



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
2000 NAVY PENTAGON
WASHINGTON, D.C. 20350-2000

OPNAVINST 7220.15 CH-1
N1/PERS-42
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OPNAV INSTRUCTION 7220.15 CHANGE TRANSMITTAL 1

From: Chief of Naval Operations

Subj: SUBMARINE DUTY INCENTIVE PAY PROGRAM

Encl: (1) Revised Enclosure (8)

1. Purpose. To revise the list of command staffs eligible to receive operational sub pay. Several changes have been identified which reflect recent changes in Submarine Force organization.

2. Action. Remove enclosure (8) of the basic instruction and replace with enclosure (1) of this change transmittal.

A handwritten signature in black ink, appearing to read "S. R. Van Buskirk", is written over the typed name and title.

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OPNAV INSTRUCTION 7220.15

From: Chief of Naval Operations

Subj: SUBMARINE DUTY INCENTIVE PAY (SUBPAY) PROGRAM

Ref: (a) 37 U.S.C. 301c
(b) OPNAVINST 1160.1

- Encl:
- (1) CONSUBPAY Entitlement Flowchart
 - (2) Revised Submarine Duty Incentive Pay Table
 - (3) Submarine Service Entry Date Worksheet
 - (4) NPTU Graduating Class TOSS Worksheet
 - (5) Administrative Procedures for SUBPAY
 - (6) Submarine Service Entry Date Adjustment Worksheet
 - (7) List of Courses of Instruction Creditable Toward Accumulation of Total Operational Submarine Service
 - (8) Submarine Command Staffs
 - (9) Submarine Underway Ride Time Documentation
 - (10) Individual Submarine Underway Ride Time Record for Submarine Command Staffs
 - (11) Record of Submarine Duty for Special Test and Evaluation Details
 - (12) Total Operational Submarine Service Worksheet
 - (13) Example - Total Operational Submarine Service Worksheet
 - (14) Example - Record of Submarine Duty for Special Test and Evaluation Details
 - (15) Examples of Submarine Command Staff Ride Time Accounting
 - (16) Submarine Operational Command Staff Members Underway Time Table
 - (17) Example - Individual Submarine Underway Ride Time Record for Submarine Command Staffs

1. Purpose. To revise policy and procedures for the administration of the Submarine Duty Incentive Pay (SUBPAY) Program under the provisions of reference (a). To clarify, for enlisted members, the purpose for obligating 14 months additional service past their non-submarine planned rotation date (PRD). This instruction is a complete revision and should

be read in its entirety.

2. Cancellation. This OPNAV Instruction supersedes SECNAV Instruction 7220.80E.

3. Policy. The Department of the Navy's policy is to use SUBPAY prescribed in reference (a) to attract and retain personnel in the submarine service on a career basis. All personnel meeting the eligibility requirements of paragraphs 4 or 5 are eligible for SUBPAY, either Continuous (CONSUBPAY) or Operational (OPSUBPAY). Submarine designated personnel are encouraged to maintain eligibility for CONSUBPAY (see enclosure (1)).

4. Continuous Submarine Duty Incentive Pay (CONSUBPAY). CONSUBPAY is designed to be paid to active duty naval service officers and enlisted personnel who engage in and remain in the submarine service on a career basis (see enclosures (1) and (2)). Most submarine personnel are eligible for CONSUBPAY. Individuals receiving CONSUBPAY may not receive OPSUBPAY at the same time. Staff Corps officers are not authorized to receive CONSUBPAY. For the purposes of this instruction, "submarine" includes commissioned submarines, new construction submarines, submarines undergoing overhaul, conversion or decommissioning, off crews of two-crew submarines, auxiliary research submarines, deep submergence rescue vehicles, manned submersible research vehicles, and operational submarine detachments assigned to submarines or manned deep submergence vehicles.

a. Active duty officers are eligible for CONSUBPAY if they satisfy the following conditions:

(1) Hold one of the following submarine-related designators:

(a) 1120, 1125, 1170, 1175 (Full Time Support (FTS) Officers are not eligible for CONSUBPAY) or;

(b) Limited Duty Officer (LDO) 62XX or Chief Warrant Officer (CWO) 72XX in conjunction with the officer additional qualification designator SV1 (qualified in submarines as enlisted) or;

(c) LDO 640X or CWO 740X in conjunction with the officer Additional Qualification Designator (AQD) SV1 (qualified in submarines as enlisted) or;

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(d) LDO 641X or CWO 741X in conjunction with the officer AQD SV1 (qualified in submarines as enlisted) who are determined by Commander, Navy Personnel Command (COMNAVPERSCOM) (PERS-42) to be career members of the submarine force or;

(e) LDO 64XX or 65XX or CWO 74XX or 75XX who were commissioned prior to FY-89, with the officer AQD SV1 (qualified in submarines as enlisted), and who are determined by COMNAVPERSCOM (PERS-42) to be career members of the submarine force.

(2) Must have a valid Submarine Service Entry Date (SSED) and be beyond it. SSEDs are defined as follows:

(a) For Unrestricted Line (URL) officers, the SSED is defined as the date the officer first reports under orders to the first facility in which the officer will receive instruction to prepare for assignment to a submarine or the date the officer is assigned the 117X designator, whichever is later. For URL officers who started or completed training as a designated submarine officer prior to 1 January 1981, the SSED is the date the officer reported under orders to the first facility in which the officer received instruction to prepare for assignment to a submarine.

(b) For an LDO/CWO with prior enlisted submarine service, the SSED is determined in the same manner as for enlisted personnel (see enclosure (3)).

(c) An LDO/CWO without prior enlisted submarine service will not be assigned an SSED and is not eligible for CONSUBPAY.

(3) Must have obtained the prescribed amount of Total Operational Submarine Service (TOSS) at the completion of the 12th and 18th years of submarine service. "Submarine service" is defined as the total active service subsequent to the individual's SSED. For URL officers with prior enlisted submarine service, this is the SSED established after commissioning. There is no TOSS requirement for personnel who have not served 12 years from their SSED.

(4) Physically qualified (see paragraph 9 below).

b. Active duty enlisted personnel are eligible for CONSUBPAY if they satisfy all of the following conditions:

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(1) Designated for submarine duty and assigned designator "1" (SS) or designator "2" (SU).

(2) While not serving on a submarine, have obligated service for 14 months beyond their Projected Rotation Date (PRD) in order to be reassigned to submarine sea duty upon completion of the non-submarine or shore duty assignment. The requirement to maintain 14 months beyond PRD must be maintained at all times after any CONSUBPAY is received while not serving on a submarine. Individuals desiring not to obligate for CONSUBPAY will be counseled. A NAVPERS 1070/613 entry in the member's service record must be made by the transferring command indicating the member's intention not to obligate for CONSUBPAY. This entry will be signed by the member.

(3) Have earned required amounts of TOSS at the completion of the 12th and/or 18th year of submarine service. "Submarine service" is defined as the total active service subsequent to the individual's SSED. There is no TOSS requirement for personnel who have not served 12 years from their SSED. However, compliance with the obligated service requirements of paragraph 4.b(5) below is mandatory.

(4) Be assigned an SSED established per enclosure (3). For nuclear trained enlisted personnel who graduated from a Nuclear Power Training Unit (NPTU) before 1 October 1990, the SSED is established as the graduation date from NPTU in accordance with enclosure (3). For those personnel who graduated from a NPTU after 1 October 1990, the SSED is established as the member's Nuclear Field "A" School class convening date in accordance with enclosure (3). For non-nuclear trained enlisted personnel whose Basic Enlisted Submarine School (BESS) class convened on or after 1 January 1981, the SSED is established as the BESS class convening date. For enlisted personnel whose BESS class convened prior to 1 January 1981, the SSED is established as the day they graduated from BESS. For enlisted personnel who laterally transfer to the submarine force without attending BESS, the SSED is established as the date they report to their first submarine or are designated "SU", whichever is earlier (see enclosure (3)). Once established, SSED adjustments can be requested, as outlined in enclosures (5) and (6).

(a) SSED adjustments may be authorized for:

1. Periods of broken service.

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2. Periods of Medical Disqualification.
3. Periods of Medical Limited Duty (LIMDU), if transferred from a submarine (before PRD) for LIMDU (Accounting category code (ACC) 105).
4. Nuclear trained enlisted personnel who are assigned for duty (ACC 100) to a NPTU immediately after receiving a 335X NEC.
5. Submarine Corpsmen who were ineligible due to paygrade and/or time in grade requirements.
6. Adjustment for excused absences from operational submarine service due to no fault of member.
7. Periods of time assigned to an overseas submarine tender.

(5) Upon transfer from a submarine to a non-submarine activity, an enlisted member's CONSUBPAY will automatically stop if their obligated service (OBLISERV) does not incur a minimum of at least 14-months past the Plan Rotation Date (PRD) at the subsequent command. If otherwise eligible, CONSUBPAY will be restarted any time during the non-submarine activity tour when the PRD plus 14-month obligation requirement is incurred. CONSUBPAY eligibility will restart effective the date the member reenlists or extends with sufficient OBLISERV for CONSUBPAY. The member's CONSUBPAY will commence upon the posting of the reenlistment or extension document to the Enlisted Master Record. Payment of CONSUBPAY will be effective on the execution date (date actually signed by the member) of the reenlistment/extension document. If the document fails to post to the Enlisted Distribution and Verification Report (EDVR) after 60 days from transmittal, mail or fax a certified copy of this document to Chief of Naval Operations (CNO)(N133D3). This certified document should include a point of contact name and telephone number. Reference (b) provides that any obligated service incurred by an agreement to extend enlistment for the purpose of meeting the OBLISERV requirements for CONSUBPAY and for which no bonus is otherwise payable may be used as part of a subsequent term of reenlistment or voluntary extension for the purpose of determining bonus eligibility and in computing the amount of such a bonus. Only inoperative agreements to extend enlistment for CONSUBPAY eligibility purposes may be included in subsequent bonus eligibility determinations and calculations.

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(6) Personnel permanently assigned to a submarine will continue to receive CONSUBPAY, if otherwise eligible, while ordered to Temporary Additional Duty (TAD) at other commands.

(7) Physically qualified per paragraph 9.

c. Submarine Career Screening Gates. To comply with reference (a), submarine career screening gates have been established at the 12th and 18th year of submarine service. These gates are measured from the officer or enlisted member's SSED. As each gate is reached, an individual's service record is reviewed against the criteria below to determine if his career has been sufficiently submarine-intensive to merit further payment of CONSUBPAY. There is no TOSS requirement for personnel who have not served 12 years from their SSED. Compliance with the OBLISERV requirement of paragraph 4.b(5) above is mandatory for enlisted personnel.

(1) TOSS is the total amount of time, measured in months, in which an individual has either been in training (immediately prior to assignment to a submarine) or assigned to a submarine since his SSED. TOSS will be computed as follows:

(a) Fifteen-Day Rule. Reporting to a submarine prior to or on the 15th day of any month or detaching from a submarine after the 15th of any month, entitles an individual TOSS credit for the entire month.

(b) TOSS will accumulate on a day-for-day basis for personnel who are either on TAD orders to a submarine (and not assigned to commands listed in enclosure (8)), or assigned to a command listed in enclosure (8) and not qualified in submarines.

(c) During courses of instruction listed in enclosure (7) which currently are, or have been required for assignment to a nuclear submarine, a submarine of advanced design, or to a position of increased responsibility on board a submarine. Submarine designated officers and enlisted personnel with orders for duty under instruction to the courses listed in enclosure (7), the prerequisite courses, or such courses as are individually approved by CNO (N13), will accumulate TOSS while undergoing such training subsequent to their SSED, if their next permanent duty assignment is a submarine. If the next permanent duty assignment made to a member following successful completion of training is not to a submarine, this period of training will not be credited toward TOSS.

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(d) TOSS will accrue from the date a class convenes through graduation except for consecutive courses of instruction. A consecutive course is one which convenes 14 days or less after successful completion of the preceding course. TOSS will be continuous for consecutive courses. The "15-day rule" will be used for this TOSS calculation.

(e) Requests for additions or deletions to the courses of instruction listed in enclosure (7), should be submitted to CNO (N133D3) via the appropriate chain of command.

(f) TOSS accumulates for submarine qualified individuals while attached for duty (ACC 100) to a command listed in enclosure (8), on a monthly basis provided the ride time requirements are satisfied, as discussed in paragraphs 5 through 8 below.

1. If ride time requirements are not met by an individual assigned to a command listed in enclosure (8), then TOSS will not be credited for that period.

