

Army Regulation 600–88

Sea Duty

**Headquarters
Department of the Army
Washington, DC
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UNCLASSIFIED

SUMMARY of CHANGE

AR 600–88
Sea Duty

This major revision, dated 19 January 2017--

- o Updates responsibilities for the Commanding General, U.S. Army Human Resources Command, the chief of transportation, and battalion commanders (para 1–4).
- o Updates guidance from entitlements (para 2–2*c*).

Sea Duty

By Order of the Secretary of the Army:

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History. This publication is a major revision.

Summary. This regulation implements 37 USC 305a DODFMR 7000.14–R, Volume 7A, Chapter 18 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. Also, this regulation identifies entitlements, restrictions, administration, and maintenance of records for Army career sea pay.

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 internal control process. This regulation contains internal control provisions in accordance with AR 11–2 and identifies key internal 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 the Deputy Chief of Staff, G–1 (DAPE–ZA), 300 Army Pentagon, Washington, DC 20310–0300.

Distribution. This publication is available in electronic media only and is intended for command levels 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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Glossary

Chapter 1

General

1–1. Purpose

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

1–2. References

See appendix A.

1–3. Explanation of abbreviations and terms

See glossary.

1–4. Responsibilities

a. The Deputy Chief of Staff (DCS), G–1 will—

(1) Establish personnel policies relating to the orders program and has overall responsibility for personnel matters per- taining to Army personnel who perform sea duty (see AR 600–8–105).

(2) On behalf of the DCS, G–1, the Commanding General, U.S. Army Human Resources Command (CG, HRC) will—

(*a*) Appoint a program manager who will coordinate and report annual budget information and 5-year budget projections to Headquarters, Department of the Army.

(*b*) Advise the DCS, G–1 and make recommendations on sea duty and entitlement to CSP for Soldiers in the Active Army and Reserve Component (RC) while assigned aboard qualifying U.S. Army vessels (USAVs); aboard vessels of the U.S. Navy, U.S. Coast Guard, U.S. Navy Military Sealift Command, U.S. Department of Commerce National Oceanic and Atmospheric Administration (NOAA); or aboard foreign and nonmilitary vessels. Perform periodic audits of indi- vidual files, watercraft units, and vessels to ensure proper management of CSP budget.

(*c*) Manage, maintain, and establish policies related to the CSP Program.

b. The Chief, National Guard Bureau delegates the Director, National Guard Bureau to oversee personnel matters per- taining to CSP for Army National Guard (ARNG) personnel who perform duty at sea. Policies relating to CSP will in- clude procedures to—

(1) Submit sea time to the Maritime Qualification Division, 461 Kerr Road, Fort Eustis, Virginia 23604–5485 (see paras 3–2 and B–1).

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

(3) Issue CSP orders within 30 days for qualifying periods of sea duty (see para 4–5).

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

(1) Submit sea time to the (ATSP–MQD/Maritime Qualification Division) (see paras 3–2 and B–1).

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

(3) Issue CSP orders within 30 days for qualifying periods of sea duty (see para 4–5).

d. On behalf of the CG, U.S. Army Training and Doctrine Command, the chief of transportation will serve as the func- tional proponent for Army watercraft and watercraft operations.

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

(2) Verify years of sea service for Active Army and RC Soldiers stationed aboard other than Army vessels, for the de- termination of correct CSP rate.

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

(4) Perform periodic audits of individual files, watercraft units, and vessels to ensure proper management of CSP budg- et.

e. 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.

