Chief of Staff for Personnel. Authority to approve exceptions to this regulation is the DCSPER, consistent with controlling law and regulation. The DCSPER may delegate this approval authority, in writing, to a division chief within the proponent agency who holds the grade of colonel or the civilian equivalent.

Army management control process.

This regulation contains management control provisions and identifies key management controls that must be evaluated.

Supplementation. Supplementation of this regulation and establishment of local and command forms are prohibited without prior approval from the TAPC, TAPC-PLP-I, 200 Stovall St., Alexandria, VA 22332-0406.

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. Total Army PERSCOM (TAPC-PLP-I), Career Sea Pay Office (CSPO), Ft. 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 Active Army, Army National Guard (ARNG), and U.S. Army Reserve (USAR).

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Summary of Change

Army Regulation 600-88
Personnel, Sea Duty

This regulation—

- Implements DOD FMR, Volume 7A, Chapter 18.
- Sets forth policy and procedures for sea duty and Career Sea Pay within the Army.

Chapter 1 Personnel, Sea Duty

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 for Personnel (DCSPER) 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 CG, Total Army Personnel Command (TAPC) will—
 - (1) Advise DCSPER and make recommendations on sea duty and entitlement to career sea pay and career sea pay premium for soldiers in the Active and Reserve Components while assigned aboard qualifying Army watercraft or aboard vessels of the Navy, Coast Guard, Military Sealift Command, National Oceanic and Atmospheric Administration or aboard foreign and non-military vessels.
 - (2) Coordinate and report annual budget information and 5-year budget projection to HQDA.
 - (3) Maintain all source documents for sea service in a permanent repository.
 - (4) Verify years of sea service for Active and Reserve Component, and soldiers stationed aboard other than Army vessels, for the determination of correct CSP rate.
 - (5) Maintain and publish a roster of all personnel in receipt of career sea pay and career sea pay premium.
 - (6) Report total credible sea service to transition personnel for annotation to DD Form 214 (Certificate of Release or Discharge from Active Duty).
 - (7) Be the final approving authority on all sea pay actions before release to Defense Joint Military System (DJMS).
 - (8) Perform periodic audits of individual files, watercraft units and vessels to ensure proper management of Career Sea Pay Budget.
 - (9) Manage, maintain and establish policies related to the U.S. Army Career Sea Pay Program.
- c. The State Adjutants General (TAG) will issue orders authorizing career sea pay for qualified Army National Guard (ARNG) personnel.

- d. The Chief, Army Reserve (CAR), Commander U.S. Army Reserve Command (USARC) and Major Subordinate Commands (MSCs), will issue orders authorizing sea duty for the purposes of career sea pay entitlement for qualified members of the United States Army Reserve (USAR).
- e. The Chief of Transportation will be the functional proponent for Army watercraft and watercraft operations.
- f. Brigade commanders of personnel assigned aboard U.S. Army vessels will—
 - (1) Appoint a Sea Pay Officer, Sea Pay Clerk and Alternate by appointment orders.
 - (2) Ensure a statement of sea duty is included on assignment orders for applicable soldiers. (See Glossary, statement of sea duty.)
 - (3) Coordinate with CSPO all CSP actions within the BDE.
- g. Battalion Commanders of personnel assigned aboard U.S. Army vessels will—
 - (1) Appoint a Sea Pay Officer, Sea Pay Clerk and Alternate by appointment orders.
 - (2) Issue Sea Duty Orders for all personnel assigned to qualifying vessels. (See AR 600-8-105, para 3-5, fig 3-10 for order format for attachment to vessel.)
 - (3) Immediately provide approved MTOE change documents for U.S. Army Vessels (USAV) within your command to PERSCOM, CSPO, Ft. Eustis, VA 23604-5407.
 - (4) Issue and distribute CSP orders. (See AR 600-18-105, paras 1-22, 2-19, 3-5 and fig 3-8 for issuing and distribution guidance.)
 - (5) Respond to soldier's pay inquiries. (See AR 37-104-4, para 1-4.)
 - (6) Maintain and manage the overall CSP program within the Battalion.
- h. Company Commanders of personnel assigned aboard U.S. Army vessels will—
 - (1) Assign a Sea Pay Officer, Sea Pay Clerk and alternate by appointment orders.
 - (2) Ensure that soldiers assigned to U.S. Army vessels are performing daily duties aboard.
 - (3) Prepare and process DA Form 2446 (Requests for Orders).
 - (4) Maintain unit sea service files for all personnel assigned to qualifying vessels.
- i. Vessel Masters, coxswains or the senior soldier assigned aboard a vessel will—
 - (1) Provide a DA Form 3068-1 (Marine Service Record) and complete DA Form 3068 (Marine Service Book) for all personnel assigned or reassigned to a different duty position aboard 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 U.S. Army Publishing Agency web site, www.usapa.army.mil. DA Form 3068 is available from the Career Sea Pay Office, U.S. Total Army PERSCOM, 705 Read St., Bldg. 705, Room 12, Ft. Eustis, VA 23604-5407.
 - (2) Certify the accuracy of the monthly vessel sea pay roster provided by CSPO.

1-5. Mobilization

The policies and procedures set forth in this regulation remain in effect upon declaration of war or mobilization.

1-6. Entitlement

Portions of this regulation which pertain to military pay and allowances entitlement are in accordance with the DOD 7000.14-R, Department of Defense Financial Management Regulation, (DoDFMR) Vol 7A, Chapter 18, Special Pay—Sea Duty. These procedures are prescribed by the Secretary of Defense by, Title 37, United States Code section 305a.

1-7. Category of vessels

Use vessel categories as identified in AR 56-9, table 1-1. The following criteria further defines eligibility for sea service on U.S. Army vessels:

- 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. A vessel in a non-operational status, awaiting parts in home port for no more than 90 days is considered in an active status, for the purposes of this regulation. After 90 days the vessel is considered to be not mission capable therefore the vessel is no longer a qualifying vessel for CSP purposes.
 - (3) Be capable of 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 U.S. Army Vessel and so designated by the Chief of Transportation.
- 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. A vessel in a non-operational status, awaiting parts in home port for no more than 90 days is considered in an active status, for the purposes of this regulation. After 90 days the vessel is considered to be not mission capable, therefore, the vessel is no longer a qualifying vessel for CSP purposes.
 - (3) Be capable of and routinely deploy on open-ocean operations away from the home port area.
 - (4) Have a permanently assigned and embarked Army crew. (See AR 56-9, para 1-6, for minimum manning requirements.)
 - (5) Be identified as a U.S. Army Vessel and so designated by the Chief of Transportation.
- c. Class B vessels will—
 - (1) Have a formally assigned primary mission routinely accomplished in port 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 U.S. Army Vessel and so designated by the Chief of Transportation.

Chapter 2

Entitlement and Procedures for Career Sea Pay

2-1. Application of procedures

- a. Commanders of soldiers assigned to sea duty aboard qualifying vessels must comply with career sea pay procedures established with this regulation. Qualifying vessels are those U.S. Army vessels shown in AR 56-9 with criteria further defined in paragraph 1-7.
- b. The detailed steps in the administration of CSP (fig 2-1) 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 Chapter 18 DODFMR, VOL 7A, concerning conditions for establishing basic entitlements to U.S. Army CSP.