2. TOSS will be credited for a grace period only if the requirements of paragraphs 5 through 8 below are met.

3. TOSS accumulation for submarine designated individuals attached to special test and evaluation details who are required to embark on a submarine in the performance of their duties will receive TOSS credit on a day-for-day basis for the number of days attached to a submarine.

4. Personnel eligible to receive CONSUBPAY who are also serving on a command listed in enclosure (8) will continue to receive CONSUBPAY even if the ride time requirements of paragraphs 5 through 8 below are not met. However, to accrue TOSS the ride time requirements of paragraphs 5 through 8 below must be met.

5. Personnel who have lost their eligibility for CONSUBPAY, may receive OPSUBPAY and accrue TOSS provided the individual is qualified in submarines, assigned for duty (ACC 100) to a submarine command staff, and meets the ride time requirements of paragraphs 5 through 8 below.

6. TOSS accrued under the provisions of this paragraph must be documented using enclosures (9) and (10) or enclosure (11) with copies of orders and endorsements.

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Enclosure (9) information will be used to prepare enclosure (10). TAD orders and endorsements will be used to prepare enclosure (11).

7. Commanders of commands listed in enclosure (8), and special test and evaluation details will submit to COMNAVPERSCOM (PERS-42)(officer) or CNO (N133D3)(enlisted) a completed, up-to-date and certified enclosure (12), with certified copies of service record page 4s and 5s, for each qualifying individual upon transfer or, as necessary to document their submarine career screening gates. Enclosure (12) will be prepared using the information recorded on the individual's enclosure (10) or (11).

(g) This TOSS documentation will be used to update an individual's TOSS record. Failure to submit this information may result in the termination of an individual's CONSUBPAY due to insufficient TOSS accrual when a submarine career screening gate is reached.

1. Enclosures (9) through (12) should be reproduced locally and used to administer the SUBPAY program.

2. Enclosures (10) and (11) shall be utilized for quarterly OPSUBPAY and TOSS verification, and will be completed and signed as soon as possible after the end of each quarter. The verification will be certified by the signature of a commissioned officer who is the command's designated single point of contact for SUBPAY matters.

3. For periods prior to 1 January 1981, the entire period of duty while permanently attached (ACC 100) to a submarine command staff will be credited toward the accumulation of TOSS provided the member was qualified in submarines. For reporting and detaching months, commands must ensure that no more than 1 month of TOSS is credited for any 1 calendar month.

(2) Twelve Year Submarine Career Screening Gate (12 YRGT). A member must have earned at least six years (72 months) of TOSS upon completion of 12 years of submarine service. The 6-Year TOSS Date (6 YRTD) is the date (year and month) when 72 months of TOSS has been earned. If, at the member's 12 YRGT, the 6 YRTD has not been met, then CONSUBPAY eligibility will be terminated. If the 6 YRTD has been earned prior to the 12 YRGT, the 12 YRGT is satisfied and the member is eligible for CONSUBPAY up to the completion of 26 years of military service (based on Pay Entry Base Date (PEBD) for enlisted personnel, and

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Active Commissioned Base Date (ACBD) for officers), or until the next submarine career screening gate at 18 years of submarine service, whichever is earlier. CONSUBPAY eligibility terminates at PEBD plus 26 years for enlisted and ACBD plus 26 years for officers.

(3) Eighteen Year Submarine Career Screening Gate (18 YRGT). A member must have earned at least 10 years (120 months) of TOSS upon completion of 18 years of submarine service for entitlement to CONSUBPAY up to the completion of the 26th year of military service (based on PEBD for enlisted and ACBD for officers). Individuals who have at least 8 years (96 months), but less than 10 years (120 months), of TOSS at the 18 YRGT will be eligible for CONSUBPAY up to the completion of the 22nd year of military service (based on PEBD for enlisted and ACBD for officers). The date (year and month) of the accumulation of 96 months, and 120 months of TOSS represents the 8-Year TOSS Date (8 YRTD), and the 10-Year TOSS Date (10 YRTD). See enclosures (12) and (13) for information regarding the calculation of a TOSS Date.

(4) Gate Failure. Individuals who do not satisfy the gate requirements are no longer eligible for CONSUBPAY, but are eligible for OPSUBPAY within the restrictions of paragraphs 5 through 8 below. No waivers will be considered for insufficient TOSS that results in a gate failure. If an individual fails to satisfy the 12 YRGT, he cannot regain CONSUBPAY eligibility until the 18 YRGT, when his record is re-examined. If an individual fails to satisfy the 18 YRGT, he cannot regain CONSUBPAY eligibility.

d. Suspension from CONSUBPAY. Eligibility for CONSUBPAY is lost if any of the following occur:

(1) Failure to satisfy the 12 or 18 YRGT criteria.

(2) Loss of submarine related duty designator:

(a) For officers, as applicable, loss of:

1. Designator 1120, 1125, 1170, 1175.

2. Designator 62XX, 72XX, 640X, 740X, 641X, 741X or loss of the enlisted submarine qualification designator (SV1).

(b) For enlisted personnel, loss of designator "SS" or designator "SU".

(c) For nuclear trained personnel, removal of Navy Enlisted Classification (NEC) code 335X or 336X (enlisted) or nuclear AQD (officer).

(3) For enlisted personnel, transfer for separation processing from active duty.

(4) Physical disqualification from submarine duty as discussed in paragraph 9 below.

(5) For URL officers, permanent failure to screen by a formal submarine screening board for assignment as a department head, executive officer or commanding officer, or permanent removal of prior screening.

(6) For any officers declining or refusing to serve in any sea billet, to include department head, executive officer or commanding officer or any executive officer or commanding officer equivalent billets such as officer in charge (OIC) manned submersible research vehicles, (e.g. NR1 and OTSU-2).

(7) Disenrollment from initial training preliminary to assignment to a submarine.

(8) Assignment to duty outside the submarine service with the expectation that an individual will remain permanently outside the submarine service (e.g. Assignment to Engineering Duty (ED) Officer School in preparation for lateral transfer to the ED community; earning Second Class Diver Navy Enlisted Classification).

(a) LDOs and CWOs who, after completion of two normal tours outside of the Submarine Force, continue to serve outside the Submarine Force in a billet whose designator does not meet the requirements of paragraph 4.a.(1) above, will lose CONSUBPAY eligibility. Requests for waiver must be submitted to COMNAVPERSCOM (PERS-42).

(b) Compilation of the tours of duty specified in paragraph (8)(a) above will begin with tours commenced after 14 August 1996.

(9) Upon formal approval by COMNAVPERSCOM (PERS-42) of a commanding officer's recommendation that an officer is not suitable for assignment as a submarine department head. Should the officer be subsequently approved for assignment as a

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submarine department head, his CONSUBPAY eligibility will be restored effective the date of that approval.

(10) Transfer to any Accounting Category Code (ACC) (except those listed in section (14) below) where no PRD or ultimate duty station is assigned. For the following ACCs CONSUBPAY eligibility will be restored, retroactive to the initial stop date, upon posting of a PRD (to a follow-on ACC 100 Billet), and if sufficient obligated service had been incurred. If sufficient obligated service had not been incurred, CONSUBPAY eligibility will be restored effective the date that a CONSUBPAY extension or reenlistment is executed.

(a) Temporary Duty for further assignment (ACC 320).

(b) Temporary Duty for further transfer (ACC 330).

(c) Temporary Duty not otherwise defined (ACC 350).

(11) Transfer to any of the following ACCs:

(a) Failed to report for duty (ACC 101).

(b) Deserter status (ACC 109).

(c) Temporary duty pending submarine disqualification (ACC 356). Eligibility for CONSUBPAY will terminate upon transfer to ACC 356. However, if the individual is not subsequently disqualified from submarines, CONSUBPAY will be restarted effective on the initial stop date when the individual transfers into another eligible ACC.

(d) Temporary duty pending separation, discharge, release, retirement (ACC 380).

(e) Temporary duty pending separation, discharge, release, retirement (pay status, at home awaiting final disposition) (ACC 381).

(f) Temporary duty pending administrative board review (ACC 382).

(g) Temporary duty - disciplinary status (at other than correctional activity) (ACC 390).

(h) Temporary duty - in confinement at a correctional activity (ACC 391).

(i) Temporary duty - confined or held by civil authorities (ACC 392).

(j) Temporary duty - home awaiting results of appellate review (ACC 393).

(k) Temporary Active Reserve (ACC 103).

(12) For enlisted personnel, approval of a request for transfer to the Fleet Reserve. Eligibility for CONSUBPAY is automatically terminated effective the date of final approval. Eligibility may be restored effective the date of approval for a request to withdraw a Fleet Reserve transfer request, provided all other eligibility criteria are satisfied. However, CONSUBPAY will not be restored for the intervening period. Entitlement to OPSUBPAY is not affected by requests for transfer to the Fleet Reserve. A member assigned to a submarine and approved for Fleet Reserve transfer is eligible for OPSUBPAY until transferred from the submarine.

(13) Enrollment in an officer or officer candidate program to include Seaman to Admiral (STA-21), Naval Reserve Officer Training Corps, Officer Candidate School, Aviation Officer Candidate School or any other enlisted commissioning program. Personnel selected for LDO or CWO will continue to draw enlisted submarine pay until commissioning, provided eligible in all respects. Entry into an enlisted to officer commissioning program will not exclude the member from receipt of CONSUBPAY until actual entry into the commissioning program defined as the reporting date to the United States Naval Academy (USNA), a university, Naval Academy Preparatory School (NAPS), Naval Science Institute (NSI), Officer Candidate School (OCS), or the Broadened Opportunity for Officer Selection and Training (BOOST) program.

(14) Failure to incur 14 months obligated service beyond a non-submarine duty PRD for enlisted members. However, obligated service will not be required for those individuals who transfer to:

(a) Duty under instruction 20 weeks or greater (with no ultimate duty station assigned) (ACC 342).

(b) Humanitarian assignment for less than 6 months (must have been previously entitled to CONSUBPAY at last permanent duty station) (ACC 354). CONSUBPAY entitlement will

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automatically stop after 6 months in ACC 354.

(c) Awaiting medical board review (ACC 355)/Limited Duty (ACC 105) (must have been previously eligible to CONSUBPAY at the last permanent duty station). CONSUBPAY entitlement continues from the entrance to ACC 355 or 105 which ever is first, and will automatically stop after 6 months in one, or a combination of both ACC's. Unless the physical qualifications in paragraph 9 below are met, and CNO (N133D3) is notified in writing prior to the end of the 6-month period.

(d) Missing or interned (ACC 323).

(15) Any period of reported unauthorized absence.

(16) For any officer detached for cause while serving in an at-sea submarine billet upon formal approval.

(17) For any officer who fails to qualify in submarines or who is recommended for assignment for duty other than in the submarine service upon approval by COMNAVPERSCOM (PERS-42).

(18) For any LDO, or CWO, declining or refusing to serve as a Personnel/Administrative Officer, Production Management Assistant, MK-48 Weapons IMA Officer, or Assistant Operations/Port Services Officer of a submarine base, Department Head ashore or any sea billet.

e. Requests for PRD extensions from personnel receiving CONSUBPAY in non-submarine duty assignments will be approved only if the member's Expiration of Active Obligated Service (EAOS) provides at least 14 months of obligated service beyond the revised PRD. A PRD extension may be granted if additional obligated service is incurred, by reenlistment or extension, to provide the minimum obligated service of 14 months beyond the revised PRD.

5. Operational Submarine Duty Incentive Pay (OPSUBPAY).

OPSUBPAY is payable to active duty naval service officers and enlisted personnel when assigned to and serving in operational submarine duty when CONSUBPAY eligibility criteria, paragraph 4 above, are not met (see enclosure (2) for pay rates). Midshipmen are not authorized to receive OPSUBPAY. Personnel earn OPSUBPAY on a prorated, day-for-day basis for any period they are attached under orders to operational submarine duty, whether temporarily or permanently. Personnel permanently assigned to a submarine continue OPSUBPAY entitlement when ordered TAD to other commands.