f. 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 and brigade commanders with automation capability to publish sea pay orders (see AR 600–8–105 for issuing and distribution guidance).
 - (3) Respond to Soldier’s pay inquiries when the required information is available (see AR 37–104–4).
 - (4) Maintain and manage the overall CSP Program within the battalion.
 - (5) Identify procedures within their command to report sea duty and process CSP entitlement requests in accordance with this regulation.
 - (6) Be the final approval authority on all sea pay actions before release to the Defense Joint Military Pay System.
 - (7) Maintain a clear audit trail for CSP purposes.
 - (8) Issue CSP orders within 30 days for qualifying periods of sea duty.
 - (9) Upload all auditable key supporting documentation (DA Form 3068–1 (Marine Service Record) and CSP orders) to Interactive Personnel Electronic Records Management System (iPERMS).
- g.* Company commanders of personnel assigned aboard USAVs will (see app C for internal controls)—
- (1) Assign a sea pay officer, sea pay clerk, and alternate sea pay clerk by appointment orders.
 - (2) Establish, maintain, and manage the overall CSP program within their command.
 - (3) Ensure that Soldiers assigned to USAVs in receipt of CSP meet the eligibility requirements stated in Chapter 2.
 - (4) 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)).
 - (5) Request orders for CSP with DA Form 2446 (Requests for Orders) from the Military Personnel Division and/or Human Resources Office or battalion adjutant, ensuring coordination with the (ATSP–MQD/Maritime Qualification Division) for tracking and verification of cumulative sea duty days.
 - (6) Maintain unit sea service files for all personnel assigned to qualifying vessels in accordance with AR 25–400–2.
 - (7) Maintain a clear audit trail for CSP purposes.
 - (8) Upload all auditable key supporting documentation (DA Form 3068–1 and CSP orders) to iPERMS.
 - (9) Sign vessel master’s DA Form 3068–1.
- h.* Vessel masters will—
- (1) Provide a DA Form 3068–1 and complete DA Form 3068 (Marine Service Book) for all personnel assigned or relieved from duty aboard a vessel.
 - (2) Maintain accountability of personnel aboard for CSP purposes.

1–5. Entitlement

Portions of this regulation that pertain to military pay and allowances entitlement are in accordance with DOD Financial Management Regulation (FMR) 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.* CSP is a taxable special pay with rates based on years of sea service and pay grade.
- b.* Monthly CSP rates are provided in table 1–1 and table 1–2.

Years of sea service	E–1	E–2	E–3	O–1	O–2	O–3	O–4	O–5	O–6
1 or less	50	50	50						
Over 1	60	60	60						
Over 2	120	120	120						
Over 3	150	150	150	150	150	150	185	225	225
Over 4	160	160	160	160	160	160	190	225	230
Over 5	160	170	170	185	185	185	200	225	230
Over 6	160	170	190	190	190	190	205	225	240
Over 7	160	170	190	195	195	195	215	230	255
Over 8	160	170	190	205	205	205	220	245	265
Over 9	160	170	190	215	215	215	220	250	280
Over 10	160	170	190	225	225	225	225	260	290

Table 1-1

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

Years of sea service	E-1	E-2	E-3	O-1	O-2	O-3	O-4	O-5	O-6
Over 11	160	170	190	225	225	225	225	265	300
Over 12	160	170	190	240	240	240	240	265	310
Over 13	160	170	190	240	240	240	240	265	310
Over 14	160	170	190	250	250	260	270	285	325
Over 15	160	170	190	250	250	260	270	285	325
Over 16	160	170	190	260	260	270	280	300	340
Over 17	160	170	190	260	260	270	280	300	340
Over 18	160	170	190	270	270	280	290	315	355
Over 19	160	170	190	270	270	280	290	315	355
Over 20	160	170	190	280	280	290	300	340	380

Notes:

¹ 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 ser-	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.

1–7. Other qualifying vessels

In order for Soldiers to qualify for sea service aboard vessels of the U.S. Navy, U.S. Coast Guard, U.S. Navy Military Sealift Command, NOAA vessels, or Army-leased or foreign and nonmilitary vessels, the vessels must—

- 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 ATSP–MQD/Maritime Qualification Division.

Chapter 2

Entitlement and Procedures for Career Sea Pay

2–1. Application of procedures

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

2–2. Entitlement conditions

This section provides Army guidance for the use of DODFMR 7000.14–R, Volume 7A, Chapter 18, concerning conditions for establishing basic entitlements to CSP.

a. Soldiers must meet the following criteria:

- (1) Be on sea duty orders, if assigned to other than a USAV (see AR 600–8–105).
- (2) Be enlisted, warrant officer or officer in pay grade O–1 through O–6 with over 3 years of documented sea service.
- (3) Be a Soldier on federal active duty (AD) orders or full-time National Guard duty (FTNGD).
- (4) Soldiers holding 88K, 88L, 880A, and 881A military occupational specialties must meet all required training certifications as outlined in AR 56–9.

