

Army Regulation 600–88

Personnel–General

Sea Duty

**Headquarters
Department of the Army
Washington, DC
23 September 2021**

UNCLASSIFIED

SUMMARY of CHANGE

AR 600–88

Sea Duty

This administrative revision, dated 31 January 2024—

- o Changes Commander, U.S. Army Human Resources Command (AHRC–PDP–I), to Commanding General U.S. Army Human Resources Command (AHRC–PDM–SP) (para C–6).

This major revision, dated 23 September 2021—

- o Updates United States Code reference governing special pays (title page).
- o Updates records management requirements (para 1–5).
- o Updates creditable service requirements (para 2–2*b*).
- o Adds exception for lost sea day 12-month limitation (para 3–3).
- o Revises DA Form 3068 (Marine Service Book) (app B).

Effective 23 October 2021

Personnel–General

Sea Duty

By Order of the Secretary of the Army:

JAMES C. MCCONVILLE
General, United States Army
Chief of Staff

Official:



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History. This publication is an administrative revision. The portions affected by this administrative revision are listed in the summary of change.

Summary. This regulation implements Section 352, Title 37, United States Code and Department of Defense 7000.14–R, Volume 7A and sets forth policy and procedures for sea duty within the Regular Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve. This regulation also identifies entitlements, restrictions, administration, and maintenance of records for Army career sea pay.

Applicability. This regulation applies to the Regular 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 app C).

Supplementation. Supplementation of this regulation and establishment of agency, command, and installation forms are prohibited without prior approval from the Deputy Chief of Staff, G–1 (DAPE–ZA), via email to usarmy.pentagon.hqda-dcs-g-1.mbx.publishing-team@army.mil.

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), via email to usarmy.pentagon.hqda-dcs-g-1.mbx.publishing-team@army.mil.

Distribution. This regulation is available in electronic media only and is intended for the Regular 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

Introduction

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 career sea pay (CSP) for Soldiers.

1–2. References and forms

See appendix A.

1–3. Explanation of abbreviations and terms

See the glossary.

1–4. Responsibilities

a. The Chief, National Guard Bureau (CNGB) will oversee policies and procedures pertaining to CSP for Army National Guard (ARNG) personnel who perform duty at sea. The CNGB will—

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

(2) Ensure a clear audit trail is maintained for CSP purposes.

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

(4) Ensure coordination with state adjutants general to establish and maintain a CSP program for all applicable subordinate commands.

(5) Ensure commanders of ARNG Soldiers assigned to sea duty aboard qualifying vessels comply with CSP policy and procedures established by this regulation.

(6) Ensure state adjutants general appoint a sea pay officer designated by memorandum of duty appointment.

b. 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 pertaining to Army personnel who perform sea duty (see AR 600–8–105).

(2) On behalf of the DCS, G–1, the Commanding General (CG), U.S. Army Human Resources Command 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 Regular 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, and U.S. Department of Commerce National Oceanic and Atmospheric Administration (NOAA); or aboard foreign and nonmilitary vessels. Perform periodic audits of individual files, watercraft units, and vessels to ensure proper management of CSP budgets.

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

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 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. The CG, U.S. Army Training and Doctrine Command will, through the Chief of Transportation, U.S. Army Transportation Corps, serve as the functional proponent for Army watercraft and watercraft operations and will—

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

(2) Verify years of sea service for Regular Army and RC Soldiers stationed aboard other than USAVs for the determination of correct CSP rate.

(3) Report total creditable sea service to transitioning personnel for annotation to DD Form 214 (Certificate of Uniformed Service).

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

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) Ensure CSP orders are issued or a request for orders is submitted to the 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 637–1).
 - (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) Ensure CSP orders are issued 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 (Request for Orders) from the Military Personnel Division and Human Resources Office or battalion adjutant, ensuring coordination with the 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 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. Records management (recordkeeping) requirements

The records management requirement for all record numbers, associated forms, and reports required by this publication are addressed in the Records Retention Schedule–Army (RRS–A). Detailed information for all related record numbers, forms, and reports are located in Army Records Information Management System (ARIMS)/RRS–A at <https://www.arims.army.mil>. If any record numbers, forms, and reports are not current, addressed, and/or published correctly in ARIMS/RRS–A, see DA Pam 25–403 for guidance.

1–6. Entitlement

Portions of this regulation that pertain to military pay and allowances entitlement are in accordance with Department of Defense (DoD) 7000.14–R, Volume 7A.

- 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 tables 1–1 and 1–2.