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In this instruction, the term "operational submarine duty" means duty while attached under competent orders to a submarine, while serving as an operator or crew member of an operational submersible (including an undersea exploration or research vehicle), while undergoing training preliminary to assignment to a nuclear-powered submarine, while receiving instruction to prepare for assignment to a nuclear-powered submarine, while receiving instruction to prepare for assignment to a submarine of advanced design, while receiving instruction to prepare for a position of increased responsibility on a submarine, or, in the case of a member qualified in submarines, while attached as a member of a submarine operational command staff whose duties require serving on a submarine during underway operations, and meets the underway requirements specified below. The courses of instruction listed in enclosure (7) meet this definition of operational submarine duty.

a. OPSUBPAY when attached for duty (ACC 100) to a submarine command staff: OPSUBPAY is payable on a month-to-month basis to individuals qualified in submarines whose duties require serving on a submarine during underway operations while attached for duty (ACC 100) to a command listed in enclosure (8). The term "qualified in submarines" is defined as those officer and enlisted personnel who have been designated qualified in submarines per the Military Personnel Manual (MILPERSMAN 1220-040). For each whole calendar month the member is assigned to a command listed in enclosure (8) and ride time requirements are satisfied, the individual will receive 1 month of OPSUBPAY. For months in which the member is assigned to a command listed in enclosure (8) for a period less than the entire calendar month, the individual will receive OPSUBPAY for the number of days based upon the time requirements for fractions of a calendar month listed in enclosure 16. If ride time requirements are not satisfied for a given period, an individual qualified in submarines is not eligible to receive OPSUBPAY. OPSUBPAY will be paid for a grace period only if the requirements of paragraph 6 below are met. For individuals not qualified in submarines who are attached for duty (ACC 100) to a command listed in enclosure (8) and serving in a submarine during underway operations, OPSUBPAY may be paid on a day-for-day basis for each day, or part of a day underway.

b. OPSUBPAY when assigned to special test and evaluation details: OPSUBPAY is payable on a day-for-day basis to individuals serving on special test and evaluation details whose duties require serving in a submarine. Special test and evaluation details include any active duty naval service officers

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or enlisted personnel assigned TAD to a submarine. TAD orders and their endorsements will be used to determine the number of days the individual is entitled to OPSUBPAY (see enclosure (14)).

c. Time counting toward ride time requirements. Only time underway on a submarine counts as ride time. Ride time is the number of underway hours and minutes taken from the ship's deck log and entered in enclosure (9). The hours and minutes entered in enclosure (9) are totaled at the end of each calendar month, rounded down to the last whole hour and entered in enclosure (10).

d. Personnel assigned to commands listed on enclosure (8) will be responsible for the accurate accountability of their own underway time. A person will be assigned as coordinator and maintain all underway time records for his unit in a centralized location.

e. Personnel who are medically disqualified from submarines are not authorized to draw OPSUBPAY while awaiting transfer to another command.

f. Enclosure (15) provides examples of OPSUBPAY ride time accounting.

6. Ride Requirements. The following ride requirements must be met for a member qualified in submarines to be entitled to monthly OPSUBPAY.

a. Minimum Ride Time Each Month

(1) During 1 calendar month, 48 hours of ride time. However, if a member does not ride 48 hours in any month, hours ridden during the last 5 preceding months which have not already been used to qualify for OPSUBPAY may be applied to meet this 48-hour requirement.

(2) During 2 consecutive calendar months when the requirements of (1) above have not been met, 96 hours of ride time.

(3) During 3 consecutive calendar months when the requirements of (2) above have not been met, 144 hours of ride time.

b. Fractions of a Calendar Month. For fractions of a calendar month, see enclosure (16) for the number of days an

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individual is eligible to be paid OPSUBPAY, based upon amount of ride time for the month.

c. Application of Hours Ridden

(1) The first 48 hours ridden in a month apply only to that month.

(2) Any hours ridden in a month in excess of 48 hours during any of the immediately preceding 5 calendar months and not already used may be applied to satisfy the time requirement for the current month.

(3) Any hours ridden in a month must first apply only to that month.

d. An individual may not carry forward ride time hours for OPSUBPAY entitlement when he changes from CONSUBPAY to OPSUBPAY.

7. Determination of a Three-Calendar-Month Grace Period

a. First Month. For personnel other than those reporting from a submarine command staff to another submarine command staff, the first month in which a member fails to meet ride requirements marks the beginning of the initial three-calendar-month grace period allowed for meeting ride requirements. Succeeding grace periods begin according to subparagraph d below. Ride time grace periods are not interrupted when an individual transfers from one submarine command staff to another submarine command staff.

b. Second and Third Month. If the member rides enough hours in the second month to satisfy the ride time requirements prescribed in paragraph 6a above of this instruction for the first and second months, the grace period ends with the second month. If not, the grace period extends through the third month. If member does not satisfy the ride time requirements prescribed in paragraph 6a above for the third month, the member is not eligible to receive OPSUBPAY during those three months, or thereafter until the ride requirements prescribed in paragraph 6.a. above are met again.

c. When Next Three-Calendar-Month Period Starts. A new three-calendar-month grace period starts on the first day of the month in which ride requirements are not met:

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(1) If a month of failure immediately follows a previous three-calendar-month grace period in which ride requirements were not met, then a new three-calendar-month grace period does not begin. The member must meet ride requirements for at least 1 month before a new three-calendar-month grace period may start.

8. Entitlement to Monthly OPSUBPAY When No Rides Performed in First Month of Three-Calendar-Month Period. Assume for the purpose of subparagraphs a, b, and c below that the member had no excess ride time from prior months.

a. Second Month. If a member does not ride during the first month of a three-calendar-month period and in the second month rides at least 48 hours but less than 96 hours, the member is entitled to OPSUBPAY for the second month only. e.g., 0 hours ridden in January; 84 hours ridden in February. OPSUBPAY is due for February.

b. Third Month. If a member does not ride during the first two months of a three-calendar-month period, the member must ride at least 144 hours in the third month to be entitled to OPSUBPAY for more than the third month. For example: 0 hours ridden in January; 0 hours ridden in February; 144 hours ridden in March. OPSUBPAY is due for January, February and March. Otherwise: 0 hours ridden in January; 0 hours ridden in February; 120 hours ridden in March. OPSUBPAY is due for March only. Excess hours ridden in March are carried forward.

c. First and Third Months. If a member does not ride during the first month and in the second month rides only enough hours to qualify for the second month, the member must ride enough hours in the third month to total 144 hours to qualify for OPSUBPAY for the first and third months of the three-calendar-month period. For example: 0 hours ridden in January; 60 hours ridden in February; 84 hours ridden in March. OPSUBPAY is due for January, February and March. Otherwise: 0 hours ridden in January; 60 hours ridden in February; 72 hours ridden in March. OPSUBPAY is due for February and March only. Excess hours from February and March are carried forward.

9. Physical Qualification for SUBPAY Entitlement. An individual's continued entitlement to SUBPAY (CONSUBPAY or OPSUBPAY) is contingent upon remaining physically qualified for submarine duty. Submarine designated individuals who are placed in a LIMDU status will be considered qualified for submarine duty unless their LIMDU continues for a period of more than 6 months. The 6-month time frame is measured from the date received to ACC

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105 or 355 which ever is first. Eligibility for CONSUBPAY will be terminated after 6 months of LIMDU, or the effective date that determined the disqualifying condition to be permanent, whichever is earlier. Individuals denied SUBPAY for medical reasons will not regain eligibility until the date they are determined fit for and/or reinstated to submarine duty by an Undersea Medical Officer (UMO) (this will be the date that a member is diaried out of ACC 105). CONSUBPAY entitlement accrues the date that the member is found fit for submarine duty and upon receiving the appropriate medical documents at CNO (N133D3). However, no CONSUBPAY will be paid until the member is diaried out of ACC 105. SUBPAY and TOSS credit shall not be authorized for any period during which an individual is medically disqualified for submarine duty regardless of subsequent reinstatement. However, the SSED may require adjustment (see enclosures (5) and (6)) if the individual was transferred from a submarine (prior to PRD) for the LIMDU period. For officers who have not completed a submarine command tour, continued entitlement to SUBPAY is contingent upon remaining physically qualified for submarine service. Officers who have completed a submarine command tour are required to remain physically qualified for active duty naval service and not fall within any other disqualifying category listed in paragraph 4d above to remain eligible for payment of CONSUBPAY. Enlisted personnel need not execute an extension to continue receiving CONSUBPAY while in LIMDU. However, they must have been previously entitled to CONSUBPAY at the last permanent duty station they were assigned to immediately prior to the commencement of the LIMDU period. Commanding officers or immediate reporting seniors are responsible for ensuring that SUBPAY is terminated for those individuals who become physically disqualified for submarine duty.

10. Recoupment. Loss of SUBPAY (CONSUBPAY or OPSUBPAY) entitlement may cause financial hardship to the service member and should be carefully reviewed prior to any action which would cause the loss of SUBPAY eligibility.

a. OPSUBPAY is paid to personnel while either stationed on a submarine or at a submarine command staff. All overpayments of OPSUBPAY will be recouped by the local Personnel Support Detachment (PSD).

b. CONSUBPAY for enlisted personnel will be recouped to the effective date of the disqualifying event, such as:

(1) Submarine disqualification.

(2) Gate failure.

(3) Acceptance to an approved non-submarine Navy program.

c. CONSUBPAY for officers will be recouped to the effective date of loss of eligibility.

11. Action

a. DCNO (MPT&E)(N13) is responsible for development and administration of the Submarine Duty Incentive Pay Program. Annually in October, CNO (N13) will review the eligibility of the commands listed in enclosure (8) to be classified as submarine command staffs. This review will also include determining the eligibility of other commands for listing as a submarine command staff.

b. Commanders of submarine command staffs and special test and evaluation details will comply with the procedural requirements of this instruction and will:

(1) Prepare an enclosure (12) for currently attached and all future reporting SUBPAY-eligible personnel upon reporting. Enclosure (12) will also be used for career counseling of the member. This enclosure (12) will be certified and included in the member's service record upon transfer.

(2) For officers submit to COMNAVPERSCOM (PERS-42). For enlisted submit to Chief of Naval Operations (N133D), a completed, up-to-date and certified enclosure (12), with certified copies of service record page 4s and 5s, for each SUBPAY-eligible individual upon transfer, and as necessary to document their submarine career gates.

(3) Maintain enclosures (9) and (10) or enclosure (11) and TAD orders with endorsements as applicable for currently attached and all future reporting SUBPAY eligible personnel to document submarine duty and to provide accounting evidence for auditing purposes. All enclosures (9) and (10) or enclosure (11) and related documents will be retained and disposed per SECNAVINST 5212.5D, Part III, Chapter 7, SSIC 7220, paragraph 1. Certified copies of enclosure (10) or (11) will be included in the member's service record upon transfer. Enclosures (13) through (17) provide information and examples for completing enclosures (10) and (11).

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(4) Conduct an annual internal audit of staff OPSUBPAY procedures and records. These audit results will be retained for 3 years. The comments and corrective actions for the previous year's audit shall be forwarded to CNO (N133D3) and (PERS-421E) by 31 January of the following year.

c. All commands administering SUBPAY will use enclosures (1) through (16) as applicable for SUBPAY management and assistance.

d. All commands finding individuals in their commands who have been overpaid CONSUBPAY are responsible for initiating overpayment recovery actions, and must provide a letter to COMNAVPERSCOM (PERS-42) for officers or to the CNO (N133D3) for enlisted with the necessary information to support the overpayment claim.

12. Review. The entitlement portions of this instruction have been approved as prescribed in the Department of Defense Financial Management Regulations for Military Pay, Policy and Procedures under procedures prescribed by the Secretary of Defense under 37 U.S.C. 301c.

13. Report. Symbol OPNAV 7220-3 has been assigned to the report contained in paragraph 11.b(2) and is approved per SECNAVINST 5214.2B.

