

**APPENDIX C
COMPUTATION OF SERVICE**

Overview

Introduction This appendix will guide you through the procedures needed to compute service.

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Introduction to Computation Procedures

Introduction In this section you will learn the procedures to compute the following:

- Creditable Service
 - Deductible Time
 - Pay Base Date
 - Active Duty Base Date
 - Date of Rank
 - Expiration of Enlistment
 - Creditable Sea Duty
-

Procedure Table There are procedure tables on each of the above throughout this section. Use the appropriate table on every computation.

Disclosure Although the words “he”, “him”, “his”, “she”, and “her” are used in this document to enhance communication, they are not intended to be gender driven nor to discriminate against anyone reading this Appendix.

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Introduction to Computation Procedures, Continued

Rules

Here are a few rules you need to learn regarding computations of service for any pay related equation.

- When computing any pay related problem consider all months to have 30 days. Those computations dealing with **Creditable Service, Deductible Time (expect when computing for EOE), Active Duty Base Date, Pay Base Date, Date of Rank, and Creditable Sea Duty** all affect a member's pay and should be based on 30 days. There are a couple of exceptions which are listed below.
 1. Active duty for training and/or other active duty for periods of less than 30 consecutive days is always computed day-for-day, and the 31st day of the month is counted.
 2. In deductible time computations, the 31st day of the month is counted when deductible time commences on the 31st day of the month.
 - **Never** change the **beginning date** when doing computations.
 - When your ending date is the **last day** of the month and **other** than the **30th**, (as in the 31st or 28th/29th Feb) **change** it to the **30th**, except for computation of Expiration of Enlistment (see page 39).
 - When subtracting one date from another date, always **ADD** 1 day for inclusive dates. This puts the beginning date back into the computation.
 - When subtracting a *period of time* from a date, **DO NOT** add a day.
-

Adding an Inclusive Date

An **inclusive date** is a date that needs to be accounted for in your computation. Inclusive meaning “to include”; this term represents the boundaries of the days that need to be account for in your equation. For example if you departed on leave the 4th of April and returned on the 11th of April, you “**inclusive dates**” of leave would be 5 to 10 April. The 5th to 10th of April make up the boundaries of the days you were on leave. So when you determine the “**beginning date**” and “**ending date**” you are establishing the inclusive dates.

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Introduction to Computation Procedures, Continued

Adding an Inclusive Date, continued

Using the example on the previous page, it was determined the inclusive dates of leave were 5 APR to 10 APR. Now if we were to count those days: 5,6,7,8,9,10, we would come up with 6 days. But computations of service are done by subtracting a date (beginning date) from a date (ending date).

$$\begin{array}{r} 11\ 04\ 10 \text{ last day of leave (Ending date)} \\ - 11\ 04\ 05 \text{ first day of leave (Beginning date)} \\ \hline 05 \end{array}$$

As you can see when a date is subtracted from another date, the beginning date is lost, due to the subtraction. This is why an “inclusive day” is added to the total, so the beginning date that was lost (in this case the 5th of April) can be accounted for in the total.

$$\begin{array}{r} 11\ 04\ 10 \text{ Ending date} \\ - 11\ 04\ 05 \text{ Beginning date} \\ \hline 05 \\ + \quad 01 \text{ Inclusive day} \\ \hline 06 \end{array}$$

Changing Dates Before you can change a date always ask yourself these four questions:

- Is the date an ending date?
- Is the computation base on Pay (**30-day month basis**)?
- Is the ending date the last day of the month?
- Is the ending date other than the 30th?

If you answered **yes** to **all** of these questions then you must change the date to the 30th. But, if the answer is **no** to just one of these questions do not change the date. Always remember the answer must be **yes** to **all** four questions before you can change the date.

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Introduction to Computation Procedures, Continued

February

When using the month of February:

- (a) In a leap year, if ending date is 29 February change to the 30th when computing for pay.
- (b) In a leap year, if the ending date is 28 February, leave it as 28 February since the 28th isn't the last day of the month.
- (c) In a **Non-Leap** year, if the ending date is 28 February change to the 30th when computing using the **30-Day Rule**.

COMMENT: Leap years occur every 4 years (i.e., 2008, 2012, 2016, 2020, etc.) and are in sequence with the summer Olympics.

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Introduction to Computation Procedures, Continued

Note: In these examples we are trying to find a member's creditable service however, *you should note the rules used here can be applied to any computation regarding pay (30-day rule).*

Example #1 Let's take an arbitrary enlistment and discharge date and use the rules mentioned earlier to come up with an answer. In this example we are trying to figure out the member's creditable service. Use procedure table #1 when doing computations for creditable service. Creditable service answers are in a Year(s), Month(s), and Day(s) format.