- a. Individuals must meet the following criteria:
 - (1) Be on sea duty orders or designated, on duty orders, as ship-based staff (see para 2-2b(4), for further definition of ship-based staff) and,
 - (2) Be enlisted in pay grade E4 or above, or
 - (3) Warrant Officer, or
 - (4) Officer in pay grades O-1 through O-6 with over 3 years of documented sea service.
 - (5) U.S. Army Reserve or National Guard of the United States (ARNGUS) soldier: On orders to active duty (AD) or full-time National Guard duty (FTNGD).
 - (6) Individual Mobilization Augmentee (IMA) on active duty orders.
 - (7) Active Guard Reserve (AGR) personnel or active duty personnel assigned to ARNG or USAR Units for duty during periods of assignment when vessel meets the requirement of paragraph 1-7.
- b. Individuals must also meet one of the following:
 - (1) Assigned and performing duties aboard a Category A1 or A2 vessel.
 - (2) Assigned and performing duties aboard a Category B vessel while the vessel is away from home port. A Class B vessel is considered away from home port whenever it is at sea, or in a port that is more than 50 miles from home port.
 - (3) Assigned aboard qualifying vessels of other uniformed services or other qualifying vessels.
 - (4) Temporarily assigned to a vessel as designated ship-based staff when embarked on sea duty orders. Ship based staff for the purposes of the U.S. Army and this regulation includes U.S. Army Transportation School Marine Instructor personnel, or personnel performing duties underway who would not be otherwise designated as "assigned crew."

- c. Personnel who are assigned to a qualifying vessel for periods of less than 30 days will not be placed on permanent sea duty orders. Claims for CSP 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 (TWI) or to commands servicing pre-positioned or forward stored U.S. Army watercraft and perform duties aboard vessels, must provide substantiating sea service documents, specifying each period of sea duty, for CSP eligibility.

2-3. Restrictions on payment

Career sea pay will not accrue when a soldier —

- a. Is enroute to and from a ship outside the Continental United States (CONUS), 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. 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 or while vessel is in a shipyard for maintenance.
- c. Transferred under orders from one unit, post, or station to another.
- d. No longer meets the requirements of paragraph 2-2 and is therefore no longer eligible.
- e. Temporarily based ashore, in excess of 30 days on a command authorized absence from the ship, while vessel is performing a mission away from home port.

2-4. Initiation and Administration

- a. Brigade/group level commanders with U.S. Army vessels will—
 - (1) Appoint and train a Sea Pay Officer, Sea Pay Clerk and alternate by appointment orders, to review the overall CSP program within their command.
 - (2) Coordinate with CSPO all CSP actions within the BDE.
 - (3) Inspect unit/BN Sea Pay transactions and vessel logbooks, quarterly, to ensure all transactions are completed within the prescribed time tables herein.
 - (a) Ensure a statement of sea duty is included on assignment orders for applicable soldiers.
 - (b) If a soldier sails as a crewmember aboard a ship other than that assigned, on statement of sea duty, and period of assignment does not exceed 5 working days, do not issue new sea duty orders.
 - (4) Process and forward all CSP documentation, through the U.S. Total Army Personnel Command, Incentive Pay Branch, Career Sea Pay Office (CSPO), 705 Read St., Ft. Eustis, VA 23604-5407, to the personnel and administration center (PAC) for orders processing.
- b. Battalion level Commanders with U.S. Army vessels will—
 - (1) Appoint and train a Sea Pay Officer, a Sea Pay Clerk and alternate, by duty appointment orders.
 - (2) Coordinate with BDE, vessel assignments to positions aboard USAVs, per current MTOE/TOE.

- (3) Issue and distribute CSP orders. (See AR 600-18-105, paras 1-22, 2-19, 3-5 and fig 3-8 for issuing and distribution guidance.)
 - (4) Manage vessel assignments to positions aboard USAVs, per current MTOE/TOE (Modified Table of Organization and Equipment).
 - (5) 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 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) 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 contain:
 - (a) Copies of substantiating sea service documents as directed by this regulation.
 - (b) A copy of assignment orders with a statement of sea duty.
 - (c) A copy of individual CSP and CSPP orders.
 - (3) Prepare and forward DA Form 2446, through the chain-of-command, for processing orders.
 - (a) Original audit trail documents, (such evidence is limited to DD Form 214, NGB Form 22 (Report of Discharge and Record of Service), DA Form 2823 (Sworn Statement), DA Form 3068, (Marine Service Book), DA Form 3068-1, DA Form 4640 (Harbor Boat Deck Log for Class A and B Vessels), or DA Form 5273 (Harbor Boat Deck Department and Engine Log Book for Class B Vessels)) must accompany DA Form 2446 to CSPO for verification of sea service.
 - (b) All CSP actions will be processed within 5 working days of the day the soldier reports for duty aboard the vessel.
 - (4) Inspect vessel logbooks monthly to ensure crewmembers are assigned appropriately.
 - (5) Inspect unit sea pay files to ensure audit trail integrity.
- d. Vessel Masters, coxswains or senior soldier assigned aboard vessel will complete DA Form 3068 and submit an original DA Form 3068-1 for personnel assigned or reassigned to a different duty position aboard and personnel relieved from duty aboard, regardless of grade or MOS, through their chain-of-command to PERSCOM, CSPO, within 3 working days.
- (1) A certified true copy of DA Form 3068-1 may be initially transmitted electronically to meet the 3 working day requirement for vessels underway or OCONUS.
 - (2) If soldier sails as a crewmember aboard a ship other than that assigned on sea duty orders, 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 ship, 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 individual is qualified per paragraph 2-2; unit commanders must submit the following:
 - (1) Original DA Form 3068-1. Authorized entries of sea service dates will be made by vessel masters or by their designated representative. DA Forms 3068-1 reflects information contained in the official vessel log book and is an official audit trail document for career sea pay.
 - (2) DA Form 2446.
 - (3) Assignment orders with a statement of sea duty.
- 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.

2-6. Administrative documents required and justifications to terminate Career Sea Pay

Commanders with U.S. Army vessels will issue orders to terminate sea duty when soldier no longer meets the requirements of paragraph 2-2. Administrative procedures required to terminate career sea pay (fig 2-2) in specific situations will differ within each command but the essential procedures are described as follows:

- a. Permanent Change of Station, Expiration of Term of Service (ETS), or intra-post transferred. Unit commanders must submit the following:
 - (1) Duty orders terminating sea duty on the date relieved from duty aboard the vessel. Include justification for termination.
 - (2) DA Form 2446 for termination of career sea pay effective on the day of relief from duty aboard vessel.
 - (3) DA Form 3068-1 with inclusive dates of vessel assignment.
- b. When individual is assigned to special duty (SD), school, TDY, or hospitalized, soldier must be signed off of the vessel immediately upon separation and the unit Commanders must submit the following:
 - (1) Duty orders terminating sea duty on the date relieved from duty aboard the vessel. Include justification for termination.
 - (a) When a soldier is TDY to a valid sea duty position, do not terminate sea duty. Submit DA Form 3068-1 for the TDY position if other than current position. Assignment aboard a vessel in the shipyard during cyclic maintenance is considered a valid sea duty position.
 - (b) Soldiers will not be on sea duty orders and assigned ashore to SD, school, TDY, hospitalized, or hold any other position ashore, concurrently.
 - (2) DA Form 2446 for termination of career sea pay effective the 31st day after assigned date of orders to SD, MOS school, TDY, or hospitalized. If school is not MOS related, effective date is the date removed from duty aboard the vessel.
 - (3) DA Form 3068-1 with inclusive dates of vessel assignment.
- c. When individual is suspended or otherwise removed from duty or confined awaiting trial by court-martial. Unit commanders must submit the following:
 - (1) Duty orders terminating sea duty effective on the date of suspension or relief of duty aboard vessel.

- (2) DA Form 2446 for termination of career sea pay effective on the day of 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) Where sentence is changed to restriction to the vessel and member performs duty aboard, CSP is resumed.
- (3) DA Form 3068-1 with inclusive dates of vessel assignment.
- d. When individual does not meet the conditions of CSP, unit commanders must submit the following:
 - (1) Duty orders terminating sea duty effective on the day soldier became ineligible, if no longer assigned. If the soldier is still assigned to a vessel, submit a sea duty order with the change of position or status.
 - (2) DA Form 3068-1 with inclusive dates of vessel assignment, if no longer assigned.
 - (3) DA Form 2446 for termination of 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) Duty orders terminating sea duty effective the date of relief from duty aboard the vessel.
 - (2) DA Form 3068-1 with inclusive dates of assignment or DA Form 3068-1 supporting an assignment to another vessel.
 - (3) DA Form 2446 for termination of 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.