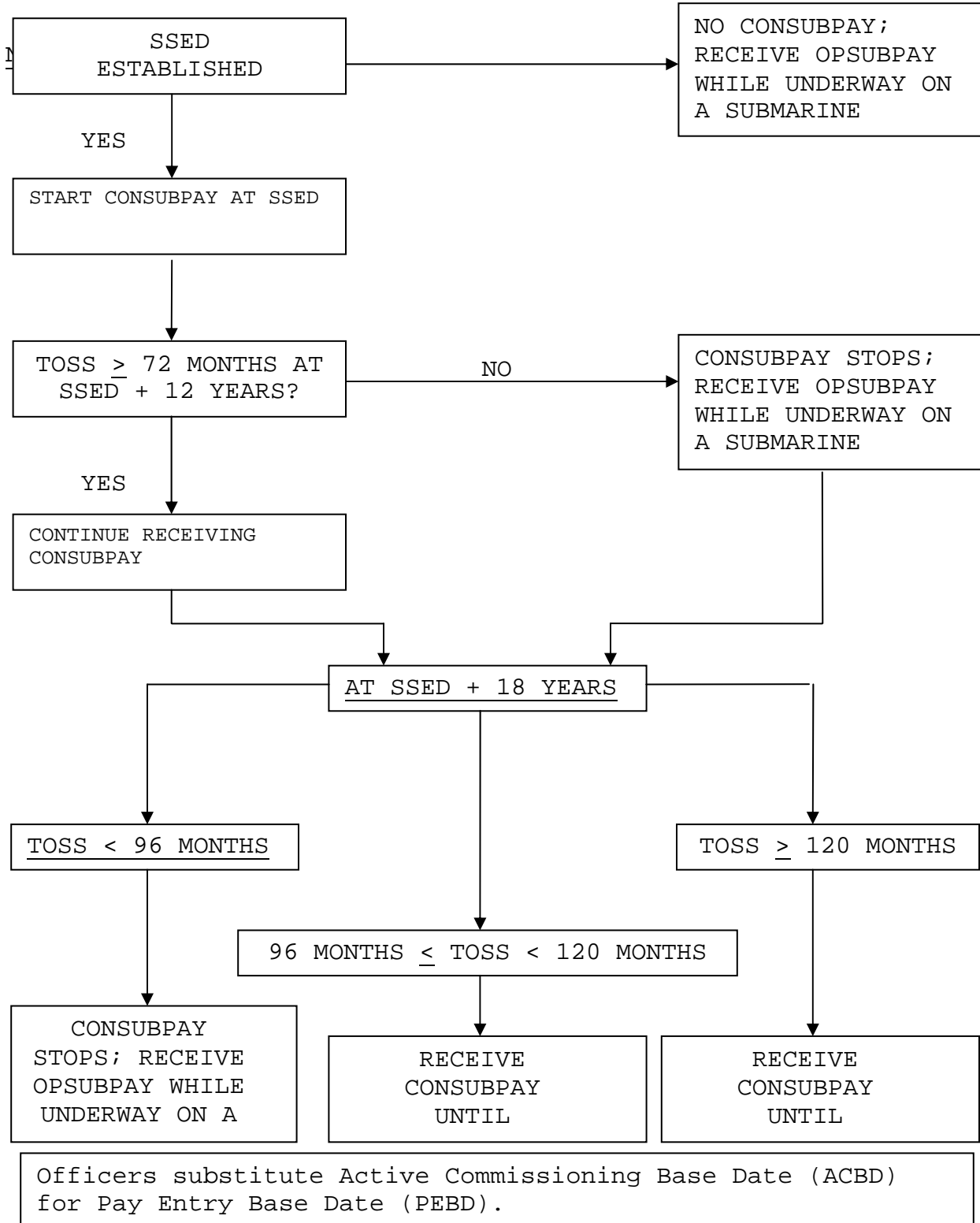
/S/

J. C. HARVEY, JR.
Vice Admiral, U.S. Navy
Deputy Chief of Naval Operations
(Manpower, Personnel, Training,
and Education)

Distribution:

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<http://neds.daps.dla.mil/>

CONSUBPAY ENTITLEMENT FLOWCHART



Revised Submarine Duty Incentive Pay Table – Effective 1 Oct 04														
COMMISSIONED OFFICERS														
Pay														
Grade	Years of service based upon Pay Entry Base Date													
	2 or less	Over 2	Over 3	Over 4	Over 6	Over 8	Over 10	Over 12	Over 14	Over 16	Over 18	Over 20	Over22	Over 26
O -10	355	355	355	355	355	355	355	355	355	355	355	355	355	355
O - 9	355	355	355	355	355	355	355	355	355	355	355	355	355	355
O - 8	355	355	355	355	355	355	355	355	355	355	355	355	355	355
O - 7	355	355	355	355	355	355	355	355	355	355	355	355	355	355
O - 6	595	595	595	595	595	595	595	595	595	595	835	835	835	835
O - 5	595	595	595	595	595	595	595	595	790	835	835	835	835	835
O - 4	365	365	365	525	595	705	705	705	790	790	790	790	790	790
O - 3	355	355	355	510	595	705	705	705	705	705	705	705	705	705
O - 2	305	305	305	305	305	305	425	425	425	425	425	425	425	425
O - 1	230	230	230	230	230	230	425	425	425	425	425	425	425	425

<u>WARRANT OFFICERS</u>														
Pay														
Grade	Years of service based upon Pay Entry Base Date													
	2 or less	Over 2	Over 3	Over 4	Over 6	Over 8	Over 10	Over 12	Over 14	Over 16	Over 18	Over 20	Over22	Over 26
W-5	285	375	375	425	425	425	425	425	425	425	425	425	425	425
W-4	285	375	375	425	425	425	425	425	425	425	425	425	425	425
W-3	285	375	375	425	425	425	425	425	425	425	425	425	425	425
W-2	285	375	375	425	425	425	425	425	425	425	425	425	425	425
W-1	285	375	375	425	425	425	425	425	425	425	425	425	425	425
<u>ENLISTED MEMBERS</u>														
Pay														
Grade	Years of service based upon Pay Entry Base Date													
	2 or less	Over 2	Over 3	Over 4	Over 6	Over 8	Over 10	Over 12	Over 14	Over 16	Over 18	Over 20	Over22	Over 26
E-9	425	425	425	425	425	425	425	425	425	425	425	425	425	425
E-8	415	415	415	415	415	415	415	415	415	415	415	415	415	415
E-7	405	405	405	405	405	405	405	405	405	405	405	405	405	405
E-6	155	170	175	300	325	375	375	375	375	375	375	375	375	375
E-5	140	155	155	250	275	275	275	275	275	275	275	275	275	275
E-4	80	95	100	245	245	245	245	245	245	245	245	245	245	245
E-3	80	90	95	95	90	90	90	90	90	90	90	90	90	90
E-2	75	90	90	90	90	90	90	90	90	90	90	90	90	90
E-1	75	75	75	75	75	75	75	75	75	75	75	75	75	75

SUBMARINE SERVICE ENTRY DATE WORKSHEET

DO NOT REMOVE FROM SERVICE RECORD - IMPORTANT DOCUMENT

Name: _____ SSN: _____

The SSED may only be adjusted for the reasons described in enclosure (6). If more than one of the dates determined in paragraphs 1, 2 or 3 are applicable, then the correct SSED is the date of the earliest event that occurred.

1. Nuclear trained enlisted personnel:

- a. Grad date from NPTU with 335X NEC prior to 901001 or; _____
- b. Class convening (CLCVN) Nuclear Field "A" School (NFAS) when NPTU grad date is after 901001 (See Note A) or; _____
- c. Report date to first submarine or; _____
- d. Grad date from Basic Enlisted Submarine School (BESS) prior to 810101 or; _____
- e. CLCVN BESS after 810101 or; _____
- f. For NEC 338X, the effective date of NAVPERS 1221/1 (6-92), Navy Enlisted Classification (NEC) Change/ Recommendation, S/N 0106-LF-012-7500, approval or report date to first submarine, whichever is earlier. _____

2. All other enlisted personnel except HM:

- a. Grad date BESS prior to 810101; _____
- b. CLCVN BESS after 810101 or; _____
- c. Report date to first submarine or; _____
- d. Designated "SU" by CNPC(PERS-403) letter or; _____

- e. Grad date FBM Weapons System "A" school prior to 810101. _____
- 3. Hospital Corpsman:
 - a. Grad date BESS prior to 810101 or; _____
 - b. CLCVN BESS after 810101 or; _____
 - c. Grad date Naval Underwater Medical Institute (NUMI) or Nuclear Submarine Medical Technician (NSMT)(NEC 8402) prior to 810101 or; _____
 - d. CLCVN NUMI or NSMT (NEC 8402) after 810101 or; _____
 - e. Report date to first submarine. _____
- 4. Provide documentation to DCNO(MPT&E)(N133D3) as required by enclosure (5):

Note A: NPTU graduation date after 1 October 1990. The SSED for nuclear trained enlisted personnel who graduate(d) from NPTU after 1 October 1990 will be established as the date enrolled to Nuclear Field "A" School. However, the computation of the SSED will not occur until after the 335x NEC has been awarded.

NPTU GRADUATING CLASS TOSS WORKSHEET

DO NOT REMOVE FROM SERVICE RECORD - IMPORTANT DOCUMENT

Name: _____ SSN: _____

Ultimate duty station:

<u>CLCVN</u> <u>Date</u>	<u>GRAD</u> <u>Date</u>	<u>Activity Name**</u>	<u>This</u> <u>Actvy*</u>	<u>Career</u> <u>Total*</u>
_____	_____	Nuclear Field "A" School	_____	_____
_____	_____	Nuclear Power School	_____	_____
_____	_____	Nuclear Power Training Unit	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

The SSED will be established as class convening date of Nuclear Field "A" School.

SSED: _____ + 12 YRs = 12 YRGT: _____
 YY MM DD YY MM DD

SSED: _____ + 18 YRs = 18 YRGT: _____
 YY MM DD YY MM DD

DCNO(MPT&E)(N133D3) DSN: 225-1276 COM: 703-695-1276
 Fax DSN: None COM: 703-697-7751

 Prepared by (TYPE) DSN Noted: _____
 Member's Signature

* Written in whole months only.
 ** Submit certified copies of service record page 4s and 5s.

ADMINISTRATIVE PROCEDURES FOR SUBPAY

1. Procedures for Officers

a. The Submarine Service Entry Date (SSED) for officers will be determined by COMNAVPERSCOM (PERS-42).

b. Records of Total Operational Submarine Service (TOSS) for officers will be maintained by CNPC (PERS-42). TOSS earned while assigned to submarine command staffs will be reported as described in paragraph 4.c.(1).(e) of the basic instruction.

2. Procedures for Enlisted Members

a. The SSED will be entered in the member's service record NAVPERS 1070/605 and must be acknowledged on a NAVPERS 1070/613 utilizing the following statement: "(Date) I acknowledge that my Submarine Service Entry Date is (YR/MO/DA)." If an enlisted member's SSED is adjusted for broken service, medical disqualification (including LIMDU periods), submarine corpsman ineligibility period, or for an NPTU Staff Pick-Up tour, that fact must be recorded on NAVPERS 1070/613 and NAVPERS 1070/605 in the member's service record stating the amount and reason for such adjustment. Any adjustment of SSED must be reported by letter to and approved by DCNO (MPT&E)(N133D3).

(1) For adjustment of the SSED for broken service, forward completed and certified enclosures (3), (6) and (12) with a copy of the following supporting documentation:

(a) DD 214 - Certificate of Release or Discharge from Active Duty.

(b) All NAVPERS 1070/604s - Navy Occupational/ Training and Awards History.

(c) All NAVPERS 1070/605s - History of Assignments.

(2) For adjustment of the SSED for medical disqualification or a LIMDU period, forward completed and certified enclosures (3), (6) and (12) with a copy of the following supporting documentation:

(a) All NAVPERS 1070/604s - Navy Occupational/ Training and Awards History.

(b) All NAVPERS 1070/605s - History of Assignments to document the transfer date to medical treatment status and then subsequent LIMDU assignment.

(c) The NAVMED 6100/1 - Medical Board Report Cover Sheets to document the fit for Submarine duty date. May be other medical forms such as SF-600, 88, or 2702, but must be signed by a Undersea Medical Officer (UMO).

(3) For adjustment of the SSED for an NPTU Staff Pick-Up tour, forward completed and certified enclosures (3), (4), (6), and (12) with a copy of the following supporting documentation:

(a) All NAVPERS 1070/604s - Navy Occupational/ Training and Awards History.

(b) All NAVPERS 1070/605s - History of Assignments to document the transfer date to NPTU staff.

(4) For adjustment of the SSED for a Submarine Corpsman, forward completed and certified enclosures (3), (6) and (12) with a copy of the following supporting documentation:

(a) All NAVPERS 1070/604s - Navy Occupational/ Training and Awards History.

(b) All NAVPERS 1070/605s - History of Assignments to document the transfer dates.

(c) The COMNAVPERSCOM (PERS-403) letter which changed the Submarine designator from 1 or 2 to designator 7.

b. TOSS will be determined from the member's service record. As discussed in the basic instruction, an individual will receive TOSS credit for the entire period while assigned for duty to a submarine command staff prior to 1 January 1981 provided he was qualified in submarines. After this date, an individual attached to a submarine command staff must meet the criteria of paragraph 4.c.(1).(e) of the basic instruction to accumulate TOSS. Upon detachment from a submarine command staff or special test and evaluation detail, the following entry will

be made in the Enlisted member's service record on the NAVPERS 1070/605 to document the total number of months of operational submarine duty performed during that tour of duty:

"Earned ____ months TOSS at (activity name) Career TOSS:
SSED: _____, 6 YRTD: _____, 8 YRTD: _____, 10 YRTD: _____.