b. Soldiers must also meet one of the following:

- (1) Be assigned and performing duties aboard a USAV with a primary mission that is accomplished underway.
- (2) Be assigned aboard qualifying vessels of other uniformed services or other qualifying vessels with a primary mission that is accomplished underway (see para 1–7).
- (3) Be temporarily assigned to a vessel with a primary mission that is accomplished underway. 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. For example, this can include cooks, radio operators, inspectors, 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 not in their assigned unit. The Soldier’s assigned unit is responsible for requesting CSP for the qualifying period.
- (5) Be assigned permanently or temporarily to a class C vessel when the vessel is more than 50 nautical miles from homeport.

c. In order to be eligible for CSP, Soldiers must be assigned to and serve on a vessel as a primary place of duty. Soldiers serving in positions on shore do not qualify for CSP unless the Soldier is assigned to a unit designated by the Secretary of the Army to receive CSP. Soldiers serving in permanent vessel positions cannot serve in a duty position ashore concurrently. Examples of situations that do not meet CSP criteria are Soldiers permanently assigned ashore who perform random services aboard a vessel; or Soldiers with primary duty working in an office or location off of the vessel. Soldiers temporarily assigned to a vessel may be eligible for CSP when the vessel is their primary place of duty, if the Soldier would otherwise report to and depart from the vessel as part of the normal work day.

d. Claims for CSP for personnel for periods of less than 30 days may be submitted through normal CSP channels after completion of the assignment.

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

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

2–3. Restrictions on payment

CSP will not accrue when a Soldier—

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

- b.* Is temporarily based ashore, in excess of 30 days, if:
 - (1) The Soldier is in a temporary duty (TDY) or special duty (SD) status.
 - (2) The Soldier is hospitalized with or without convalescent leave.
 - (3) The Soldier is in school.
 - (4) The vessel is in a shipyard for maintenance.
 - (5) The Soldier is on a command authorized leave from the ship while the vessel is performing a mission away from home port.
- c.* Transfers on orders from one unit, post, or station to another.
- d.* No longer meets the requirements of paragraph 2–2 and is therefore ineligible.
- e.* Is a passenger aboard the vessel.
- f.* Supplements the crew beyond modified table of organization and equipment (MTOE) authorization (see para 2–4*c*(2) for exception to this rule).
- g.* Is on transition leave.
- h.* Is aboard a vessel that is deadlined in excess of 90 days for any reason. Soldiers will not receive CSP and hold any other position ashore, concurrently regardless of time spent aboard.

2–4. Initiation and administration

- a.* The Brigade sea pay officer will review and maintain the CSP program for the Brigade.
- b.* Battalion sea pay officers with USAVs will—
 - (1) Appoint and train a sea pay clerk and an alternate by duty appointment orders.
 - (2) Manage vessel assignments to positions aboard USAVs, pursuant to the current MTOE.
 - (3) Issue and distribute CSP orders or submit requests for orders to the orders-issuing authority for personnel assigned to qualifying vessels (see AR 600–8–105 for issuing and distribution guidance).
 - (4) Ensure that orders establish the Soldier is and/or was assigned to a ship and in a sea duty status. Orders must contain the number of creditable sea duty days the Soldier had prior to that duty. The Maritime Qualification Division must certify all sea service (creditable sea duty days) reported on CSP orders before request for payment is submitted (see AR 600–8–105 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 will submit documentation of qualified Soldiers’ vessel assignments through their chain of command to the ATSP–MQD/Maritime Qualification Division and will 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 Maritime Qualification Division. Mission, training or safety purposes are the only justification for supplemental crewing (beyond authorized periods of absence of permanent crewmembers).
 - (3) Maintain unit sea service files for all personnel assigned to a qualifying vessel, and provide a clear audit trail for all sea pay actions. These files will become the property of the Soldier upon permanent change of station (PCS). Unit will keep copies of all CSP files in accordance with AR 25–400–2. These files will contain the following:
 - (a)* Copies of substantiating sea service documents as directed by this regulation (see app B).
 - (b)* A copy of individual CSP orders.
 - (4) Prepare and forward DA Form 2446 through the chain of command for processing orders.
 - (a)* Current cumulative days must be verified by Maritime Qualification Division and then annotated on the DA Form 2446 for orders processing. Original audit trail documents must accompany a request for verification.
 - (b)* These documents will be processed within 30 days 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 Maritime Qualification Division to the appropriate administrative organization within the Soldier’s chain of command for orders processing.
 - (8) Forward copies of all DA Form 3068-1s to the Maritime Qualification Division.
- 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 receipt by the Maritime Qualification Division (see para 2–5 for contact information). Follow up with required document originals upon return to home port.