Procedure Table #1

Step	Procedure
1	List the date of release from the Coast Guard or other Service (Ending Date). <i>If the date of release is the last day of the month and other than the 30th then change it to the 30th.</i>
2	Minus the date entered the Coast Guard or other Service (Beginning Date) (Never Change)
3	Plus one day (01) for inclusive date
4	Plus any prior military service (If applicable)
5	Minus deductible time for Pay purposes.

Seaman Smith enlisted in the Coast Guard on 27 March 2007 and discharged on 24 March 2011.

Notice the format: Year, Month, Day

- Step 1 - List the date of release from the Coast Guard.

11 03 24 Discharge Date

The discharge date or ending date will always go on top

- Step 2 - Minus the date entered the Coast Guard.

11 03 24 Discharge Date
- 07 03 27 Enlistment Date

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Introduction to Computation Procedures, Continued

**Example #1,
Continued**

What you will be doing is simple math - borrowing, subtracting or adding. Start the computation by subtracting the day's column.

$$\begin{array}{r} 02 \ 54 \\ 11 \ ~~03~~ \ 24 \ \text{Discharge Date} \\ - \ 07 \ 03 \ 27 \ \text{Enlistment Date} \end{array}$$

We all know you cannot subtract 24 from 27 so you will need to borrow one month, which is equal to 30 days from the month's column, and add it to the 24 days to make 54.

Since we borrowed from the month column, we must change the 03 to a 02.

Next we need to work on the month's column. Since we cannot subtract 03 from 02, we need to borrow from the year column. Borrow 12 months (01 year) and add it to the 02 months to make it 14 months.

$$\begin{array}{r} 14 \\ 10 \ ~~02~~ \ 54 \\ ~~11~~ \ 03 \ 24 \ \text{Discharge Date} \\ - \ 07 \ 03 \ 27 \ \text{Enlistment Date} \end{array}$$

Because we borrow one year from the year column and converted it for use in the month's column, we must change the 11 to 10.

We now have a workable problem. Subtract the days, months, and years.

$$\begin{array}{r} 14 \\ 10 \ ~~02~~ \ 54 \\ ~~11~~ \ 03 \ 24 \ \text{Discharge Date} \\ - \ 07 \ 03 \ 27 \ \text{Enlistment Date} \\ \hline 03 \ 11 \ 27 \end{array}$$

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Introduction to Computation Procedures, Continued

Example #1
Continued

- Step 3 - Plus 01 day for inclusive dates.

Anytime you
subtract two
dates you must
add 01 inclusive
day.

$$\begin{array}{r} 14 \\ 10 \ 02 \ 54 \\ \cancel{11} \ 03 \ 24 \text{ Discharge Date} \\ - \ 07 \ 03 \ 27 \text{ Enlistment Date} \\ \hline 03 \ 11 \ 27 \\ + \qquad \qquad 01 \text{ Inclusive day} \\ \hline 03 \ 11 \ 28 \end{array}$$

- Step 4 - No prior military service in this problem.
- Step 5- No deductible time in this problem.

For total creditable service our member has 03 years, 11 months, 28 days.

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Introduction to Computation Procedures, Continued

Example #2 In this example you have to change the ending date.

YN1 Smith enlisted in the Coast Guard on 3 August 2006 and discharged on 31 July 2010.

- Step 1 - List the date of Release from the Coast Guard.

10 07 31 Discharge Date

- Step 2 - Minus the date entered the Coast Guard

Again notice the Discharge Date is on top

10 07 31 Discharge Date
- 06 08 03 Enlistment Date

Before we can do this problem we need to ask the following four questions, based on our rules.

1. Is the date an ending date? **Yes, the 31st of July.**
2. Is the computation base on Pay? **Yes, Creditable Service is a pay computation.**
3. Is the ending date the last day of the month? Yes, 31 July is the last day of July.
4. Is the ending date other than the 30th? **Yes, 31 July.**

Since the answer is YES to all these questions the rule is to change the 31st to 30th since **pay** is on a **30-day month basis**. Remember if the answer to any of these questions is **NO** you **DO NOT** change the ending date.

30
10 07 ~~31~~ Discharge Date
- 06 08 03 Enlistment Date

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Introduction to Computation Procedures, Continued

Example #2
Continued

Looking at the problem you can see that 07 cannot be subtracted from 08. You have to borrow one year (12 months) and add it to the 07 to make 19. We now have a workable problem, subtract down the days, months, and years.

$$\begin{array}{r} 09\ 19\ 30 \\ \cancel{10}\ \cancel{07}\ \cancel{31}\ \text{Discharge Date} \\ -\ 06\ \underline{08}\ \underline{03}\ \text{Enlistment Date} \\ \hline 03\ 11\ 27 \end{array}$$

- Step 3 - Plus 01 day for inclusive dates.

$$\begin{array}{r} 09\ 19\ 30 \\ \cancel{10}\ \cancel{07}\ \cancel{31}\ \text{Discharge Date} \\ -\ 06\ \underline{08}\ \underline{03}\ \text{Enlistment Date} \\ \hline 03\ 11\ 27 \\ +\ \quad\quad\quad \underline{01}\ \text{Inclusive day} \\ \hline 03\ 11\ 28 \end{array}$$

- Step 4 - No prior military service in this problem.
- Step 5- No deductible time in this problem.