This entry must be made for all submarine designated personnel even though they may not have earned any ride time/TOSS at the submarine command staff or special test and evaluation detail. In order to update the automated data, which determines eligibility, this information must also be forwarded by letter to DCNO (MPT&E)(N133D3) using enclosure (12).

c. The following entries will be made when an individual extends an enlistment for the purpose of CONSUBPAY entitlement:

"This agreement includes a requirement for service to meet eligibility requirements for CONSUBPAY. This extension may be used to determine bonus eligibility and amount of bonus provided no bonus has been paid, no bonus is otherwise payable, and this extension has not become operative."

3. Appeal Procedure. Personnel who disagree with the determination made by cognizant authorities regarding SUBPAY eligibility, creditable submarine service, or assignment of submarine designators may appeal in writing together with supporting documentation (enclosure (12) as a minimum) to COMNAVPERSCOM (PERS-42) for officers or DCNO (MPT&E)(N133D3) for enlisted. Such cases will receive careful review and the individual will receive an official reply stating the results of that review.

4. Automation of CONSUBPAY. Since 1 May 1984, CONSUBPAY eligibility is determined by the Enlisted Master Record (EMR) maintained by COMNAVPERSCOM. All commands must comply with the Diary Message Reporting System Users Manual (EPMACINST 1080.4 NOTAL) and its specific requirements for diary entries for submarine personnel.

5. Automation Data. The following data in the EMR determines individual CONSUBPAY eligibility:

a. Enlisted Designator

- b. SSED
- c. TOSS
- d. 12 YRGT and 18 YRGT
- e. 6 YRTD, 8 YRTD and 10 YRTD
- f. ACC
- g. PRD
- h. EAOS and Soft EAOS
- i. PEBD

6. Procedures for Restarting Enlisted CONSUBPAY Entitlement.

CONSUBPAY eligibility should continue throughout a member's career until eligibility stops for a bonafide reason. CONSUBPAY may stop because of incorrect or insufficient data in the EMR. Should this occur, the following action must be taken:

- a. Determine if member is eligible for CONSUBPAY.

(1) Locate the assignment date of the active submarine enlisted designator in the service record Page 4 (NAVPERS 1070/604). If the designator was revoked, locate the service record Page 13 (NAVPERS 1070/613) entry concerning the submarine disqualification and the COMNAVPERSCOM (PERS-403) letter of reinstatement.

(2) Determine the correct SSED using an SSED Worksheet (enclosure (3)).

(3) Adjust the SSED using an SSED Adjustment Worksheet (enclosure (6)) if the individual had broken service, a period of medical disqualification, a period of LIMDU, a submarine corpsman ineligibility period or an NPTU staff pick-up tour.

(4) Compute TOSS, 6, 8 and 10 YRTDs, as applicable, using a TOSS Worksheet (enclosure (12)). See enclosure (13) for an example.

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b. If eligibility is verified, contact DCNO (MPT&E)(N133D3) by message, letter, or telephone, providing the following message format information:

FM: ACTIVITY
TO: CNO WASHINGTON DC//N133D//

UNCLAS //N07220//

SUBJ: SUBPAY ICO (MEMBER NAME) (N133D3)

A. OPNAVINST 7220.XX

1. NAME

2. RATE

3. SSN

4. SSED

5. TOTAL CAREER
TOSS _____ (IN WHOLE MONTHS)

6. 6 YRTD

7. 8 YRTD

8. 10 YRTD

9. EAOS/PRD/UIC

10. Date member executed a CONSUBPAY qualifying extension or reenlistment and whether the current EDVR reflects this extension or reenlistment.

11. Point of contact, including name and DSN/COM telephone number(s), for additional service record information that may be required.

12. Mark the message or letter "For Official Use Only" to ensure privacy information receives proper protection.

7. Procedures for restarting Officer CONSUBPAY entitlement.
Contact CNPC (PERS-42) by message, letter, or telephone.

8. Contact information.

a. Telephone: DSN 225-1276 (enlisted)
882-3933/3945 (officer)

COM 703-695-1276 (enlisted)
901-874-3933/3945 (officer)

b. Mailing addresses:

(officer)	(enlisted)
COMMANDER	DEPUTY CHIEF OF NAVAL OPERATIONS
NAVY PERSONNEL COMMAND	(MPT&E)(N133D3)
PERS-42	2 NAVY ANNEX
5720 INTEGRITY DRIVE	WASHINGTON DC 20370-0133
MILLINGTON TN 38055-4200	

c. Message PLAD: CNO WASHINGTON DC//N133D//
COMNAVPERSCOM MILLINGTON TN//PERS42//

SUBMARINE SERVICE ENTRY DATE ADJUSTMENT WORKSHEET

DO NOT REMOVE FROM SERVICE RECORD - IMPORTANT DOCUMENT

NAME: _____ SSN: _____

1. Adjustment for periods of broken service: YY MM DD

a. Date reenlisted: _____

b. Date released from active duty: _____

c. Gross adjustment (subtract b from a) _____

d. Add 1 day: _____

e. Total all periods of Annual Training (AT)
(previously ACDUTRA), FTS, or Active Duty for Special
Work (ADSW)(previously TEMAC): _____

f. Subtract e from d and record: _____

g. Original SSED from service record: _____

h. Add g to f above and record: _____

2. Adjustment for medical disqualification/LIMDU: YY MM DD

a. Date found fit for full duty and submarine
duty (submit copy of Medical forms signed by UMO);
or date reinstated to submarine duty by COMNAVPERSCOM
(PERS-403)after a medical disqualification: _____

b. Date transferred from a submarine for
treatment and LIMDU assignment. Adjustment of the
SSED for LIMDU is ONLY authorized if the member is
transferred from a submarine for the LIMDU. _____

c. Enter the date of disqualification: _____

d. Adjustment (subtract b or c from a above): _____

e. Add 1 day: _____

f. Original SSED from service record: _____

SUBMARINE SERVICE ENTRY DATE ADJUSTMENT WORKSHEET

DO NOT REMOVE FROM SERVICE RECORD - IMPORTANT DOCUMENT

- g. Add f to e and record: _____
- h. Provide documentation (enclosure (5)) _____
- 3. Adjustment for initial NPTU service: YY MM DD
 - a. Date transferred from NPTU after a staff pick-up tour (graduated NPTU after 901001): _____
 - b. Date received for duty (ACC 100) as a staff pick-up (graduated NPTU after 901001): _____
 - c. Adjustment (subtract b from a above): _____
 - d. Add 1 day: _____
 - e. Original SSED from service record: _____
 - f. Add e to d and record: _____
 - g. Provide documentation (enclosure (5)) _____
- 4. Adjustment for submarine corpsman: YY MM DD
 - a. CLCVN NUMI or NSMT (NEC 8402): _____
 - b. Effective date of designator 7 from COMNAVPERSCOM (PERS-403): _____
 - c. Adjustment (subtract b from a above): _____
 - d. Add 1 day: _____
 - e. Original SSED from service record: _____
 - f. Add e to d and record: _____
 - g. Provide documentation (enclosure (5)) _____

SUBMARINE SERVICE ENTRY DATE ADJUSTMENT WORKSHEET CONT'D

DO NOT REMOVE FROM SERVICE RECORD - IMPORTANT DOCUMENT

5. Adjustment for excused absences from operational submarine service due to no fault of member: YY MM DD

a. Date returned to duty in submarine force as determined by DCNO(MPT&E)(N133D3): _____

b. Date excused absence began as determined by DCNO(MPT&E)(N133D3) (i.e., delayed in reporting to submarine due to ship's schedule and not due to fault of member): _____

c. Adjustment (subtract b from a above): _____

d. Add 1 day: _____

e. Original SSED from service record: _____

f. Add e to d and record: _____

g. Provide documentation (enclosure (5)) _____

6. Adjustment for overseas submarine tender tours: YY MM DD

a. Date transferred from overseas submarine tender tour (on or after 000601): _____

b. Date received onboard for duty (ACC 100) on overseas submarine tender or 000601, whichever is later. _____

c. Adjustment (subtract b from a above): _____

d. Add 1 day: _____

e. Original SSED from service record: _____

f. Add e to d and record: _____

g. Provide documentation (enclosure (5)) _____

LIST OF COURSES OF INSTRUCTION CREDITABLE TOWARDS ACCUMULATION
OF TOTAL OPERATIONAL SUBMARINE SERVICES

Note: An individual's SSED must have been established prior to commencement of the course(s) of instruction, and the first permanent duty station after successful completion of the course(s) must be a submarine, for the time in attendance of the course(s) to count for TOSS credit.

1. All courses of instruction at:

a. Guided Missile School Dam Neck, Trident Training Facility Bangor, and Trident Training Facility Kings Bay.

b. Nuclear Power Schools at Naval Training Center Orlando, Mare Island Naval Shipyard Vallejo, Naval Training Center Bainbridge, Naval Nuclear Power School Charleston, and Naval Submarine School New London, Nuclear Field A School Charleston or Orlando.

c. Nuclear Power Training Units at Ballston Spa, Charleston, Idaho Falls, and Windsor.

d. Naval Sea Systems Command (Code 08) for duty under instruction.

e. Submarine Training Facilities at Charleston, Norfolk and San Diego, Naval Submarine Training Center Pacific, and Naval Submarine School New London.

f. Fleet Anti-Submarine Warfare (ASW) Training Center Pacific, San Diego and Fleet ASW Training Center Atlantic, Norfolk. (Any course having as its primary focus of instruction the operation and/or maintenance of submarine equipment.)

2. Additional courses of instruction (operation and maintenance) for both officer and enlisted, regardless of location:

a. Sonar Area

(1) Any course having as its primary focus of instruction the operation, maintenance, or employment of submarine sonar equipment or sonar watch standing skills.

LIST OF COURSES OF INSTRUCTION CREDITABLE TOWARDS ACCUMULATION OF TOTAL
OPERATIONAL SUBMARINE SERVICES CONT'D

(2) Duty under instruction at Naval Underwater Systems Center, Naval Intelligence Support Center or Sonar Tactical Information Center.

b. Weapons Area

(1) Any course having as its primary focus of instruction the operation, maintenance or employment of submarine torpedoes, missiles, warheads, mines, evasion devices, launcher systems or equipment, and fire control systems, computers or equipment.

(2) All submarine nuclear weapons courses.

c. Communication Area

(1) Any course having as its primary focus of instruction the operation, maintenance, or employment of submarine communications equipment or submarine communication procedures.

(2) Submarine Communications Applications and Theory (SCAT).

(3) Submarine Electronic Technical Training (SETT).

(4) Submarine Communications Officer courses.

(5) Classified Material System Custodian courses.

d. Navigation/Operations Area

(1) Any course having as its primary focus of instruction the operation, maintenance, or employment of submarine Electronic Counter Measures/Electronic Surveillance Measures, Identification (friend or foe), Radar, Periscopes or navigation equipment, or submarine navigation principles.

(2) Electronic Warfare Officer courses.

(3) Electronic Warfare Operator and maintenance courses.

LIST OF COURSES OF INSTRUCTION CREDITABLE TOWARDS ACCUMULATION OF TOTAL
OPERATIONAL SUBMARINE SERVICES CONT'D

(4) Submarine Quartermaster courses.

(5) Submarine Navigation Officer courses.

e. Engineering Area

(1) Any course having as its primary focus of instruction the operation and maintenance of submarine engineering equipments.

(2) Advanced Submarine Damage Control and Casualty Control.

(3) Machine Tool Operation.

(4) Sound and Vibration Analysis.

f. Supply Area

(1) Nuclear Weapons Supply Courses.

(2) Submarine Supply Courses.

g. Special Areas

(1) Nuclear Submarine Medical Technician.

(2) SCUBA Training.

(3) Deep Submergence System Training.

(4) Closed Circuit TV.

(5) Courses in theory of transistors, solid state devices and/or digital theory required for maintenance of specialized equipments.

(6) Division Commanders and Officers Tactics Refresher Courses.

(7) Submarine Officer Basic Course.