(2) If a Soldier is permanently assigned to a vessel and sails as a temporary crewmember aboard another vessel not to exceed 14 days, no administrative action is necessary. If the period of temporary assignment exceeds 14 days a new DA 3068–1 must be submitted in accordance with this regulation. 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. Initiating career sea pay

- a.* If a Soldier is qualified for CSP per paragraph 2–2, the unit commander must submit the following to the battalion S1:
- (1) Original DA Form 3068–1 with authorized entries of sea service dates made by vessel masters. DA Form 3068–1 reflects information contained in the official vessel logbook and is an official audit trail document for CSP.
 - (2) DA Form 2446 with cumulative sea time verified by the Maritime Qualification Division.
- b.* The battalion S1 will issue orders authorizing special pay for sea duty (see AR 600–8–105).
- c.* All actions over 30 days from date of assignment to the vessel must be justified through the chain of command by a memorandum explaining the reason for the late submission.
- d.* All qualifying duty aboard will be revalidated annually by submitting a DA Form 3068–1 to Maritime Qualification Division.
- e.* Contact information for the initiation of CSP is as follows: Chief, Maritime Qualification Division, (757) 878–4622, or Maritime Qualification Specialist, 461 Kerr Road, Fort Eustis, VA 23604–5458, or visit the Web site at <http://www.transportation.army.mil/maritime/mqd.html>.

2–6. Terminating career sea pay

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

- a.* During PCS, expiration term of service, or intra-post transfer (one unit to another), unit commanders must submit the following to the battalion S1:
- (1) DA Form 2446 for sea duty and/or pay orders that terminates 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 a Soldier is assigned to SD, school, TDY, temporary change of station, or hospitalized (to include periods of convalescence), the Soldier must be signed off of the vessel immediately and the Soldier's unit commander must submit the following to the battalion S1:
- (1) DA Form 2446 to terminate CSP on the 31st day after relief from duty aboard. Include justification for termination.
 - (2) DA Form 3068–1 with inclusive dates of vessel assignment.
- c.* When a Soldier 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, removal from duty aboard vessel, or pre-trial confinement.
 - (a)* If the Soldier is acquitted or the charges are dismissed, unit commanders must submit the documents to start CSP retroactively, from the first day of pre-trial confinement, suspension, or removal from duty.
 - (b)* In the event that a Soldier is given (through non-judicial punishment or Court-Martial) restriction to the vessel or extra duty, and he or she performs duty aboard, CSP is resumed as of the first date the Soldier performs duty aboard. CSP is not started retroactively.
 - (2) DA Form 3068–1 with inclusive dates of vessel assignment.
- d.* When a Soldier does not meet the conditions of CSP (see para 2–2), the 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 as of the day the Soldier became ineligible.
- e.* When a Soldier is relieved from duty aboard while a 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.

Chapter 3

Sea Service Time Computation and Credit

3–1. Introduction

CSP 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 is derived.

3–2. 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 a Soldier’s sea service.

b. Alternate substantiating documents for sea service credit is limited to any of the following:

(1) Copies of an actual vessel logbook (DA Form 4640 (Harbor Boat Deck Department Log for Class A and B vessels) and/or DA Form 5273 (Harbor Boat Deck and Engine Log for Class B Vessels)).

(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. The sworn statements must be accompanied by a statement from the claimant listing any period other than sea duty (using inclusive dates) during his or her assignment such as school, TDY, or hospitalization.

(3) DD Form 214 is the only document accepted for prior service sea service credit toward CSP in the Army.

3–3. 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 3–2. No sea time will be credited if supporting documents are older than 12 months.

3–4. 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 day periods of allowable CSP beyond actual duty aboard.