2-7. Monthly sea pay report

The CSPO will publish a monthly CSP report indicating soldier assignments aboard, Active Component, Class A watercraft. The report is derived from CSP documents received from each unit. Commanders will correct CSP report data, name; SSN; and grade, for each soldier assigned to each vessel on the report under his/her command. Additionally, use the Unit Commander's Finance Report (UCFR) to validate payments. Changes to "vessel assignment" data will be made by CSPO after receipt of substantiating CSP documentation. The corrected report will be returned to CSPO within 5 working days.

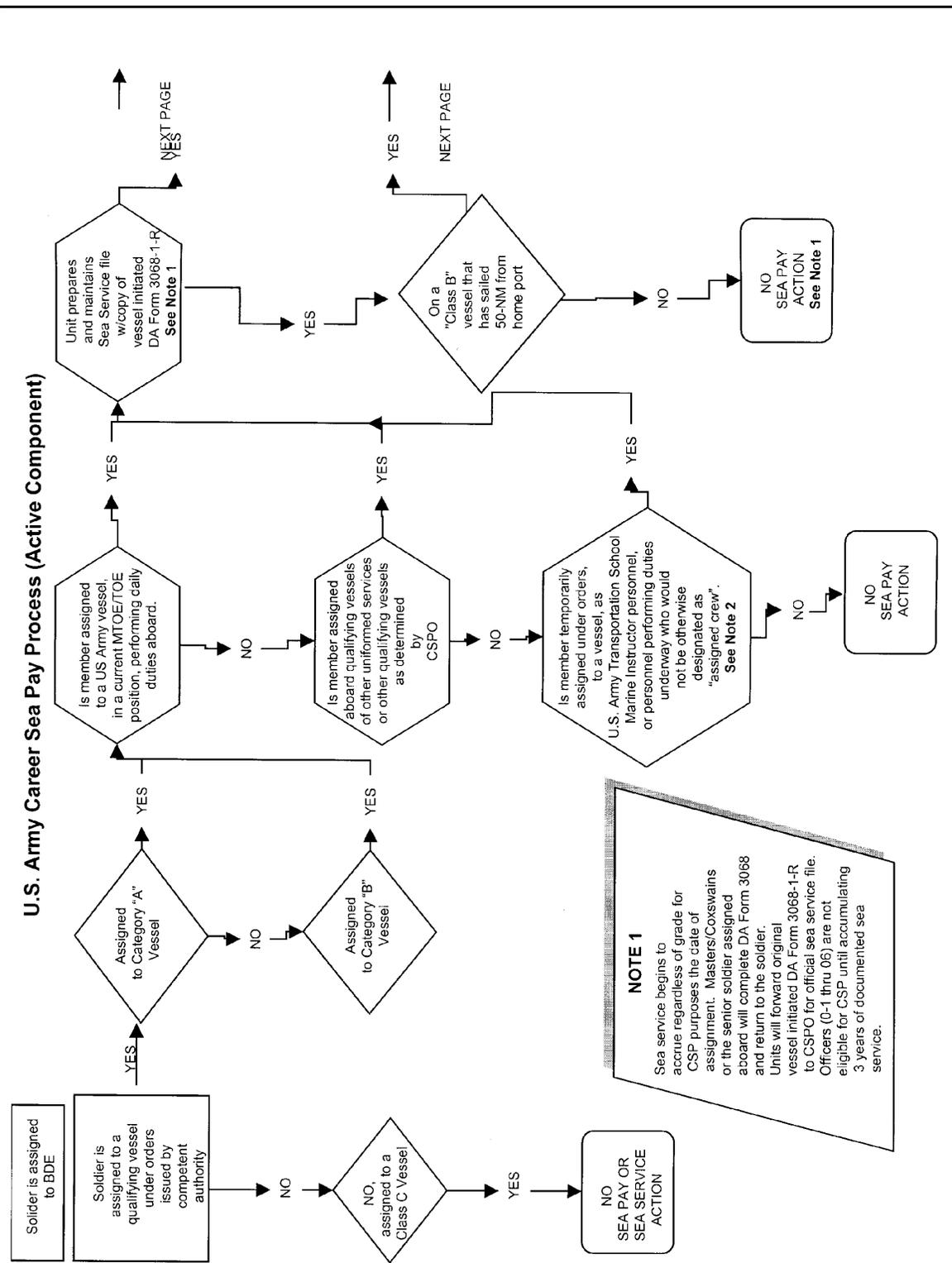


Figure 2-1. The administration of CSP (Active Component), Page of 1

U.S. Army Career Sea Pay Termination Process (Active Component)