This member has a total creditable service of 03 years, 11 months, 28 days.

Remember

Never forget to ask yourself the four questions before changing a date.

1. Is the date an ending date?
 2. Is the computation base on Pay (**30-day month basis**)?
 3. Is the ending date the last day of the month?
 4. Is the ending date other than the 30th?
-

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**APPENDIX C
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Creditable Service

Introduction

In this section we will deal with the rules and procedures for computing creditable service.

What is Creditable Service?

Creditable service is a period of time that determines a member's rate of basic pay. You compute it by adding all periods of active and inactive service as a commissioned officer, warrant officer, or enlisted member in any regular or reserve component minus any deductible time.

Procedure Table #1 Creditable Service

Use the following steps in computing Creditable Service.

Step	Procedure
1	List the date of release from the Coast Guard or other Service (Ending Date). <i>If the date of release is the last day of the month and other than the 30th then change it to the 30th.</i>
2	Minus the date entered the Coast Guard or other Service (Beginning Date) (Never Change)
3	Plus one day (01) for inclusive date
4	Plus any prior military service (If applicable)
5	Minus deductible time for Pay purposes.

Example #1

YN3 Thomas enlisted in the Coast Guard on 23 April 2006 and was discharged on 19 June 2010.

- Step 1 - List the date of release from the Coast Guard or other service.

(Notice the format: Year, Month, Day)

10 06 19 Discharge Date

- Step 2 - Minus the date entered the Coast Guard.

(Discharge Date is always on top)

10 06 19 Discharge Date
- 06 04 23 Enlistment Date

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Creditable Service, Continued

**Example #1,
Continued**

Now simply do the math. Remember to start the computation by subtracting from the day's column first, then months, and then year.

$$\begin{array}{r} 05 \ 49 \\ 10 \ 06 \ 19 \text{ Discharge Date} \\ - 06 \ 04 \ 23 \text{ Enlistment Date} \\ \hline 04 \ 01 \ 26 \end{array}$$

- Step 3 - Plus 01 day for inclusive dates.

$$\begin{array}{r} 05 \ 49 \\ 10 \ 06 \ 19 \text{ Discharge Date} \\ - 06 \ 04 \ 23 \text{ Enlistment Date} \\ \hline 04 \ 01 \ 26 \\ + \quad \quad 01 \text{ Inclusive Day} \\ \hline 04 \ 01 \ 27 \end{array}$$

- Step 4 - No prior military service in this problem.
- Step 5- No deductible time in this problem.

This member has a total creditable service of **04 years, 01 months, 27 days**.

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**APPENDIX C
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Creditable Service, Continued

Example #2, Member enlisted in the Air Force on 30 June 2002 and was released from active duty on 29 June 2006. Member served from 30 June 2006 to 19 May 2010 in the Coast Guard. No deductible time.

- Step 1 - List the date of release from the Coast Guard.

10 05 19 Discharge Date

- Step 2 - Minus the date entered the Coast Guard.

10 05 19 Discharge Date
- 06 06 30 Enlistment Date

Now simply do the math. Remember to start the computation by subtracting from the day's column first, then months, and then year.

16
09 04 49
~~10 05 19~~ Discharge Date
- 06 06 30 Enlistment Date
03 10 19

- Step 3 - Plus 01 day for inclusive dates.

16
09 04 49
~~-10 05 19~~ Discharge Date
- 06 06 30 Enlistment
03 10 19
+ 01 Inclusive Day
03 10 20

03 years, 10 months, 20 days of Coast Guard time.

Repeat steps 1-3 to determine how much Air Force time the member has.

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**APPENDIX C
COMPUTATION OF SERVICE**

Creditable Service, Continued

**Example #2,
Continued**

- Step 1 - List the date of release from the Air Force.

06 06 29 Discharge Date

- Step 2 - Minus the date entered the Air Force.

06 06 29 Discharge Date
- 02 06 30 Enlistment Date

Now simply do the math. Remember to start the computation by subtracting from the day's column first, then months, and then year.

04 17
~~05 05 59~~
06 06 29 Discharge Date
- 02 06 30 Enlistment Date
03 11 29

- Step 3 - Plus 01 day for inclusive dates.