Table 1–1
Army monthly career sea pay (E–1 to E–3 and O–1 to O–6), effective 1 October 2002

Years of sea service ¹	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						

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

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
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

*Note.*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 service	E-4	E-5	E-6	E-7	E-8	E-9	W-1	W-2	W-3	W-4	W-5
1 or less	65	65	130	130	130	130	182	210	210	210	210
Over 1	78	78	130	130	130	130	189	210	210	210	210
Over 2	156	156	156	156	156	156	196	210	210	210	210
Over 3	295	295	295	328	328	328	310	310	310	310	310
Over 4	308	321	321	347	347	347	338	338	338	338	338
Over 5	308	380	380	425	425	425	345	464	478	506	506
Over 6	308	393	393	425	425	425	380	471	492	534	534
Over 7	308	425	425	458	458	458	450	471	499	534	534
Over 8	308	425	425	477	477	477	478	478	506	534	534
Over 9	308	425	445	490	490	490	520	534	534	534	534
Over 10	308	425	445	490	490	490	555	576	590	590	590
Over 11	308	425	445	503	503	503	555	576	625	625	625
Over 12	308	425	464	516	516	516	555	625	660	660	660
Over 13	308	425	484	555	555	555	555	625	660	660	660
Over 14	308	425	503	588	588	588	555	625	695	730	730

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

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

1–7. Category of vessels

The USAV categories are identified in AR 56–9.

1–8. 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—

- Have a formally assigned primary mission that is accomplished underway.
- Be in an active status or in service.
- Be approved for creditable sea service upon review by the Maritime Qualification Division.

Chapter 2**Entitlement for Career Sea Pay****2–1. Compliance by unit commanders**

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

2–2. Entitlement conditions

This section prescribes Army policy and procedures pursuant to DoD 7000.14–R, Volume 7A concerning conditions for establishing basic entitlements to CSP.

- Soldiers must meet the following criteria:

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

- Soldiers must also meet one of the following:

- Be assigned and performing duties aboard a USAV with a primary mission that is accomplished underway.
- Be assigned crew aboard qualifying vessels of other uniformed services or other qualifying vessels that meet the requirements of paragraph 1–8.
- 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.
- 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.
- Be assigned permanently or temporarily to a class C vessel when the vessel is more than 50 nautical miles from homeport.

- 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 miscellaneous 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 para 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. No longer meets the requirements of paragraph 2-2 and is therefore ineligible.

b. Is traveling en route to and from a ship outside the continental United States or is onboard a ship for transportation, regardless of the length of the travel or 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.

c. 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.

d. Transfers on orders from one unit, post, or station to another.

e. Is a passenger aboard the vessel.

f. Supplements the crew beyond modified table of organization and equipment (MTOE) authorization (see para 2-4c(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 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 the 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 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 the 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 the Maritime Qualification Division and then annotated on 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 Forms 3068–1 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 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 process 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 DA Form 3068–1 to the 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 at <https://transportation.army.mil/maritime/mqld.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 guidance 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 or pay orders that terminate CSP effective on the day of relief from duty aboard vessel. Include reason for termination.
 - (2) DA Form 3068–1 with inclusive dates of vessel assignment.
- b. When 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 reason for suspension or removal is later determined to be unfounded or 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 the Soldier 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 temporarily based ashore 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 or DA Form 3068–1 supporting an assignment to another vessel.

(2) DA Form 2446 to terminate CSP effective on the 31st day after the Soldier is temporarily based ashore.

Chapter 3

Sea Service Time Computation and Credit

3–1. Introduction

CSP rates are based on grade and years of sea service. These policies 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. 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" & "B" vessels) and 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 their 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. Exceptions to the 12-month policy may be made for unique circumstances when approved by the Maritime Qualifications Division.

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 DA Form 3068–1 in the Soldier's unit sea service file, upload it into iPERMS, and forward the original to the Maritime Qualification Division for permanent filing.

b. Vessel masters will post assignment information to DA Form 3068–1 and in the Soldier's DA Form 3068 according to the official vessel logbook. 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 DA Form 3068 to all 88L and 88K advanced individual training students. Soldiers requests for additional sea service books can be made by providing their name to the Maritime Qualification Division (see para 2–5e 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 the Maritime Qualification Division for annotation of sea duty for DD Form 214.

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

Chapter 4

Sea Pay within the Reserve Component

4–1. Career sea pay

a. These policies apply to those ARNG or USAR Soldiers who 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 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 para 1–4c). Also, the U.S. Army Reserve Command 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 (Readiness Divisions) based on authority provided by AR 600–8–105.

b. Commanders must ensure that published CSP orders are forwarded with individual or unit payroll to Soldiers' servicing pay offices. CSP will be paid as a supplemental payment after the Soldiers' annual training period or other AD periods. Commanders will submit documentation through the Maritime Qualification Division to the Readiness Divisions of qualified Soldiers' vessel assignments and maintain audit trail documents.

4–3. Compliance by unit commanders of U.S. Army Reserve Soldiers

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

4–4. Entitlement conditions

The entitlement criteria explained in paragraph 2–2 and DoD 7000.14–R, Volume 7A 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 7000.14–R, Volume 7A).

b. The provisions of paragraph 2–3 apply to ARNG, USAR, and AGR Soldiers.