3–5. Record of sea service time

a. Commanders will post a DA Form 3068–1 in the Soldier’s unit sea service file, upload it into Interactive Personnel Electronic Records Management System, and forward the original to the Maritime Qualification Division for permanent filing.

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 USAVs 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 a DA Form 3068 to all 88L and/or 88K advanced individual training students. Soldiers requests for additional sea service books can be made by providing name to the (ATSP–MQD/Maritime Qualification Division) (see para 2–5*e* for contact information).

3–6. Verification of sea service time

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

b. Soldiers may request an official, vessel-specific sea duty transcript with inclusive dates of assignment aboard from Maritime Qualification Division. Requests must be in writing and include a mailing address. E-mail submissions will be accepted (see para 2–5*e* 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 Maritime Qualification Division (see para 2–5*e* for contact information).

Chapter 4

Sea Pay within the Reserve Component

4–1. Career sea pay

- a.* These procedures apply to those ARNG or USAR Soldiers that are assigned to their units aboard qualifying vessels and who are authorized CSP while on annual training or FTNGD, to include all other periods while serving on AD orders.
- b.* The detailed steps in the administration of CSP will differ with each command, but the essential tasks are described within this chapter.

4–2. Scope of duties

- a.* The U.S. Army Reserve Command (USARC) has overall responsibility for personnel matters pertaining to USAR personnel who perform sea duty, including Active Guard Reserve (AGR) personnel, and will establish and maintain a CSP program for all applicable subordinate commands (see paras 1–4*b* and 1–4*c*). 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 support commands (RSCs)) based on authority provided by AR 600–8–105.
- b.* State adjutants 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. CSP will be paid as a supplemental payment after the Soldiers' annual training period or other AD periods. Commanders will submit documentation through ATSP–MQD/Maritime Qualification Division to the RSC of qualified Soldiers' vessel assignments and maintain audit trail documents.

4–3. 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 by this regulation.

4–4. Entitlement conditions

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

4–5. Restriction on eligibility

- a.* CSP is not authorized for ARNG or USAR Soldiers for periods of inactive duty training (IDT) (see DOD FMR 7000.14–R, Volume 7A, Chapter 58).
- b.* The provisions of paragraph 2–3, restrictions on payment, apply to ARNG and USAR Soldiers and to AGR personnel.

4–6. Initiation and administration

- a.* State adjutants general and RSCs (or other applicable, responsible commands) will appoint a sea pay officer designated by memorandum of duty appointment. Sea pay officers are responsible for the following:
 - (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 Forms 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 the following:
 - (*a*) Copies of CSP orders and DA Forms 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 but not eligible for CSP during IDT.
- (3) Prepare and process DA Forms 2446 through ATSP–MQD/Maritime Qualification Division for verification of sea service within 30 days after the 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.

4–7. Sea service computation

Sea service for RC Soldiers is credited as follows (see app B):

- a. For each day that an ARNG or USAR Soldier is assigned to sea duty on qualifying vessels while serving on AD or during other periods.
- b. IDT must be annotated on DA Form 3068–1.
- c. 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 an assigned period.

4–8. Termination

Termination of CSP is normally not necessary for ARNG and USAR troop program units, since CSP is normally requested for specific periods of time and generally is self-terminating. If termination applies (for example, for ARNG and USAR personnel mobilized to AD), follow the procedures in paragraph 2–6.

Appendix A

References

Section I

Required Publications

AR 25–400–2

The Army Records Information Management System (Cited in para 1–4g(6)).

AR 37–104–4

Military Pay and Allowances Policy (Cited in para 1–4f(3)).

AR 56–9

Watercraft (Cited in para 1–6).

AR 600–8–105

Military Orders (Cited in para 1–4a(1)).

DOD 7000.14–R, Volume 7A

Financial Management Regulation, Military Pay Policy- Active Duty and Reserve Pay (Cited in para 1–5).

37 USC 305a

Special Pay Authorized (Cited in the title page).

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

Managers' Internal Control Program

AR 25–30

Army Publishing Program

Section III

Prescribed Forms

Unless otherwise indicated, DA Forms are available on the Army Publishing Directorate Web site (<http://www.apd.army.mil>); DD forms are available on the Office of the Secretary of Defense Web site (<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>).