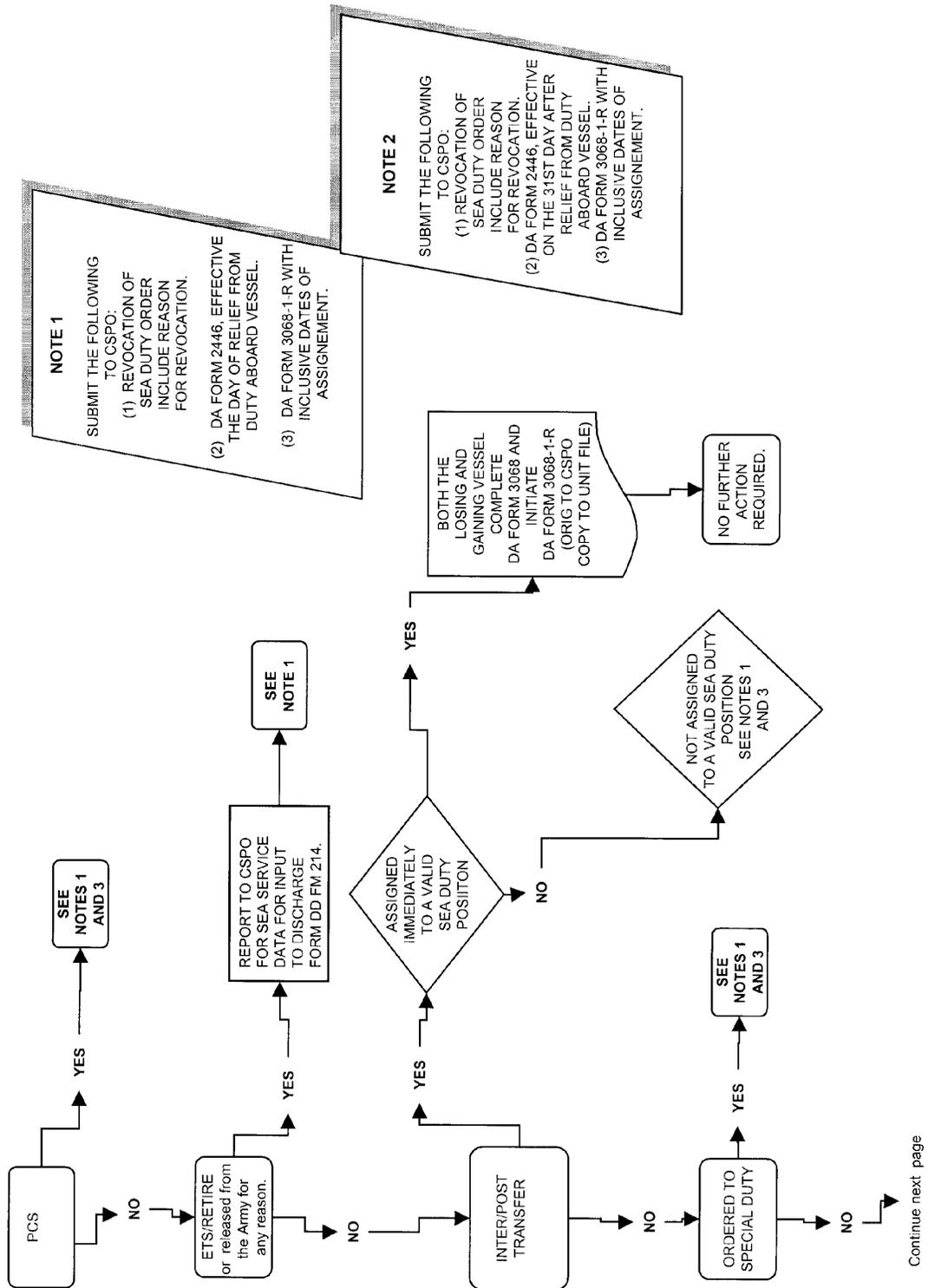
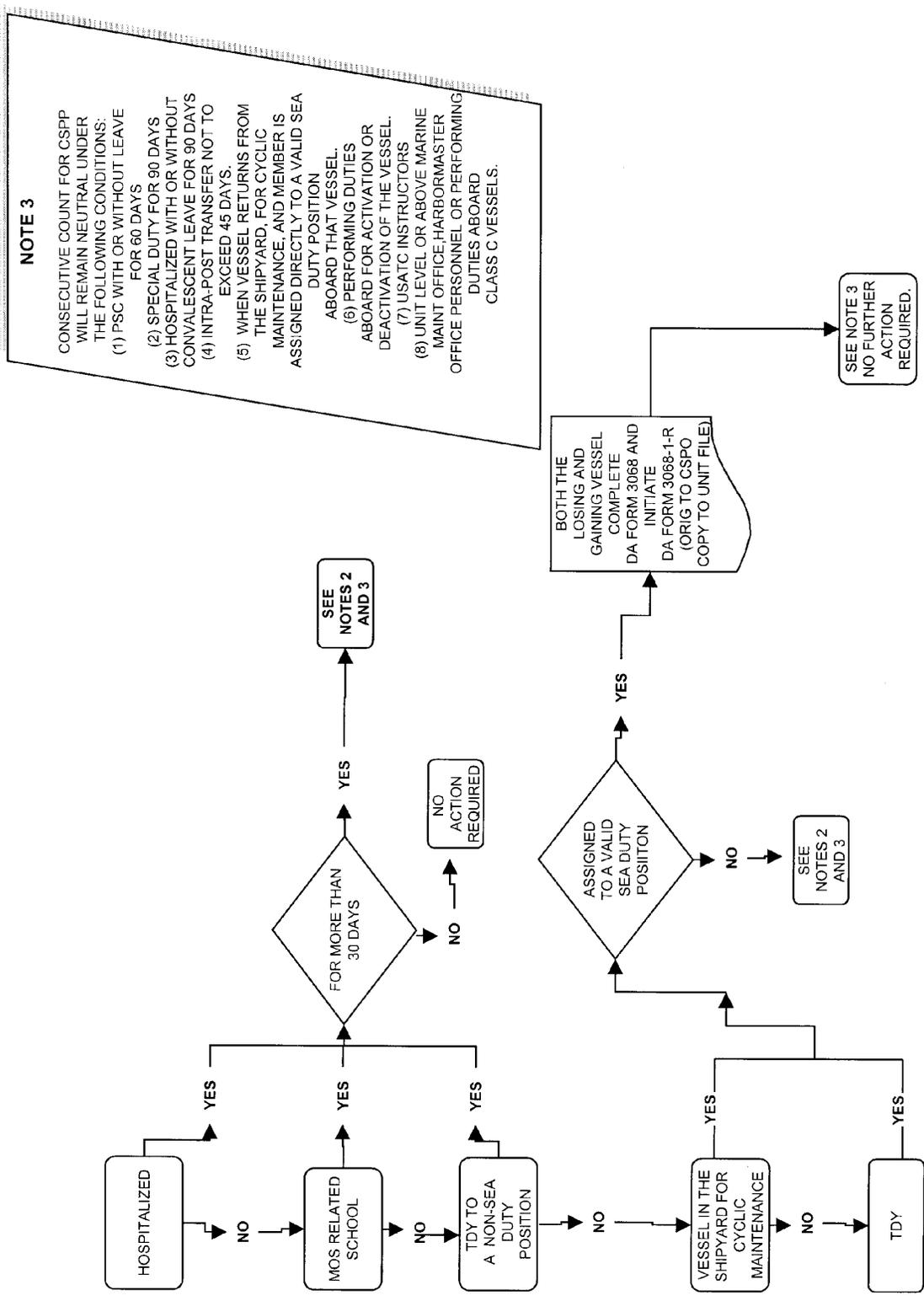


Figure 2-2. The terminate career sea pay, Page of 1



NOTE 3

CONSECUTIVE COUNT FOR CSPP WILL REMAIN NEUTRAL UNDER THE FOLLOWING CONDITIONS:

- (1) PSC WITH OR WITHOUT LEAVE FOR 60 DAYS
- (2) SPECIAL DUTY FOR 90 DAYS
- (3) HOSPITALIZED 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 THE VESSEL.
- (7) USATC INSTRUCTORS
- (8) UNIT LEVEL OR ABOVE MARINE MAINT OFFICE, HARBORMASTER OFFICE PERSONNEL OR PERFORMING DUTIES ABOARD CLASS C VESSELS.

Figure 2-2. The terminate career sea pay, Page of 2

Chapter 3

Entitlement and Procedures for Career Sea Pay Premium (CSPP)

3-1. Eligible recipients

- a. All officers, warrant officers and enlisted soldiers in pay grade E-4, who are entitled to career sea pay 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 (Sergeant to Sergeant Major) with at least 3 years, but less than 5 years of sea duty and who have served 36 consecutive months of sea duty are entitled to a monthly career sea pay premium for the 37th consecutive month and each subsequent consecutive month served by such member. (See DODFMR, Vol 7A, Chap 18, para 180201, for restriction on premium pay.)
- c. Monthly career and premium sea pay rates are provided in DODFMR, Vol 7A, Chap 18.

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 CSPP.

3-3. Termination

- a. Soldiers become ineligible for CSPP when:
 - (1) Promoted to Sergeant and have accumulated over 5 years of sea service. Career Sea Pay Premium will be terminated on the soldiers', date of rank for pay grade E5. Unit commanders must notify CSPO of all promotions to Sergeant.
 - (2) An enlisted soldier (Sergeant to Sergeant Major) exceeds 5 cumulative years of sea service, CSPP will terminate on the day the soldier exceeded 1800 cumulative days (5 years) of sea duty.
 - (3) 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 commanders will be notified by CSPO when soldiers become ineligible for CSPP. Upon notification, unit commanders will process DA Form 2446 to terminate the entitlement.

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.

- 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, can be any of the following:
 - (1) When the vessel log book is unavailable or destroyed, two properly executed DA Forms 2823 by other soldiers that were assigned to the same vessel during the same period of time. 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.
 - (2) DD Form 214.
 - (3) USAR Component vessels—A memorandum with cumulative data, including like information as found on DA Form 3068-1, for each crewmember, or a roster of personnel, certified by the Commander.

4-3. Computing consecutive sea service time for CSPP

- 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 enroute to an OCONUS sea duty assignment and when the period of PCS/Leave does not exceed 60 days.
 - (2) When PCS/TDY/assigned to a MOS related school for the entire term of the school, providing soldier returns immediately to a qualifying sea duty position. Note: Instructor Key Personnel Training (IKPT) is MOS related.
 - (3) Intra-post transferred and period of intra-post transfer/leave does not exceed 60 days between vessel assignments.
 - (4) Hospitalized, under orders, 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, under orders, 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 or in a Harbormaster Office (HMO), or Performing duties aboard Class C Vessels, Class C vessels, effective 1 October 1997, in direct support of U.S. 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.