LIST OF COURSES OF INSTRUCTION CREDITABLE TOWARDS ACCUMULATION
OF TOTAL OPERATIONAL SUBMARINE SERVICES CONT'D

- (8) Submarine Officer Indoctrination Course.
- (9) Submarine Officer Advanced Course.
- (10) Career Information and Counseling Course.
- (11) Planned Maintenance System Course.
- (12) Any course which results in the assignment of a Navy Enlisted Classification Code which is included in a submarine's Manpower Authorization.
- (13) Combined Services Support Program School.
- (14) All Navy Class "A" Schools.
- (15) All Navy "C-7" Schools.
- (16) All Navy Factory Training Courses for submarine equipment including experimental or prototype equipment.
- (17) All Submarine Prospective Commanding/Executive Officer courses, including the Submarine Command Course (SCC).
- (18) All tactical planning courses.
- (19) Leadership Management Effectiveness Training/Total Quality Leadership training courses.
- (20) Submarine Advanced Yeoman/Personnelman course.
- (21) Senior Enlisted Academy.
- (22) Sergeant Major Academy.

SUBMARINE COMMAND STAFFS

Commander, U.S. Fleet Forces Command

Commander Submarine Force, U.S. Atlantic Fleet Staff

COMSUBGRU 2 Staff

COMSUBGRU 8 Staff

COMSUBGRU 10 Staff

COMSUBRON 2 Staff

COMSUBRON 4 Staff

COMSUBRON 6 Staff

COMSUBRON 16 Staff

COMSUBRON 20 Staff

COMSUBDEVRON 12 Staff

Commander, U.S. Pacific Fleet

Commander Submarine Force, U.S. Pacific Fleet Staff

COMSUBGRU 7 Staff

COMSUBGRU 9 Staff

COMSUBRON 1 Staff

COMSUBRON 3 Staff

COMSUBRON 7 Staff

COMSUBRON 11 Staff

COMSUBRON 15 Staff

COMSUBRON 17 Staff

COMSUBRON 19 Staff

COMSUBDEVRON 5 Staff

MISCELLANEOUS COMMANDS AND BILLETTS

Submarine Training Facility, Norfolk, VA

U.S. Strategic Command Special Activity, Atlantic

U.S. Strategic Command Special Activity, Pacific

SSBN Inspection Team/Inspector General
U.S. Strategic Command, Omaha, NE

Director, Strategic Systems Programs

Director, Naval Reactors Staff

COMSUBPAC Shipyard Rep Staff

Anti-Submarine Warfare Force 5TH FLEET

Anti-Submarine Warfare Force 7TH FLEET

Naval Submarine Support Center, Groton, CT

Naval Submarine Support Center, Pearl Harbor, HI

Naval Submarine Support Center, Bangor, WA

Naval Submarine Support Center, Kings Bay, GA

Naval Submarine Support Center, Guam

Submarine Monitoring Maintenance Support
Performance Monitoring Team, New London, CT

Submarine Monitoring Maintenance Support
Performance Monitoring Team, Norfolk, VA

Submarine Monitoring Maintenance Support
Performance Monitoring Team, Kings Bay, GA

Submarine Monitoring Maintenance Support
Performance Monitoring Team, Bangor, WA

Submarine Monitoring Maintenance Support
Performance Monitoring Team, Pearl Harbor, HI

Submarine Monitoring Maintenance Support
Performance Monitoring Team, San Diego, CA

Submarine Monitoring Maintenance Support
Performance Monitoring Team, Guam

Operational Sea Duty Component, Office of Naval Intelligence
Washington, DC (STS RATE only)

Farragut Technical Analysis Center, Office of Naval
Intelligence, Washington, D.C (STS RATE only)

Submarine Surveillance Equipment Program Pacific, Surveillance
Component, Pearl Harbor, HI (STS RATE only)

Surveillance Support Team, Groton, CT (STS RATE only)

Deep Submergence Unit, San Diego, CA (excluding Unmanned
Vehicles Detachment)

Exchange Officer, Maritime Warfare Centre, Submarine Tactics
Officer, Portsmouth, Hampshire UK (1120 CDR)

U.S. Naval Liaison Officer Canadian Forces Maritime Warfare
School, CFB Halifax, Nova Scotia, Canada - Anti-Submarine
Warfare Instructor (1120 LT)

U.S. Naval Liaison Officer Turkish Naval Staff, Commander
Submarines North East Mediterranean, Ankara, Turkey (1120 CDR)

Exchange Billet for Commander Australian Submarine Squadron ONE
HMAS PLATYPUS, N. Sydney, NSW Australia - Squadron Operations
Officer (1120 LT)

Chief Plans Officer, Naval Component Command Group, Chinhae,
Korea - Submarine Operations Advisor

Arctic Submarine Laboratory

Board of Inspection and Survey

OPNAVINST 7220.15 CH-1
26 JAN 2012

COMLANTFLT - Nuclear Propulsion Examining Board

COMPACFLT - Nuclear Propulsion Examining Board

COMSUBPAC Detachment, Perth, Australia

PEP Australia, Perth, Australia

Nuclear Weapons Inspection Detachment, Bangor WA

OPNAVINST 7220.15
28 Dec 2005

SUBMARINE UNDERWAY RIDE TIME DOCUMENTATION

7220
Ser

From:
To:

Subj: SUBMARINE UNDERWAY RIDE TIME DOCUMENTATION

Ref: (a) OPNAVINST 7220.XX

1. This format must be used to record all submarine underway time as required by reference (a). The entries below must be signed by the Commanding Officer or Executive Officer of the submarine in which you embark. No other signatures are acceptable.

2. At the end of each month, return this form to the Submarine Ride Coordinator if any submarine ride time was earned.

By direction

I certify that the individual to whom these orders were issued has actually served on board this submarine underway as indicated:

<u>Submarine</u>	<u>Hour/Date Underway</u>	<u>Hour/Date Moored</u>	<u>Hrs/Mins Underway</u>	<u>Signature of CO/XO</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

For Official Use Only

INDIVIDUAL SUBMARINE UNDERWAY RIDE TIME RECORD FOR SUBMARINE COMMAND STAFFS

Name: _____ SSN: - - Rank/Rate: _____ Sheet: ___ of ___
 Command: _____ UIC: _____ Total Career TOSS Upon Reporting _____*
 SSED _____* 6 YRTD _____* 8 YRTD _____* 10 YRTD _____*

<u>Month/</u> <u>Year</u>	<u>Ship/Hours</u> <u>Earned</u>	<u>Total</u> <u>Hours</u> <u>Earned</u>	<u>Hours</u> <u>Reqd</u>	<u>Bank Time/Date Of</u> <u>Bank Time</u>	<u>TOSS</u> <u>Earned In</u> <u>Months*</u>	<u>Total</u> <u>Career</u> <u>TOSS*</u>
	/ , / ,			/ , / ,		
	/ , / ,			/ , / ,		
	/ , / ,			/ , / ,		
	/ , / ,			/ , / ,		
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	/ , / ,			/ , / ,		

EXAMPLE - QUARTERLY VERIFICATION

Note: *Applicable for submarine designated personnel only.

Calendar Quarter/Year	Signature and Date of Accounting Officer	Signature and Date of Member
1ST QTR _____	_____	_____
2ND QTR _____	_____	_____
3RD QTR _____	_____	_____
4TH QTR _____	_____	_____
<hr/>		
1ST QTR _____	_____	_____
2ND QTR _____	_____	_____
3RD QTR _____	_____	_____
4TH QTR _____	_____	_____
<hr/>		
1ST QTR _____	_____	_____
2ND QTR _____	_____	_____
3RD QTR _____	_____	_____
4TH QTR _____	_____	_____
<hr/>		
1ST QTR _____	_____	_____
2ND QTR _____	_____	_____
3RD QTR _____	_____	_____
4TH QTR _____	_____	_____

RECORD OF SUBMARINE DUTY FOR SPECIAL TEST AND EVALUATION DETAILS

Name: _____ SSN: _____ - - _____ Rank/Rate: _____ Sheet: _____ of _____
 Command: _____ UIC: _____ Total career TOSS upon reporting _____ *
 SSED _____ * 6 YRTD _____ * 8 YRTD _____ * 10 YRTD _____ *

<u>Year/ Month</u>	<u>Ship/Days [1] Attached</u>	<u>Days of [1] OPSUBPAY Earned #</u>	<u>TOSS [2] Earned In Days *</u>	<u>Total TOSS [2] Earned In Months/ Days *</u>	<u>Total Career TOSS*</u>
	____/____/____				
	____/____/____				
	____/____/____				
	____/____/____				
	____/____/____				
	____/____/____				
	____/____/____				
	____/____/____				
	____/____/____				
	____/____/____				

Note: *Applicable for submarine designated personnel only.
 #Submarine duty on the 31st day of a month will not be included as a day of OPSUBPAY earned.

EXAMPLE - QUARTERLY VERIFICATION

<u>Calendar Quarter/Year</u>	<u>Signature and Date of Accounting Officer</u>	<u>Signature and Date of Member</u>
1ST QTR _____	_____	_____
2ND QTR _____	_____	_____
3RD QTR _____	_____	_____
4TH QTR _____	_____	_____
<hr/>		
1ST QTR _____	_____	_____
2ND QTR _____	_____	_____
3RD QTR _____	_____	_____
4TH QTR _____	_____	_____
<hr/>		
1ST QTR _____	_____	_____
2ND QTR _____	_____	_____
3RD QTR _____	_____	_____
4TH QTR _____	_____	_____
<hr/>		
1ST QTR _____	_____	_____
2ND QTR _____	_____	_____
3RD QTR _____	_____	_____
4TH QTR _____	_____	_____
<hr/>		

NOTES - RECORD OF SUBMARINE DUTY FOR SPECIAL TEST AND
EVALUATION DETAILS CONT'D

1. OPSUBPAY is paid on a 30-day month

a. The total number of days for which OPSUBPAY is paid while attached with orders to a submarine for each month will not exceed 30 days. OPSUBPAY is not paid on the 31st day of a month. For example, if an individual's total submarine duty in the months of August and September 1987 starts at 1600 on 29 August 1987 and ends at 1000 on 2 September 1987, the member is entitled to:

<u>Year/ Month</u>	<u>Ship/Days Attached</u>	<u>Days of OPSUBPAY Earned</u>
8708	648/003	02*
8709	648/002	<u>02</u> 4 days of OPSUBPAY or 4/30 of the monthly OPSUBPAY rate

* OPSUBPAY is not paid for submarine duty on 31 August 1987.

b. Parts of days count as whole days. For example, if an individual reports to a submarine at 2100 on a given day and detaches at 0800 on the next day, that individual will receive 2 days of OPSUBPAY (2/30 of the monthly OPSUBPAY rate) provided neither of the days is the 31st.

c. For the month of February, the individual must be attached to a submarine for the entire month to receive a full month of OPSUBPAY. Days attached to a submarine less than the full month of February will result in the payment of OPSUBPAY prorated against a 30-day month. For example, if 26 days are spent attached to a submarine in February the individuals will receive 26/30 of 1 month of OPSUBPAY.

2. TOSS is earned on a day-for-day basis

a. Each day or part of a day that an individual with a submarine designator is attached to a submarine will count as a

NOTES - RECORD OF SUBMARINE DUTY FOR SPECIAL TEST AND
EVALUATION DETAILS CONT'D

day of Total Operational Submarine Service (TOSS) earned. One month of TOSS is 30 days. For 31-day months a maximum of 30 days of TOSS will be credited for that month. The 31st day of a month with 31 days will count toward TOSS credit providing no more than 30 days will be credited in that month. The rules governing OPSUBPAY for the month of February also apply for calculating TOSS credit for the month of February. For example, if an individual was attached to a submarine for the entire month of August 1987, that individual will earn 30 days of TOSS or 1 month of TOSS. If an individual was attached to a submarine from the 2nd through the 31st of August, he would earn 30 days of TOSS or 1 month of TOSS.

b. When reporting TOSS at the end of a tour of duty or for a submarine career screening gate at a special test and evaluation detail, total TOSS earned is rounded down to the last whole month. Remainder days of TOSS less than 1 month may not be carried forward to the next command. For instance, in this enclosure's example, Senior Chief Petty Officer Nar's 18 YRGT will occur on 12 June 1988. His command will submit an enclosure (12) in May 1988 indicating that Senior Chief Nar had earned 6 months of TOSS and that he has a total career TOSS of 122 months. Again, at the end of his tour, an enclosure (12) will be submitted indicating that Senior Chief Nar had earned 10 months of TOSS and that he has a total career TOSS of 126 months.