4–6. Initiation and administration

a. Commanders of Readiness Divisions (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 the 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 the 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 Regular Army are to have DA Form 3068 annotated or 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 guidance in paragraph 2–6.

Appendix A

References

Section I

Required Publications

AR 25–400–2

Army Records Management Program (Cited in para 1–4g(6).)

AR 56–9

Army Intratheater Watercraft Systems (Cited in para 1–7.)

AR 600–8–105

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

AR 637–1

Army Compensation and Entitlements Policy (Cited in para 1–4f(3).)

DoD 7000.14–R, Volume 7A

Financial Management Regulation, Military Pay Policy - Active Duty and Reserve Pay (Cited in para 1–6.)

37 USC 352

Assignment pay or special duty pay (Cited in 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

DA Pam 25–403

Army Guide to Recordkeeping

DoDI 1340.26

Assignment and Special Duty Pays

Section III

Prescribed Forms

Unless otherwise indicated, DA forms are available on the Army Publishing Directorate website (<https://armypubs.army.mil/>).

DA Form 3068

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

DA Form 3068–1

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

Section IV

Referenced Forms

Unless otherwise indicated, DA Forms are available on the Army Publishing Directorate website (<https://armypubs.army.mil/>); DD Forms are available on the Executive Services Directorate, Washington Headquarters Services website (<https://www.esd.whs.mil/directives/forms/>).

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&B Vessels (Available through normal supply channels.)

DA Form 5273

Harbor Boat Deck and Engine Log for Class B Vessels (Available through normal supply channels.)

DD Form 214

Certificate of Uniformed Service

DD Form 250

Material Inspection and Receiving Report

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 that serve to sustain sea service audit trails for CSP at the 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 assigned vessel's status during the period of assignment. DA Form 3068-1 is available at <https://armypubs.army.mil/>. DA Form 3068 is available by request to the 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 the 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 email address. Allow 30 days for processing. Send requests to the Chief, Maritime Qualification Division, or Maritime Qualification Specialist, 461 Kerr Road, Fort Eustis, VA 23604-5458, or at <https://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 para B-3*a* for contact information).

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 evaluation is to assist designated managers in evaluating the key internal controls listed below. It is intended as a guide and does not cover all 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 the Maritime Qualification Division, the total Army repository for sea service records. Advise Soldiers to contact the 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 testing of key internal controls (for example, document analysis, direct observation, or simulation). Answers which indicate deficiencies must be explained and corrective action identified in supporting documentation. These internal controls must be evaluated at least once every 5 years. Certification that the evaluation has been conducted must be accomplished on DA Form 11-2 (Internal Control Evaluation Certification).

C-4. Test questions

- 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? Are all sea pay personnel familiar with the requirements of AR 600-88 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 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 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 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 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 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 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 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 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 the 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 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 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 USAVs 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 19 January 2017.

C–6. Comments

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

Glossary

Section I

Abbreviations

AD

active duty

AGR

Active Guard Reserve

AR

Army regulation

ARIMS

Army Records Information Management System

ARNG

Army National Guard

ARNGUS

Army National Guard of the United States

CAR

Chief, Army Reserve

CG

commanding general

CNGB

Chief, National Guard Bureau

CSP

career sea pay

DA

Department of the Army

DA Pam

Department of the Army pamphlet

DCS

deputy chief of staff

DD

Department of Defense (forms)

DoD

Department of Defense

FTNGD

full-time National Guard duty

IDT

inactive duty training

iPERMS

interactive Personnel Electronic Records Management System

MTOE

modified table of organization and equipment

NOAA

National Oceanic and Atmospheric Administration

PCS

permanent change of station

RC

Reserve Component

RRS–A

Records Retention Schedule-Army

SD

special duty

SOP

standard operating procedure

TDY

temporary duty

TOE

table of organization and equipment

USAR

U.S. Army Reserve

USAV

U.S. Army vessel

USC

United States Code

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. For this regulation, class C USAVs are considered at sea when in operation for applicable missions as designated in AR 56–9 or when a vessel is in a port that 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

The geographical location of a USAV's immediate parent unit headquarters.

Hospitalized

For this regulation, an immediate period of convalescence after hospitalization.

In commission

As pertains to watercraft, ready for active status upon the tactical command life cycle management command program manager signing DD Form 250 (Material Inspection and Receiving Report).

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 as yyyyymmdd to yyyyymmdd.

Nautical mile

6,076 feet.

Permanent crew

See assigned crew.

Qualifying vessel

U.S. Army watercraft with a primary mission that is accomplished underway (for class A or class B vessels) and class C vessels while at sea. Also similar vessels of the U.S. Navy, U.S. Coast Guard, U.S. Navy Military Sealift Command, NOAA, and 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, 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 Soldier or officer embarked under orders aboard a USAV, 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 part of the member's military pay records (for example, an official USAV logbook).

Special duty

For the purposes of this regulation, 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 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, vessel logbook, or certified true copy of such.

Supplemental crew

Soldiers assigned aboard above MTOE 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).

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