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.

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, coxswains or senior soldier assigned aboard vessel will post assignment information in the soldier's DA Form 3068 and return it to the soldier.

4-7. Verification of sea service time

When commanders require assistance from the permanent records repository to determine and credit sea service time, they may submit requests to CSPO.

Chapter 5

Sea Pay Within the Reserve Components

5-1. Career Sea Pay

- a. These procedures apply to Reserve Component Commanders who have ARNGUS, USAR, soldiers assigned to their units aboard qualifying vessels and are authorized CSP while on AD or FTNGD.
- b. The detailed steps in the administration of CSP (fig 5-1) will differ within each command, but the essential tasks are described within this chapter.

5-2. Scope of Duties

- a. The DCSPER has overall responsibility for personnel matters pertaining to Reserve Component personnel who perform sea duty, including those in AGR status.
- b. State TAGs will issue orders authorizing career sea pay for qualified ARNGUS personnel, based on authority inherent in their positions and standing authority by NGR 310-10 (Military Orders).
- c. The MSC will issue orders for the purposes of career sea pay entitlement for qualified members of the USAR. The MSCs may designate authority to issue orders authorizing career sea pay to the DCSPER, Regional Support Commands (RSC), based on authority inherent in their positions and standing authority provided by AR 600-8-105, paragraph 1-22.
- d. Commanders must ensure that published career sea pay 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' training period. Commanders will submit documentation of qualified soldiers' vessel assignments and maintain audit trail documents.

5-3. Application of procedures

Commanders of Reserve Component soldiers, including those in AGR status, assigned to sea duty aboard qualifying vessels must comply with career sea pay procedures established with this regulation.

5-4. Entitlement conditions

The entitlement criteria explained in paragraph 2-2 of this regulation applies to ARNGUS, USAR soldiers, including those in AGR status.

5-5. Restriction on eligibility

- a. Career sea pay is not authorized for ARNGUS or USAR soldiers for periods of IDT.
- b. The provisions of paragraph 2-3 apply to ARNGUS, USAR soldiers, including those in AGR status.

5-6. Initiation and administration

- a. State Adjutants General and RSC will appoint a sea pay officer designated by memorandum of duty appointment. Sea pay officers are responsible to—
 - (1) Implement and maintain the CSP Program for all USAR watercraft units.
 - (2) Include 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) Process and distribute CSP orders based on DA Form 2446 received from the units.
 - (4) Return CSP orders to the unit pay administrator for pay processing, within 10 working days of receipt.
- b. 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 periods of AD or FTNGD when soldiers are assigned to qualifying vessels during these periods.
 - (2) Maintain unit sea service files for all personnel assigned to qualifying vessel, 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 pay, to maintain an audit trail for CSP.
 - (b) A copy of DA Forms 3068-1-R 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.
 - (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 the RSC for orders processing within 5 working days of receipt of verification from CSPO.
 - (5) Submit CSP orders to the appropriate pay input station for processing within 5 working days of receipt from the RSC.
 - (6) Submit proof of sea service, no less than annually, to the CSPO, central repository for sea service. The provisions of chapter 4 apply.

5-7. Sea Service Computation

Sea Service for Reserve Component soldiers is credited as follows:

- a. Sea service is credited for each day an ARNGUS or USAR soldier is assigned to sea duty to qualifying vessels while on AD or FTNGD, for CSP purposes.
- b. Sea service is credited for CSP purposes for each unit of training assembly (UTA) a soldier performs while assigned for duty aboard a qualifying vessel during IDT.
- c. U.S. Army Reserve and ARNGUS personnel, including those in AGR status, assigned or attached to Active Component Army vessels, are to have DA Form 3068 annotated or 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 not necessary for RC personnel due to the nature of duty. If termination applies, follow procedures in paragraph 2-5.

U.S. Army Career Sea Pay Process (Reserve Component)