OPNAVINST 7220.15
28 Dec 2005

EXAMPLE - TOTAL OPERATIONAL SUBMARINE SERVICE WORKSHEET

DO NOT REMOVE FROM SERVICE RECORD - IMPORTANT DOCUMENT

Activity: SSN-002 UIC: 12345

Name: NAR S. O. SSN: 123-45-6789

Dates		Activity Name	Months		Notes
From	To		This Acty	Career Total	
<u>721216</u>	<u>730302</u>	<u>SK "A"</u>	<u>002</u>	<u>002</u>	1
<u>730406</u>	<u>770515</u>	<u>SSN 001</u>	<u>049</u>	<u>051</u>	2 & 9
<u>770616</u>	<u>780615</u>	<u>NEW LONDON</u>	<u>000</u>	<u>051</u>	3
<u>780715</u>	<u>801231</u>	<u>COMSUBRON</u>	<u>030</u>	<u>081</u>	4 & 5
<u>810101</u>	<u>810315</u>	<u>COMSUBRON</u>	<u>002</u>	<u>083</u>	4 & 6
<u>810420</u>	<u>840604</u>	<u>NRD COLUMBUS</u>	<u>000</u>	<u>083</u>	3
<u>840704</u>	<u>8702--</u>	<u>SSN 002</u>	<u>032</u>	<u>115</u>	7 & 8

SSED: $\frac{72}{YY} \frac{11}{MM} \frac{01}{DD} + 12 \text{ YRS} = 12 \text{ YRGT: } \frac{84}{YY} \frac{11}{MM} \frac{01}{DD}$ 10

72 months of TOSS earned: $\frac{80}{YY} \frac{03}{MM} = 6 \text{ YRTD}$

SSED: $\frac{72}{YY} \frac{11}{MM} \frac{01}{DD} + 18 \text{ YRS} = 18 \text{ YRGT: } \frac{90}{YY} \frac{11}{MM} \frac{01}{DD}$ 10

PEBD = $\frac{72}{YY} \frac{07}{MM} \frac{06}{DD}$

96 months of TOSS earned: $\frac{85}{YY} \frac{07}{MM} = 8 \text{ YRTD}$

PEBD + = $\frac{94}{YY} \frac{07}{MM} \frac{05}{DD}$
22 YRS

EXAMPLE - TOTAL OPERATIONAL SUBMARINE SERVICE WORKSHEET

DO NOT REMOVE FROM SERVICE RECORD - IMPORTANT DOCUMENT

120 months of TOSS earned: $\frac{N/A}{YY \quad MM} = 10 \text{ YRTD}$

PEBD + = 98 07 05
26 YRS YY MM DD

Math

Note 1: SK "A" School is subsequent to the SSED and is listed in enclosure (7). TOSS credited because after this school his next permanent assignment was to a submarine. Note the 15-day rule in the math (class convenes 721218 TOSS count starts at 7301; class graduates 730302 TOSS count stops at 7302).

7301	01	
7302	<u>01</u>	
Total	<u>02</u>	

Note 2: Member reported to a submarine for duty on 730406. Using the 15-day rule the TOSS count commences at 7304 since date reported was prior to the 16th of a month. * Count must be inclusive (i.e., 7304 through 7312 equals 09 months, not 08). Transfers 770515, count stops at 7704. Must transfer after the 15th for the transfer month to count.

7304	09*	
74	12	
75	12	
76	12	
7704	<u>04</u>	
Total	<u>49</u>	

Note 3: Show all duty stations. The time between 770516 through 780714 and 810316 through 840703 was shore duty, leave, and transit.

Note 4: Member attached to a submarine command staff. Must have been assigned for duty and qualified in submarines (SS). This example illustrates submarine command staff TOSS accounting prior to 810101 and after 810101.

7807	06	
79	12	
8012	<u>12</u>	
Total	<u>30</u>	

Note 5: Member earned 072 months of TOSS. 6 YRTD is computed.

EXAMPLE - TOTAL OPERATIONAL SUBMARINE SERVICE WORKSHEET

081 - Months of TOSS earned as of 8012
-072 - Months of TOSS required to earn a 6 YRTD
09 - Nine months prior to 8012 was the member's 6 YRTD

8012 - Year and month 081 months of TOSS earned
- 09 - Nine months is subtracted from 8012 to compute 6 YRTD
8003 - Equals the 6 YRTD

Note 6: After 810101 the member must meet the prescribed ride time requirements to qualify for TOSS credit. Member must have either TAD orders, NAVPERS 1070/605 entry, enlisted performance evaluation remarks, record of exposure to ionizing radiation, or a completed enclosure (10) or (11) to document this TOSS.

Math

Note 7: Member earned greater than 096 but less than 120 months of TOSS. TOSS was computed on 870313 and the last complete month (8702) is used to end the calculation period.

115 - Months of TOSS earned as of 8702
-96 - Months of TOSS required to earn an 8 YRTD
19 - If the 115th month of TOSS credit = 8702 then 19 months prior to 8702 (assuming all 19 calendar months prior to 8702 were credited for TOSS) is when 096 months of TOSS was earned.

8702 - 115 months of TOSS earned as of 8702
-19 - 19 months subtracted from 8702 to compute the 96th month of TOSS (8 YRTD)
8507 - Equals the 96th month of TOSS and represents the 8 YRTD

Note 8: Member has earned greater than 096 months of TOSS but less than 120 months of TOSS and this TOSS was earned prior to the 18 YRGT. Assuming eligibility is maintained in all other respects the member is eligible to CONSUBPAY to PEBD plus 22 years. If the member earns 120 or more months of TOSS before his 18 YRGT he is then eligible for CONSUBPAY to PEBD plus 26 years.

EXAMPLE - TOTAL OPERATIONAL SUBMARINE SERVICE WORKSHEET

Note 9: TAD assignments once a member reports for duty to a submarine do not stop the TOSS count. Should a TAD assignment be changed to Temporary Duty (TEM DU) or Permanent Change of Station (PCS) the TOSS count will stop effective the date of the change from TAD to TEM DU/PCS.

Note 10: SSEDs are recorded as Year Month Day (see enclosure 3). The 12 and 18 YRGT TOSS requirements must be met prior to the dates of these gates if CONSUBPAY eligibility is to be retained.

NOTES - RECORD OF SUBMARINE DUTY FOR SPECIAL TEST AND
EVALUATION DETAILS

[1] OPSUBPAY is paid on a 30-day month

a. The total number of days for which OPSUBPAY is paid while attached with orders to a submarine for each month will not exceed 30 days. OPSUBPAY is not paid on the 31st day of a month. For example, if an individual's total submarine duty in the months of August and September 1987 starts at 1600 on 29 August 1987 and ends at 1000 on 2 September 1987, the member is entitled to:

<u>YEAR/ MONTH</u>	<u>SHIP/DAYS ATTACHED</u>	<u>DAYS OF OPSUBPAY EARNED</u>
8708	648/003	02*
8709	648/002	<u>02</u> 4 days of OPSUBPAY or 4/30 of the monthly OPSUBPAY rate

*OPSUBPAY is not paid for submarine duty on 31 August 1987.

b. Parts of days count as whole days. For example, if an individual reports to a submarine at 2100 on a given day and detaches at 0800 on the next day, that individual will receive 2 days of OPSUBPAY (2/30 of the monthly OPSUBPAY rate) provided neither of the days is the 31st.

c. For the month of February, the individual must be attached to a submarine for the entire month to receive a full month of OPSUBPAY. Days attached to a submarine less than the full month of February will result in the payment of OPSUBPAY prorated against a 30-day month. For example, if 26 days are spent attached to a submarine in February the individuals will receive 26/30 of 1 month of OPSUBPAY.

[2] TOSS is earned on a day-for-day basis

a. Each day or part of a day that an individual with a submarine designator is attached to a submarine will count as a day of Total Operational Submarine Service (TOSS) earned. One

NOTES - RECORD OF SUBMARINE DUTY FOR SPECIAL TEST AND
EVALUATION DETAILS CONT'D

month of TOSS is 30 days. For 31-day months a maximum of 30 days of TOSS will be credited for that month. The 31st day of a month with 31 days will count toward TOSS credit providing no more than 30 days will be credited in that month. The rules governing OPSUBPAY for the month of February also apply for calculating TOSS credit for the month of February. For example, if an individual was attached to a submarine for the entire month of August 1987, that individual will earn 30 days of TOSS or 1 month of TOSS. If an individual was attached to a submarine from the 2nd through the 31st of August he would earn 30 days of TOSS or 1 month of TOSS.

b. When reporting TOSS at the end of a tour of duty or for a submarine career screening gate at a special test and evaluation detail, total TOSS earned is rounded down to the last whole month. Remainder days of TOSS less than 1 month may not be carried forward to the next command. For instance, in this enclosure's example, Senior Chief Petty Officer Nar's 18 YRGT will occur on 12 June 1988. His command will submit an enclosure (12) in May 1988 indicating that Senior Chief Nar had earned 6 months of TOSS and that he has a total career TOSS of 122 months. Again, at the end of his tour, an enclosure (12) will be submitted indicating that Senior Chief Nar had earned 10 months of TOSS and that he has a total career TOSS of 126 months.

EXAMPLES OF SUBMARINE COMMAND STAFF RIDE TIME ACCOUNTING

Example 1 Routine Requirements

<u>Month</u>	<u>HRS Underway</u>	<u>Comments</u>	<u>Bank</u>	<u>TOSS Earned</u>
ZERO	48	Pay month ZERO OPSUBPAY.	0	1
ONE	0	Don't pay month ONE OPSUBPAY. Month ONE is the first month of a grace period.	0	0
TWO	96	Pay months ONE and TWO OPSUBPAY since member satisfied 96-hour requirement. Grace period eligibility reset.	0	2
THREE	0	Don't pay month THREE OPSUBPAY. Note that member is eligible to begin grace period because he met the previous period requirement. Month THREE is the first month of a grace period.	0	0
FOUR	0	Don't pay month FOUR OPSUBPAY. Member satisfied neither the 48-hour nor the 96-hour requirement. Month FOUR is the second month of a grace period.	0	0
FIVE	144	Pay months THREE, FOUR, and FIVE OPSUBPAY since member satisfied 144-hour requirement. Grace period eligibility rest.	0	3

EXAMPLES OF SUBMARINE COMMAND STAFF RIDE TIME ACCOUNTING

Example 1 Routine Requirements (Cont'd)

<u>Month</u>	<u>HRS Underway</u>	<u>Comments</u>	<u>Bank</u>	<u>TOSS Earned</u>
SIX	48	Pay month SIX OPSUBPAY since member satisfied 48-hour requirement. Grace period eligibility reset.	0	1

Example 2 Using banked hours to meet requirements

<u>Month</u>	<u>HRS Underway</u>	<u>Comments</u>	<u>Bank</u>	<u>TOSS Earned</u>
ZERO	48	Pay month ZERO OPSUBPAY.	0	1
ONE	72	Pay month ONE OPSUBPAY. Add 24 excess hours to the bank. Grace period eligibility reset.	24	1
TWO	10	Don't pay month TWO OPSUBPAY. Member does not satisfy the 48-hour requirement using hours underway this month and all time in the bank. Month TWO is the first month of a grace period. The 10 hours underway in month TWO are added to the bank.	24/10	0

EXAMPLES OF SUBMARINE COMMAND STAFF RIDE TIME ACCOUNTING

THREE	60	Pay month THREE OPSUBPAY. Member satisfies 48-hour requirement. Do not pay month TWO OPSUBPAY since member does not meet 96-hour requirement. Add 12 excess hours to the bank. Month THREE is the second month of a grace period.	24/10/12	1
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Example 2 Using banked hours to meet requirements (Cont'd)

<u>Month</u>	<u>HRS Underway</u>	<u>Comments</u>	<u>Bank</u>	<u>TOSS Earned</u>
FOUR	84	Pay months TWO and FOUR OPSUBPAY. Member satisfies the 144-hour requirement. Forty eight hours from month THREE have already been used to satisfy that month's 48-hour requirement. The remaining 96 hours are used in the following order: 84 hours from the current month and 12 hours from month ONE. Remaining in the bank are 12 hours from month ONE, 10 hours from month TWO and 12 hours from month THREE. Grace period eligibility reset.	12/10/12	2

EXAMPLES OF SUBMARINE COMMAND STAFF RIDE TIME ACCOUNTING

FIVE	0	Don't pay month FIVE OPSUBPAY. Ride 12/10/12 requirements were met for the entire prior 3-month period, therefore month FIVE is the first month of a new grace period.	0
SIX	0	Don't pay month SIX OPSUBPAY. Month SIX is the second month of a grace period. Twelve hours earned in month ONE are lost from the bank because they are 5 months old and unused.	0

EXAMPLES OF SUBMARINE COMMAND STAFF RIDE TIME ACCOUNTING

Example 2 Using banked hours to meet requirements (Cont'd)

<u>Month</u>	<u>HRS Underway</u>	<u>Comments</u>	<u>Bank</u>	<u>TOSS Earned</u>
SEVEN	96	Pay month SEVEN OPSUBPAY. Member satisfies 48-hour requirement but did not ride at least 144 hours in the third month of the 3-calendar-month period to be entitled to OPSUBPAY and TOSS credit for more than the third month. Add 48 excess hours from month SEVEN to the bank. OPSUBPAY and TOSS credit for months FIVE and SIX are irrecoverable because month SEVEN is the third and last month of a 3-calendar-month grace period.	12/48	1

EXAMPLES OF SUBMARINE COMMAND STAFF RIDE TIME ACCOUNTING

Ten hours earned in month TWO are lost from the bank because they are 5 months old unused.