DA Form 3068

Marine Service Book (available from Maritime Qualification Division, Fort Eustis, Virginia). (Cited in para 1–4h(1)).

DA Form 3068–1

Marine Service Record (Cited in para 1–4f(9)).

Section IV

Referenced Forms

Unless otherwise indicated, DA Forms are available on the Army Publishing Directorate Web site (<http://www.apd.army.mil>); DD forms are available on the Office of the Secretary of Defense Web site (<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>).

DA Form 11–2

Internal Control Evaluation Certification

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

Material Inspection and Receiving Reports

Appendix B

Documenting Army Sea Service

B-1. Army sea service

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

- a.* Provide documentation of specific experience for Soldiers assigned aboard vessels.
- b.* Update central sea service files, which serve to sustain sea service audit trails for CSP at ATSP-MQD/Maritime Qualification Division.
- c.* Document or change sea duty positions for personnel assigned aboard, regardless of grade or military occupational specialty.
- d.* Document when Soldier is relieved from duty aboard.
- e.* Determine a Soldier's duty status and his or her assigned vessel's status during the period of assignment. DA Form 3068-1 is available on the Army Publishing Directorate's Web site, <http://www.apd.army.mil>, and DA Form 3068 is available by request to ATSP-MQD/Maritime Qualification Division.

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 Maritime Qualification Division and through the unit chain of command.

B-3. Documenting Army sea service experience

- a.* A sea service transcript is a memorandum from Maritime Qualification Division that lists all Army sea service experience in conjunction with the U.S. Coast Guard's requirements for equating such experience. Transcripts must be requested, in writing, and must include name, social security number, signature, current mailing address, and telephone number, or e-mail address. Allow 30 days for processing. Send requests to the following address: Chief, ATSP-MQD/Maritime Qualification Division, or Maritime Qualification Specialist, 461 Kerr Road, Fort Eustis, VA 23604-5458, or visit the Web site at <http://www.transportation.army.mil/maritime/mqd.html>.
- b.* A memorandum of sea service validates the total Army sea service time to be recorded on a Soldier's 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 paragraph a.

Appendix C

Internal Control Evaluation

C–1. Function

The function covered by this evaluation is to ensure prescribed guidance 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 control evaluation is to assist designated managers in evaluating the key internal controls listed below. It is not intended to cover all internal controls. Key internal controls are to—

- a.* Establish the CSP program.
- b.* Ensure a Soldier in receipt of CSP 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 Maritime Qualification Division before a pay action is processed.
- d.* Ensure all sea service documents are provided to ATSP–MQD/Maritime Qualification Division, the total Army repository for sea service records. Advise Soldiers to contact ATSP–MQD/Maritime Qualification Division upon termination of service for validation of Army sea service on official discharge documents.

C–3. Instructions

Answers must be based on the actual inspection of key internal controls (for example, document analysis, direct observation, or simulation). Answers which indicate deficiencies must be explained and corrective action indicated in supporting documentation. These internal 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 (Internal Control Evaluation Certification).

C–4. Inspection evaluation

- a.* Is a current copy of AR 600–88 and appropriate unit standard 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 battalion-level sea pay officers designated by duty appointment memorandum and responsible for maintenance of Soldiers' assignments to sea duty per current MTOE and/or table of organization and equipment (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 actions and audit trail records (including, but not limited to, sea pay entitlement award and termination orders, DA Form 2446, and/or DA Form 3068–1)?
- e.* Are the battalion-level sea pay noncommissioned officers and alternates designated by memorandum of duty appointment and responsible for oversight and the requirements of AR 600–88 and battalion 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 Forms 3068–1), CSP entitlement and termination documents, and official orders being maintained on each Soldier in the unit (DA Forms 2446)?
- g.* Are monthly, quarterly, and/or annual CSP inspection results filed and available?
- h.* Have discrepancies from past inspections been corrected?
- i.* Are Soldiers being signed out of the vessel logbook when departing for school, PCS, expiration term of service, and TDY?
- j.* Do unit CSP rosters reflect the current vessel assignment position, paragraph, line number, and effective date?
- k.* Are all the Soldiers performing duty aboard a qualifying vessel receiving CSP?
- l.* Has the quantity of Soldiers receiving CSP been compared to force structure documentation to ensure budgetary limits have not been exceeded (unless the exceptions are justified and authorized)?
- m.* Do Army National Guard of the United States (ARNGUS) and/or USAR units have controls in place to ensure that Soldiers are paid CSP for authorized periods while on sea duty orders to qualifying, active vessels during all periods of AD (see chap 4)?
- n.* Do ARNGUS and/or 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 4)?