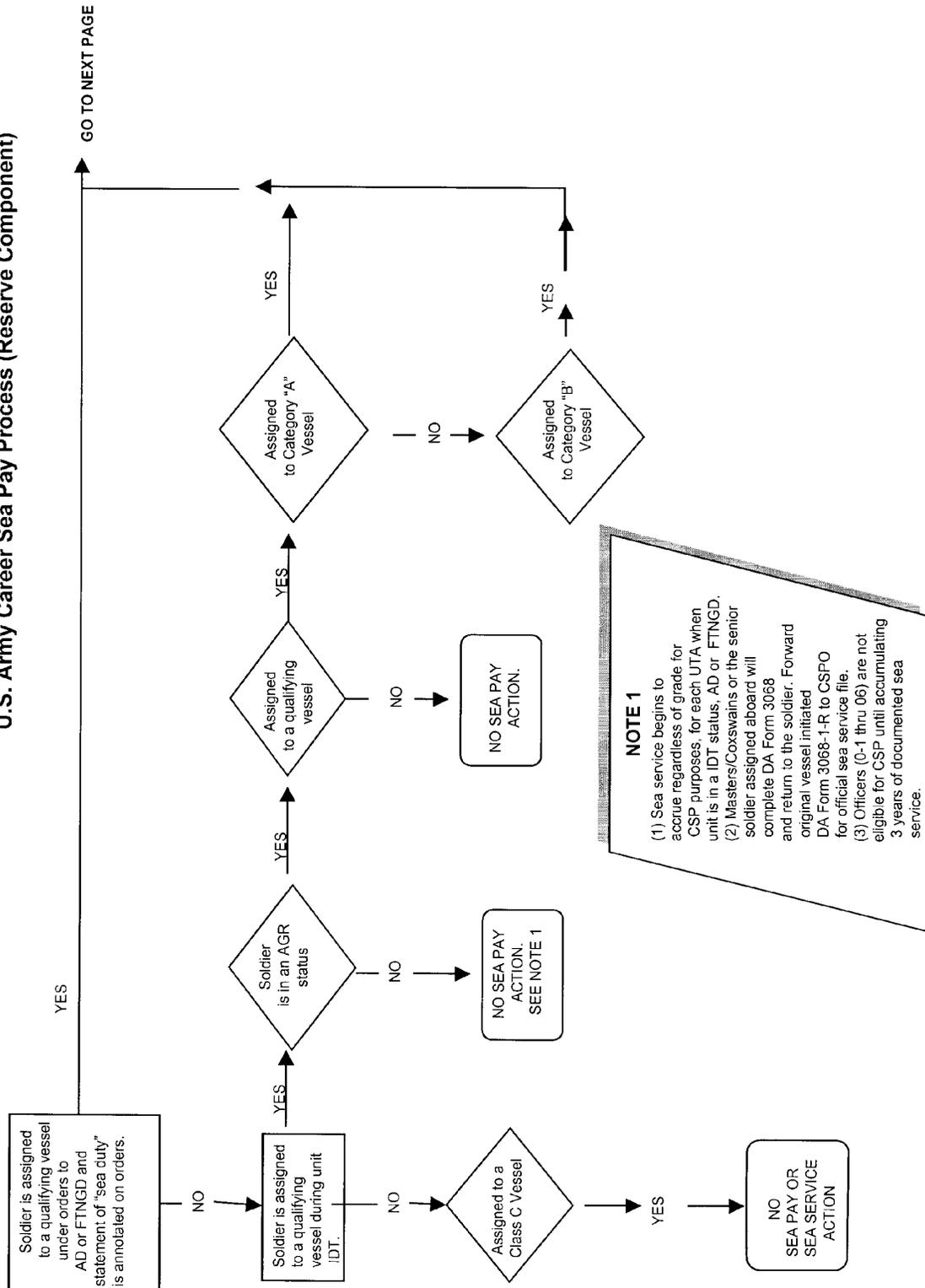


Figure 5-1. The administration of CSP (Reserve Component), Page of 1

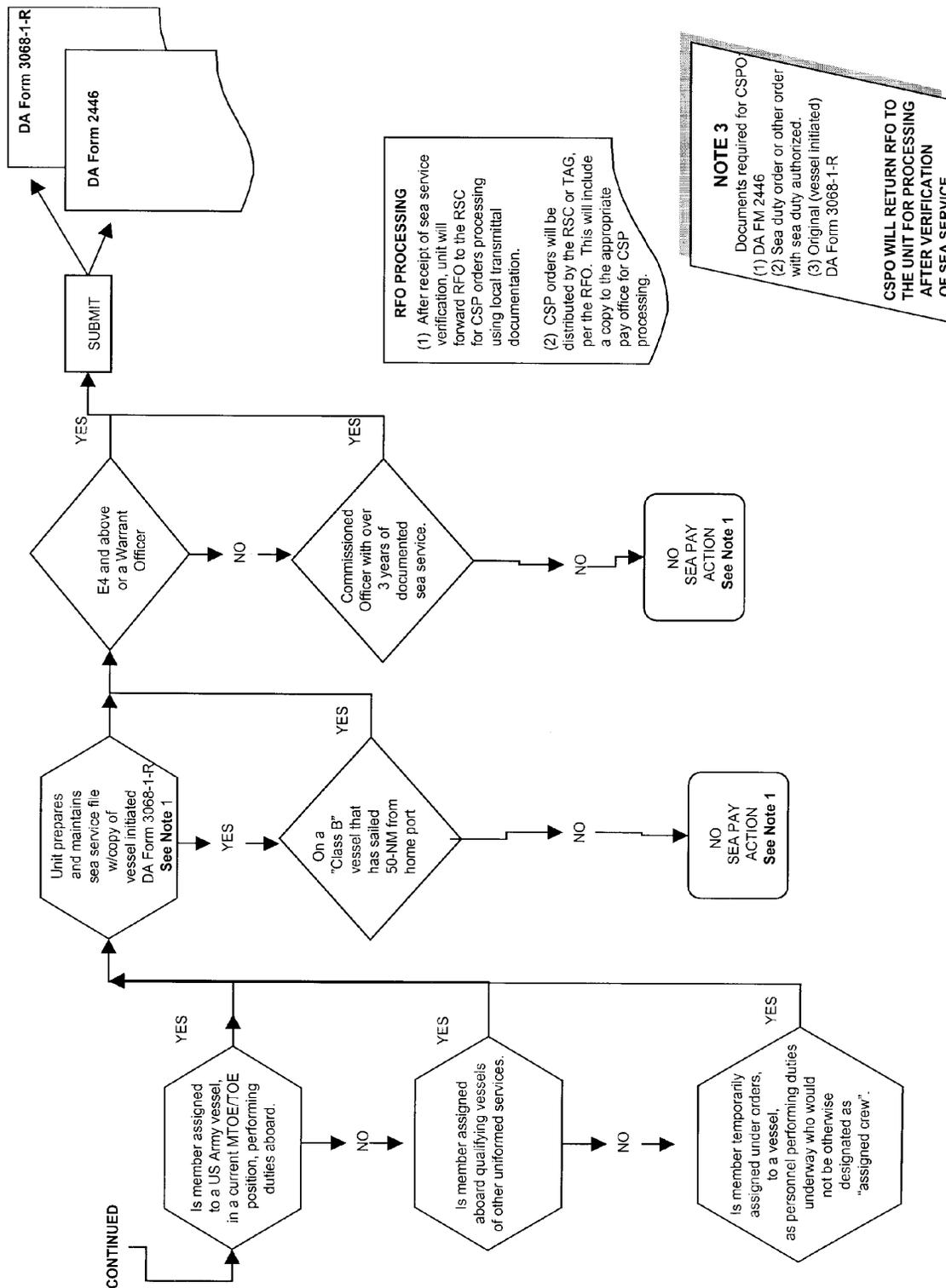


Figure 5-1. The administration of CSP (Reserve Component), Page of 2

Appendix A References

Section I Required Publications

AR 56-9

Watercraft (Cited in paras 1-7 and 2-1.)

AR 600-8-105

Military Orders (Cited in paras 1-4 and 5-2.)

DOD 7000.14.R

Department of Defense Finance Management Regulation (DoDFMR), Vol 7A, Chapter 18, Special Pay—Sea Duty (Cited in paras 1-6, 2-2 and 3-1 and 4-3.)

NGR 310-10 (required only for units with ARNGUS personnel on sea duty)

Military Orders (cited in para 1-4 and 5-2.)

Section II Related Publications

A related publication is merely 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 and Procedures—Active Component

FM 55-50

Army Water Transportation Operations

Section III Prescribed Forms

DA Form 3068

Marine Service Book (Prescribed in paras 1-4, 2-4, 2-5, 4-2, 4-4, 4-6, 5-7 and App B.)

DA Form 3068-1

Marine Service Record (prescribed in paras 1-4, 2-4, 2-5, 2-6, 4-2, 4-4, 4-6, 5-7 and App B.)

Section IV Referenced 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

Receiving Reports

NGB Form 22

Report of Discharge and Record of Service

Appendix B**Documenting U.S. Army Sea Service****B-1. U.S. 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.

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

The vessel master, or the designated individual in charge of the vessel, generally, has the primary responsibility to use these forms to report sea service, vessel crew changes, or changes in position aboard, to PERSCOM, 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 listed below:

- a. Item 4. PMOS. If 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. POSITION. List specific position aboard. For soldiers aboard USAVs, list only one of the following duty positions (typical MOS is parenthesis) (FM 55-50, chap 1):
 - (1) Master (880A)
 - (2) First Mate (880A for Class A2 vessels or 88K40 for Class A1 vessels)
 - (3) Second Mate (880A)
 - (4) Third Mate (880A)
 - (5) Chief Engineer (881A)
 - (6) First Assistant Engineer (881A for Class A2 vessels or 88L30 for Class A1 vessels)
 - (7) Second Assistant Engineer (881A)
 - (8) Third Assistant Engineer (881A)
 - (9) Junior Marine Engineer (88L30)
 - (10) Senior Marine Engineman (88L20)
 - (11) Engineman (88L10)
 - (12) Detachment SGT (88K40)
 - (13) Marine Maintenance NCO (88L40)

- (14) Boatswain (88K30 or 88K40)
- (15) Coxswain (88K20)
- (16) Lead Seaman (88K10)
- (17) Seaman (88K10)
- (18) First Cook (94B)
- (19) Cook (94B)
- (20) Medic (91B)

- d. Item 8. VESSEL STATUS. See paragraph 1-7 for explanation of vessel status.
- e. Item 9. SERVING ABOARD. For entries marked "other" explain in item 19.
- f. Item 10. 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' Tug)_____Ocean
 - (3) Large Tug (100' Tug)_____Ocean
 - (4) Small Tug (ST 900)_____Inland
 - (5) Small Tug (65' Tug)_____Inland
 - (6) Landing Craft Utility (LCU)_____Near coastal
(except when mission indicates an ocean voyage)
 - (7) Landing Craft Mechanized (LCM)_____Inland
 - (8) Lighter Amphibious Resupply Cargo (LARC)_____Inland
 - (9) J-Boat; CHI, SLWT_____Inland
- g. Item 11. RESERVE COMPONENT SEA SERVICE (USAR/ARNGUS only). List the duty status of the soldier assigned aboard.
- h. Item 12. FOR PERSCOM USE ONLY.
- i. Item 13. DATE ASSIGNED. Inclusive date assigned (YYYYMMDD)
- j. Item 16. DEPARTURE DATE. Inclusive date departed (YYYYMMDD)
- i. Item 17. REMARKS. Use this block to explain reason for leaving vessel; list gaining unit; explain "other" entry in item 9.