EIGHT	20	Pay month EIGHT OPSUBPAY using 20 hours underway in month EIGHT, 12 hours earned	32	1
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EXAMPLES OF SUBMARINE COMMAND STAFF RIDE TIME ACCOUNTING

in month THREE and 16 hours earned in month SEVEN. Grace period eligibility is reset since ride requirements have now been met in a month following the last 3-calendar-month period in which all ride time requirements (not merely for the last month) were not met.

Example 3 Adding excess hours to the "bank"/5-month expiration of bank time

<u>Month</u>	<u>HRS Underway</u>	<u>Comments</u>	<u>Bank</u>	<u>TOSS Earned</u>
ZERO	144	Pay month ZERO OPSUBPAY. Bank the 96 excess hours.	32/96	1
ONE	48	Pay month ONE OPSUBPAY using hours underway in month ONE. Grace period eligibility reset.	32/96	1
TWO	0	Pay month TWO OPSUBPAY using 48 hours	80	1

from the bank, oldest hours first, to meet the 48-hour requirement. Grace period eligibility reset.

THREE	24	Pay month THREE OPSUBPAY using 24 hours underway time from month THREE and 24 hours from the bank to meet the 48-hour requirement. Grace period eligibility reset.	56	1
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EXAMPLES OF SUBMARINE COMMAND STAFF RIDE TIME ACCOUNTING

FOUR	0	Pay month FOUR OPSUBPAY using 48 hours from the bank to meet the 48-hour requirement. Grace period eligibility reset.	8	0
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Example 3 Adding excess hours to the "bank"/5 month expiration of bank time (Cont'd)

<u>Month</u>	<u>HRS Underway</u>	<u>Comments</u>	<u>Bank</u>	<u>TOSS Earned</u>
FIVE	80	Pay month FIVE OPSUBPAY using 48 of the 80 hours underway in month FIVE. Add the 32 excess hours to the bank. The remaining 8 hours in the bank from month ZERO are lost because they are 5 months old and unused. Grace period eligibility reset.	32	2

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SIX	48	Pay month SIX OPSUBPAY since member met 48-hour requirement using hours underway in month SIX. Grace period eligibility reset.	32	1
SEVEN	48	Pay month SEVEN OPSUBPAY since member met 48-hour requirement using hours underway in month SEVEN. Grace period eligibility reset.	32	1
EIGHT	0	Don't pay month EIGHT OPSUBPAY. Member does not satisfy the 48-hour requirement using hours underway this month and all	32	0

EXAMPLES OF SUBMARINE COMMAND STAFF RIDE TIME ACCOUNTING

time in the bank. Month EIGHT is the first month of a grace period.

Example 3 Adding excess hours to the "bank"/5-month expiration of bank time

<u>Month</u>	<u>HRS Underway</u>	<u>Comments</u>	<u>Bank</u>	<u>TOSS Earned</u>
NINE	0	Don't pay month NINE OPSUBPAY. Member satisfied neither the 48-hour nor the 96-hour requirement. Month NINE is the second month of a grace period.	32	0

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TEN	306	Member transfers on day 20 of this month, 178	3
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to his next permanent duty station. Pay months EIGHT, NINE and TEN OPSUBPAY using 128 hours [48h + 48h + (20d/30d)(48h)] underway in month TEN. The remaining 178 hours underway in month TEN may be added to the bank and carried forward only if the member continues to be assigned to an activity listed in enclosure (8) to the basic instruction. Thirty-two hours earned in month FIVE are lost from the bank because they are 5 months old and unused.

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SUBMARINE OPERATIONAL COMMAND STAFF MEMBERS UNDERWAY TIME REQUIRED FOR FRACTIONAL PART OF MONTH					
Days	Underway Time		Days	Underway Time	
	Hours	Minutes		Hours	Minutes
1	1	36	16	25	36
2	3	12	17	27	12
3	4	48	18	28	48
4	6	24	19	30	24
5	8	00	20	32	00
6	9	36	21	33	36
7	11	12	22	35	12
8	12	48	23	36	48
9	14	24	24	38	24
10	16	00	25	40	00
11	17	36	26	41	36
12	19	12	27	43	12
13	20	48	28	44	48
14	22	24	29	46	24
15	24	00	30-31	48	00

EXAMPLE - INDIVIDUAL SUBMARINE UNDERWAY RIDE TIME RECORD FOR SUBMARINE COMMAND STAFFS

Name: SEE, A. T. SSN: 000-00-0000 Rank/Rate: QM2(SS) Sheet: 1 of 3
 Command: COMSUBRON ONE UIC: 55346 Total career TOSS upon reporting 069*
 SSED 810116* 6 YRTD 8703* 8 YRTD N/A* 10 YRTD N/A*

<u>Month/ Year</u>	<u>Ship/Hours Earned</u>	<u>Total Hours Earned</u>	<u>Hours Reqd</u>	<u>Bank Time/Date of Bank Time</u>	<u>TOSS Earned in Months*</u>	<u>Total Career TOSS*</u>
8701	<u>648/48</u> , / , <u>/</u> , / ,	48	48	<u>/</u> , / , <u>/</u> , / ,	1	070
8702	<u>/</u> , / , <u>/</u> , / ,	0	48	<u>/</u> , / , <u>/</u> , / ,	0	070
8703**	<u>651/96</u> , / , <u>/</u> , / ,	96	96	<u>/</u> , / , <u>/</u> , / ,	2	072
8704	<u>/</u> , / , <u>/</u> , / ,	0	48	<u>/</u> , / , <u>/</u> , / ,	0	072
8705	<u>/</u> , / , <u>/</u> , / ,	0	96	<u>/</u> , / , <u>/</u> , / ,	0	072
8706	<u>639/144</u> , / , <u>/</u> , / ,	144	144	<u>/</u> , / , <u>/</u> , / ,	3	075
8707	<u>684/48</u> , / , <u>/</u> , / ,	48	48	<u>/</u> , / , <u>/</u> , / ,	1	076
8708	<u>652/72</u> , / , <u>/</u> , / ,	72	48	<u>24 /8708</u> , / , <u>/</u> , / ,	1	077
	<u>682/10</u> , / , <u>/</u> , / ,			<u>24 /8708 ,10 /8709</u> , <u>/</u> , / ,		

8709 10 48 0 077

EXAMPLE - INDIVIDUAL SUBMARINE UNDERWAY RIDE TIME RECORD FOR SUBMARINE COMMAND STAFFS

Note: *Applicable for submarine designated personnel only.
**Member earned 6 YRTD 8703.

Name: SEE, A. T. SSN: 000-00-0000 Rank/Rate: QM2(SS) Sheet: 2 of 3
Command: COMSUBRON ONE UIC: 55346 Total career TOSS upon reporting 069*
SSED 810116* 6 YRTD 8703* 8 YRTD N/A* 10 YRTD N/A*

<u>Month/ Year</u>	<u>Ship/Hours Earned</u>	<u>Total Hours Earned</u>	<u>Hours Reqd</u>	<u>Bank Time/Date of Bank Time</u>	<u>TOSS Earned in Months*</u>	<u>Total Career TOSS*</u>
8710	<u>666/60 , / ,</u> <u>/ , / ,</u>	60	48	<u>24/8708 , 10/8709 ,</u> <u>12/8710 , / ,</u>	1	078
8711	<u>717/24 , 715/60 ,</u> <u>/ , / ,</u>	84	96	<u>12/8708 , 10/8709 ,</u> <u>12/8710 , / ,</u>	2	080
8712	<u>/ , / ,</u> <u>/ , / ,</u>	0	48	<u>12/8708 , 10/8709 ,</u> <u>12/8710 , / ,</u>	0	080
8801	<u>/ , / ,</u> <u>/ , / ,</u>	0	96	<u>10/8709 , 12/8710 ,</u> <u>/ , / ,</u> Lose 12/8708	0	080
8802	<u>609/24 , 651/44 ,</u> <u>648/28 , / ,</u>	96	48	<u>12/8710 , 48/8802 ,</u> <u>/ , / ,</u> Lose 10/8709	1	081
8803	<u>717/20 , / ,</u> <u>/ , / ,</u>	20	48	<u>32/8802 , / ,</u> <u>/ , / ,</u>	1	082
8804	<u>639/48 , 666/48 ,</u> <u>682/24 , 715/24 ,</u>	144	48	<u>32/8802 , 96/8804 ,</u> <u>/ , / ,</u>	1	083

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8805	<u>713/48</u> , / , <u>/</u> , / ,	48	48	<u>32/8802</u> , <u>96/8804</u> , <u>/</u> , / ,	1	084
8806	<u>/</u> , / , <u>/</u> , / ,	0	48	<u>80/8804</u> , / , <u>/</u> , / ,	1	085

Note: *Applicable for submarine designated personnel only.

EXAMPLE - INDIVIDUAL SUBMARINE UNDERWAY RIDE TIME RECORD FOR SUBMARINE COMMAND STAFFS

Name: SEE, A. T. SSN: 000-00-0000 Rank/Rate: QM2(SS) Sheet: 3 of 3
 Command: COMSUBRON ONE UIC: 55346 Total career TOSS upon reporting 069*
 SSED 810116* 6 YRTD 8703* 8 YRTD N/A* 10 YRTD N/A*

<u>Month/</u> <u>Year</u>	<u>Ship/Hours</u> <u>Earned</u>	<u>Total</u> <u>Hours</u> <u>Earned</u>	<u>Hours</u> <u>Reqd</u>	<u>Bank Time/Date of</u> <u>Bank Time</u>	<u>TOSS</u> <u>Earned in</u> <u>Months*</u>	<u>Total</u> <u>Career</u> <u>TOSS*</u>
8807	<u>648/24</u> , / , <u>/</u> , / ,	24	48	<u>56/8804</u> , / , <u>/</u> , / ,	1	086
8808	<u>/</u> , / , <u>/</u> , / ,	0	48	<u>8/8804</u> , / , <u>/</u> , / ,	1	087
8809	<u>684/48</u> , <u>666/32</u> , <u>/</u> , / ,	80	48	<u>32/8809</u> , / , <u>/</u> , / ,	1	088
8810	<u>652/48</u> , / , <u>/</u> , / ,	48	48	<u>32/8809</u> , / , <u>/</u> , / ,	1	089
8811	<u>609/24</u> , <u>717/24</u> , <u>/</u> , / ,	48	48	<u>32/8809</u> , / , <u>/</u> , / ,	1	090
	<u>/</u> , / , <u>/</u> , / ,			<u>32/8809</u> , / , <u>/</u> , / ,		

8812	0	48	0	090
	<u> / , / ,</u>		<u>32/8809 , / ,</u>	
	<u> / , / ,</u>		<u> / , / ,</u>	
8901	0	96	0	090
	<u>609/306 , / ,</u>		<u>178/8902 , / ,</u>	
	<u> / , / ,</u>		<u> / , / ,</u>	
8902	306	128	Lose 32/8809 3	093

TRANSFERRED 890220

***** FROM COMSUBRON ONE *****

Note: *Applicable for submarine designated personnel only.

EXAMPLE - QUARTERLY VERIFICATION

Calendar

Quarter/Year Signature and Date of Accounting Officer Signature and Date of Member

1ST QTR _____
2ND QTR _____
3RD QTR _____
4TH QTR _____

1ST QTR _____
2ND QTR _____
3RD QTR _____
4TH QTR _____

1ST QTR _____
2ND QTR _____
3RD QTR _____
4TH QTR _____

1ST QTR	_____	_____	_____
2ND QTR	_____	_____	_____
3RD QTR	_____	_____	_____
4TH QTR	_____	_____	_____