- o.* Do ARNGUS and/or 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 and/or USAR units provide substantiating documents supporting the claim to sea service to the Maritime Qualification Division with copies filed with the responsible unit (see chap 4)?
- q.* Do ARNGUS and/or USAR units have controls in place to ensure that Soldiers are paid the correct rate of CSP based on the Soldier's years of sea service as verified by the Maritime Qualification Division?
- r.* Do battalion staff sea pay officers conduct CSP 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 battalion sea pay section with appropriate actions taken by the sea pay section?
- t.* Do unit sea pay officers conduct CSP 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 suspense log maintained to ensure entitlement award and termination actions are completed in a timely manner?
- w.* Are late sea pay actions received at battalion, 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 unit sea pay section and ATSP–MQD/Maritime Qualification Division 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.* Do the unit sea pay officer, sea pay clerk, and alternates know the TOE, MTOE, and/or table of distribution and allowance authorizations for each vessel in the unit and the fill status of the authorizations?
 - bb.* If vessel crews are supplemented beyond TOE, MTOE, and/or table of distribution and allowances 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 been assigned to active component Army vessels as crewmembers and been provided with a completed copy of DA Form 3068–1 for the assigned period (see chap 4)?

C–5. Supersession

This evaluation replaces the evaluation previously published in AR 600–88, dated 3 January 2007.

C–6. Comments

Help make this evaluation a better tool for evaluating internal controls. Submit comments to Commander, U.S. Army Human Resources Command (AHRC–PDP–I), 1600 Spearhead Division Avenue, Fort Knox, KY 40122–5408.

Glossary

Section I

Abbreviations

AD

active duty

AGR

Active Guard Reserve

ARNG

Army National Guard

ARNGUS

Army National Guard of the United States

CAR

Chief, Army Reserve

CG

Commanding General

CSP

career sea pay

DCS

Deputy Chief of Staff

DOD

Department of Defense

FTNGD

full-time National Guard duty

HRC

U.S. Army Human Resources Command

IDT

inactive duty training

iPERMS

interactive Personnel Records Management System

MTOE

modified table of organization and equipment

NOAA

National Oceanic and Atmospheric Administration

PCS

permanent change of station

RC

Reserve Component

RSC

regional support command

SD

special duty

SOP

standard operating procedures

TDY

temporary duty

TOE

table of organization and equipment

USAR

U.S. Army Reserve

USARC

U.S. Army Reserve Command

USAV

U.S. Army vessel

Section II**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 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 an immediate period of convalescence after hospitalization.

In commission

As pertains to watercraft, ready for active status upon the TACOM Life Cycle Management Command Program Manager signing the 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

A nautical mile is defined as 6,076 feet.

Permanent crew

See assigned crew.

Qualifying vessel

U.S. Army watercraft with a primary mission which is accomplished underway (for Class A or Class B vessels) and Class C vessels while at sea. Qualifying vessels are also similar vessels of the Navy, Coast Guard, Military Sea Lift Command, and NOAA, or similar foreign and nonmilitary vessels used for Army missions.

Sea duty

Actual duty performed aboard a vessel 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 (for example, an official Army vessel logbook).

Special duty

For the purposes of this regulation, SD 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 orders and/or pay orders must reflect in the additional instructions the vessel name and the paragraph/line number the Soldier is assigned to for sea duty (for example, in the additional instructions: Soldier is assigned to sea duty aboard LCU-2016, paragraph/line 105/04).

Substantiating document

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

Supplemental crew

Soldiers assigned aboard above MTOE and/or TOE vessel authorization.

Underway

The vessel that is not at anchor, or made fast to the shore, a pier, or aground.

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).

Section III**Special Abbreviations and Terms**

This section contains no entries.

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