B-3. Documenting U.S. Army Sea Service Experience

- a. Sea service transcript is a memorandum from CSPO that list all U.S. 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.
- b. A memorandum of sea service validates total U.S. Army sea service time to be recorded on DD Form 214 upon separation from active duty. Requests can be made at any time after final release from sea duty and before reporting to a Transition Point.

Appendix C

Internal 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. Intent

The intention of this 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:

- a. Establish CSP/CSPP Program.
- b. Ensure 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 five years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (Management Control Evaluation Certification Statement). A copy of DA Form 11-2-R is available on the Army Electronic Library CD-ROM (EM0001) and on the USAPA web site (www.usapa.army.mil).

C-4. Test Questions

- a. Is a current copy of AR 600-88 and appropriate unit 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 BDE Level Sea Pay Officers designated by duty appointment and familiar with the requirements of the regulation and SOP?
- c. Are BN Level Sea Pay Officers designated by duty appointment, 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, responsible for maintenance and accuracy of unit CSP/CSPP actions and audit trail records (including, monthly unit sea pay roster, sea pay entitlement award and termination orders/DA Form 2446/DA Form 3068-1)?
- e. Are the battalion level Sea Pay NCOs and alternate designated by memorandum of duty appointment responsible for: oversight and to the requirements of AR 600-88 and battalion SOP; and ensuring career sea pay 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 per DA PAM 25-400-2?
- 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 (paragraph and line number) effective date?
- k. Are all soldiers, E-4 and above, assigned by written orders for duty aboard a qualifying vessel receiving CSP/CSPP?
- l. Has the unit stopped CSPP for all enlisted soldiers E-5 through E-9 with over five years of sea service?
- m. Have 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 authorized)?
- n. 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 AD or FTNGD? (Chap 5)
- o. 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 during active duty? (Chap 5)
- p. Do ARNGUS/USAR units have procedures in place to ensure that sea service time is credited for each UTA a soldier is assigned for duty aboard a qualifying vessel during IDT?
- q. Do ARNGUS/USAR units provide substantiating documents supporting the claim to sea service to the CSPO with copies filed in the responsible unit? (Chap 5)
- r. 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?
- s. Do Battalion staff sea pay officers conduct CSP/CSPP administration reviews to detect audit trail discrepancies, delays in processing CSP documents, or abuse of the program?
- t. Do unit sea pay officers conduct CSP/CSPP administration reviews to detect audit trail discrepancies or abuse of the program.
- u. Are all personnel assigned aboard vessels within 125 percent of current TOE/MTOE/TDA authorizations?
- v. If vessel crews are supplemented beyond 125 percent of TOE/MTOE/TDA authorizations, are copies of the memorandum of request for exception (with justification) and the memorandum of approval on file at the unit?
- w. Are current crew lists for each unit vessel, indicating dates of assignment, on hand in the unit and available to the sea pay clerk?
- x. Is a unit CSP/CSPP suspense log maintained to ensure entitlement award and termination actions are completed in a timely manner?

- y. Are late sea pay actions received at BN, accompanied by a memorandum of justification for lateness?
- z. 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?
- aa. Does the unit sea pay officer, sea pay clerk, and alternates know the TOE/MTOE/TDA authorizations for each vessel in the unit and the fill status of the authorizations?
- bb. Are CSP/CSPP actions submitted within 5 days of assignment to vessel?
- 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. Are logbooks, DA Form 3068-1, and monthly by-vessel roster from CSPO in agreement with CSP/CSPP audit trail?
- ee. Are all vessel logbooks inspected monthly/quarterly by the sea pay officer to ensure accuracy of the audit trail and source documents?
- ff. Are the Leave and Earning Statements (LES) compared with monthly CSP/CSPP rosters to ensure correct payment?
- gg. Have USAR or ARNGUS 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. Comments

Help make this a better tool for evaluation management controls. Submit comments to Commander, U.S. Total Army PERSCOM, ATTN: Career Sea Pay Office (TAPC-PLP-I), 705 Read St., Ft. Eustis, VA 23604-5407.

Glossary

Section I Abbreviations

AD

Active Duty

ADT

Active Duty for Training

AGR

Active Guard Reserve

ARNGUS

Army National Guard of the United States

AT

Annual Training

CAR

Chief, Army Reserve

CONUS

Continental, United States

DCSPER

Deputy Chief of Staff for Personnel

DODFMR

Department of Defense Financial Management Regulation

ETS

Expiration of Term of Service

FTNGD

Full time National Guard Duty

IDT

Inactive Duty Training

IKPT

Instructor Key Personnel Training

IMA

Individual Mobilization Augmentee

MSC

Major Subordinate Command

MOS

Military Occupation Specialty

MTOE

Modified Table of Organization and Equipment

NGB

National Guard Bureau

OCONUS

Outside Continental United States

PAC

Personnel Administration Center

PCS

Permanent Change of Station

SD

Special Duty

SSN

Social Security Number

SVC

Service

TAG

The Adjutant General (National Guard)

TAPC

Total Army Personnel Command

TDA

Table of Distribution and Allowance

TDY

Temporary Duty

TOE

Table of Organization and Equipment

UCFR

Unit Commander's Finance Report

USAR

United States Army Reserve

Section II**Terms**

This section contains no entries.

Section III**Special Abbreviations and Terms****COT**

Chief of Transportation

CSP

Career Sea Pay

CSPP

Career Sea Pay Premium

CSPO

Career Sea Pay Office

EFF

effective

RSC

Regional Support Command

USARC

United States Army Reserve Command

Active status

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

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.

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 qualified soldiers for performing sea duty.

Category A or B Vessels

The DOD 7000.14-R, term "category" is synonymous with the AR 56-9 term "class." Class A equals Category A; Class B equals Category B.

Certifying officer

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

Embarked

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

Home port

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

Hospitalized

For the purposes of this regulation 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 (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.

Vessel logbook

Abbreviated term for either DA Form 4640 or DA Form 5273.

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 zero).

Permanent crew

See "assigned crew."

Qualifying vessel

U.S. Army watercraft, Class A or Class B vessels; Like vessels of the Navy, Coast Guard, Military Sea Lift Command, National Oceanic and Atmospheric Administration or aboard like foreign and non-military vessels for U.S. Army missions.

Saved sea service

Periods of time accrued for career sea pay not to exceed 90 days.

Sea duty

Actual sea duty performed 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 U.S. Army vessels experience include, but not limited to, position, gross tonnage, 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, 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, assignment orders must reflect, in the additional instructions, the vessel name and the para/line number the soldier is assigned to for sea duty (Example, Additional Instructions: (1) Soldier is assigned to sea duty aboard LCU-2016, para/line 105/04).

Substantiating document

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

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."

MARINE SERVICE RECORD			
For use of this form, see AR 600-88; the proponent agency is ODCSPER			
1. NAME (Last, First, Middle Initial) <p style="text-align: center;">JOHN, PAGE D.</p>		2. SSN <p style="text-align: center;">000-00-000</p>	3. GRADE <p style="text-align: center;">CW2</p>
		4. PMOS <p style="text-align: center;">881A</p>	
1 RECORD OF SERVICE			
5. UNIT <p>411TH TRANS DET</p>		6. VESSEL TYPE, NAME AND HULL NUMBER <p>LSV-6</p>	7. POSITION (Per FM 55-50) <p>DETACHMENT SGT</p>
		<input type="checkbox"/> CREW <input checked="" type="checkbox"/> WATCH OFFICER	
8. VESSEL STATUS <input checked="" type="checkbox"/> OPERATIONAL <input type="checkbox"/> DEPOT MAINTENANCE <input type="checkbox"/> ADMIN STORAGE		9. SERVING ABOARD <input checked="" type="checkbox"/> ARMY (USAV) <input type="checkbox"/> OTHER (Explain) <input type="checkbox"/> NAVY (USS) <input type="checkbox"/> MSC (USNS)	
		10. TYPE OF WATERS <input type="checkbox"/> INLAND <input type="checkbox"/> NEAR COASTAL <input checked="" type="checkbox"/> OCEANS	
11. RESERVE COMPONENT SEA SERVICE (USAR/ARNGUS only)		12. TOTALS (For PFRSCOM use only)	
a. AD DAYS		b. FTNGD DAYS	
c. UTA(s)		d. OTHER (Explain)	
a. TOTAL DAYS SEA SERVICE		b. TOTAL DAYS SEA PAY	
13. DATE ASSIGNED (YYYYMMDD) <p>1997/01/10</p>	14. NAME AND GRADE OF CERTIFYING OFFICER (Print or type) <p>MICHAEL, MCHENRY, CW4, COMMANDING</p>	15. SIGNATURE	
16. DEPARTURE DATE (YYYYMMDD) <p>1998/04/27</p>	17. NAME AND GRADE OF CERTIFYING OFFICER (Print or type) <p>JOHN ADAMS, CW3, COMMANDING</p>	18. SIGNATURE	
19. REMARKS (Reason for leaving vessel/gaining unit/etc.) <p>ATTENDING A2 CERT COURSE</p>			
2 RECORD OF SERVICE			
5. UNIT <p>411TH TRANS DET</p>		6. VESSEL TYPE, NAME AND HULL NUMBER <p>LSV-6</p>	7. POSITION (Per FM 55-50)
		<input type="checkbox"/> CREW <input checked="" type="checkbox"/> WATCH OFFICER	
8. VESSEL STATUS <input checked="" type="checkbox"/> OPERATIONAL <input type="checkbox"/> DEPOT MAINTENANCE <input type="checkbox"/> ADMIN STORAGE		9. SERVING ABOARD <input checked="" type="checkbox"/> ARMY (USAV) <input type="checkbox"/> OTHER (Explain) <input type="checkbox"/> NAVY (USS) <input type="checkbox"/> MSC (USNS)	
		10. TYPE OF WATERS <input type="checkbox"/> INLAND <input type="checkbox"/> NEAR COASTAL <input checked="" type="checkbox"/> OCEANS	
11. RESERVE COMPONENT SEA SERVICE (USAR/ARNGUS only)		12. TOTALS (For PFRSCOM use only)	
a. AD DAYS		b. FTNGD DAYS	
c. UTA(s)		d. OTHER (Explain)	
a. TOTAL DAYS SEA SERVICE		b. TOTAL DAYS SEA PAY	
13. DATE ASSIGNED (YYYYMMDD) <p>1998/08/01</p>	14. NAME AND GRADE OF CERTIFYING OFFICER (Print or type) <p>JOHN ADAMS, CW3, COMMANDING</p>	15. SIGNATURE	
16. DEPARTURE DATE (YYYYMMDD) <p>1997/08/27</p>	17. NAME AND GRADE OF CERTIFYING OFFICER (Print or type) <p>MICHAEL, MCHENRY, CW4, COMMANDING</p>	18. SIGNATURE	
19. REMARKS (Reason for leaving vessel/gaining unit/etc.)			

DA FORM 3068-1, JUL 1999

DA FORM 3068-1, OCT 68, IS OBSOLETE

USAPA V1.00

Figure B-1. Sample of DA Form 3068-1

MARINE SERVICE RECORD			
<small>For use of this form, see AR 600-88; the proponent agency is ODCSPER</small>			
1. NAME (Last, First, Middle Initial) <p style="text-align: center;">PAGE, JOHN O.</p>		2. SSN <p style="text-align: center;">000-00-000</p>	3. GRADE <p style="text-align: center;">SFC</p>
4. PMOS <p style="text-align: center;">88K40</p>			
1 RECORD OF SERVICE			
5. UNIT <p>699TH TRANS DET</p>		6. VESSEL TYPE, NAME AND HULL NUMBER <p>LSV-3</p>	7. POSITION (Per FM 55-50) <p>DETACHMENT SGT</p>
		<input type="checkbox"/> CREW	<input checked="" type="checkbox"/> WATCH OFFICER
8. VESSEL STATUS <input checked="" type="checkbox"/> OPERATIONAL <input type="checkbox"/> DEPOT MAINTENANCE <input type="checkbox"/> ADMIN STORAGE	9. SERVING ABOARD <input checked="" type="checkbox"/> ARMY (USAV) <input type="checkbox"/> OTHER (Explain) <input type="checkbox"/> NAVY (USS) <input type="checkbox"/> MSC (USNS)		10. TYPE OF WATERS <input type="checkbox"/> INLAND <input type="checkbox"/> NEAR COASTAL <input checked="" type="checkbox"/> OCEANS
11. RESERVE COMPONENT SEA SERVICE (USAR/ARNGUS only)		12. TOTALS (For PERSCOM use only)	
a. AD DAYS <p style="text-align: center;">30</p>		b. FTNGD DAYS	
c. UTA(s)		d. OTHER (Explain)	
a. TOTAL DAYS SEA SERVICE		b. TOTAL DAYS SEA PAY	
13. DATE ASSIGNED (YYYYMMDD) <p style="text-align: center;">1997/06/12</p>	14. NAME AND GRADE OF CERTIFYING OFFICER (Print or type) <p style="text-align: center;">MICHAEL, MCHENRY, CW4, COMMANDING</p>	15. SIGNATURE	
16. DEPARTURE DATE (YYYYMMDD) <p style="text-align: center;">1997/07/13</p>	17. NAME AND GRADE OF CERTIFYING OFFICER (Print or type) <p style="text-align: center;">MICHAEL, MCHENRY, CW4, COMMANDING</p>	18. SIGNATURE	
19. REMARKS (Reason for leaving vessel/gaining unit/etc.) <p>COMPLETION OF ACTIVE DUTY MISSION</p>			
2 RECORD OF SERVICE			
5. UNIT <p>605TH TRANS DET</p>		6. VESSEL TYPE, NAME AND HULL NUMBER <p>LSV-3</p>	7. POSITION (Per FM 55-50)
		<input type="checkbox"/> CREW	<input checked="" type="checkbox"/> WATCH OFFICER
8. VESSEL STATUS <input checked="" type="checkbox"/> OPERATIONAL <input type="checkbox"/> DEPOT MAINTENANCE <input type="checkbox"/> ADMIN STORAGE	9. SERVING ABOARD <input checked="" type="checkbox"/> ARMY (USAV) <input type="checkbox"/> OTHER (Explain) <input type="checkbox"/> NAVY (USS) <input type="checkbox"/> MSC (USNS)		10. TYPE OF WATERS <input type="checkbox"/> INLAND <input type="checkbox"/> NEAR COASTAL <input checked="" type="checkbox"/> OCEANS
11. RESERVE COMPONENT SEA SERVICE (USAR/ARNGUS only)		12. TOTALS (For PERSCOM use only)	
a. AD DAYS <p style="text-align: center;">6</p>		b. FTNGD DAYS	
c. UTA(s)		d. OTHER (Explain)	
a. TOTAL DAYS SEA SERVICE		b. TOTAL DAYS SEA PAY	
13. DATE ASSIGNED (YYYYMMDD) <p style="text-align: center;">1997/08/25</p>	14. NAME AND GRADE OF CERTIFYING OFFICER (Print or type) <p style="text-align: center;">MICHAEL, MCHENRY, CW4, COMMANDING</p>	15. SIGNATURE	
16. DEPARTURE DATE (YYYYMMDD) <p style="text-align: center;">1997/08/27</p>	17. NAME AND GRADE OF CERTIFYING OFFICER (Print or type) <p style="text-align: center;">MICHAEL, MCHENRY, CW4, COMMANDING</p>	18. SIGNATURE	
19. REMARKS (Reason for leaving vessel/gaining unit/etc.)			

DA FORM 3068-1, JUL 1999

DA FORM 3068-1, OCT 68, IS OBSOLETE

USAPA V1.00

Figure B-2. Sample of DA Form 3068-1

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