04 17
~~05 05 59~~
06 06 29 Discharge Date
- 02 06 30 Enlistment Date
03 11 29
+ 01 Inclusive Day
03 11 30 (which can be converted to 04 years 00 months 00 days)

- Step 4 - Plus any prior military service

04 00 00 (Air Force)
+ 03 10 20 (Coast Guard)
07 10 20

- Step 5 - No deductible time

This member has a total of **07 years, 10 months, 20 days** creditable service.

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Deductible Time

Introduction Deductible time is a period that does not count as creditable service. This is bad time -- time which needs making up. This lesson will cover the rules for computing deductible time.

What time is deductible? The following time is deductible and needs making up.

- Unauthorized Absence in excess of 24 hours.
- Sickness due to own misconduct:
 - Absence due to abuse of alcohol or drugs.
 - Refusal to submit to medical treatment.
 - Concealing disease or injury.
- Confinement:
 - Civil Arrest
 - Confinement awaiting trial & disposition of courts-martial case
 - Confinement under sentence as a result of courts-martial case.

When does deductible time start and finish?

First Day of Deductible Time

- Day of departure (time leave, liberty, or authorized travel time expires).
- Day of absence due to illness caused by own misconduct.
- Day taken into custody by civil authorities.
- Time liberty or leave expires, if absence due to own misconduct or custody by civil authorities occurs during authorized leave or liberty.

Last Day of Deductible Time

- Last full day of unauthorized absence (day **prior** to return to full duty status).
 - **DO NOT** count the day of return as deductible time. **Day of return is a day of duty regardless of time of day.**
-

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Deductible Time, Continued

**Procedures for
Deductible time**

There are different procedures for computing deductible time. The procedure used will be based on whether the computation is for Pay purposes or Expiration of Enlistment purposes.

(1) Is the period of absence over 24 hours?

If yes continue. If no STOP, the period of absences is not deductible

(2) Is the purpose of computation for Pay or Expiration of Enlistment?

The answer to this will determine which procedure table you will use. If the answer is both, be sure to work your pay and expiration of enlistment procedures separately.

(3) If the purpose is for expiration of enlistment, does unauthorized absence involve a single month or multiple months?

The answer to this will determine which expiration of enlistment procedure table you will use.

**Procedure for
Pay Purposes**

Deductible Time for Pay Purposes

- Compute deductible time for pay purposes when the computation is for:

Creditable Service

Pay Base Date

Active Duty Base Date

Date of Rank

Creditable Sea Duty

- Compute all months on a 30-day basis.

Comment

Only deduct actual paydays for deductible time for pay purposes. Since the 31st isn't a day of pay, don't count it as deductible day for pay purposes.

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**APPENDIX C
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Deductible Time, Continued

**Procedure
Table #2
Deductible time
for Pay**

Use the following steps in computing deductible time for Pay (30-day month basis computation).

Step	Procedure
1	Determine the date prior to returning to full duty status. This is the Ending Date. <i>If the ending date is the last day of the month and not the 30th, change it to the 30th.</i>
2	Determine the date of departure. This is the Beginning Date. (Never Change)
3	Subtract the Beginning Date from the Ending Date.
4	Add 1 day for inclusive dates.

Remember

Procedure table #2 is used to compute deductible time for all 30-day based computations (creditable service, pay base date, active duty base date, date of rank and creditable sea duty).

**Procedure for
Expiration of
Enlistment
Purposes**

Deductible Time for Expiration of Enlistment purposes.

- Compute on a **day-for-day basis**, as you would on a calendar.
- Deductible time is computed on **actual** full days of absence. Do not change the ending date.

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**APPENDIX C
COMPUTATION OF SERVICE**

Deductible Time, Continued

Days in the month

It is very important for you to know how many days are in a given month. Listed below are the number of days in each month:

- Jan - 31 days
 - Feb - 28 days (29 for leap years)
 - Mar - 31 days
 - Apr -30 days
 - May - 31 days
 - Jun - 30 days
 - Jul - 31 days
 - Aug - 31 days
 - Sep 30 days
 - Oct - 31 days
 - Nov - 30 days
 - Dec - 31 days
-

Procedure Table #3

Use the following steps in computing deductible time for **Expiration of Enlistment** when unauthorized absence happens within a **single month**.

Deductible Time for Expiration of Enlistment (Single Month)

Step	Procedure
1	Determine the date prior to returning to full duty status. This is the Ending Date. (Day-for-Day, Never Change)
2	Determine the date of departure. This is the Beginning Date. (Never Change)
3	Subtract the Beginning Date from the Ending Date.
4	Add 1 day for inclusive dates.

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**APPENDIX C
COMPUTATION OF SERVICE**

Deductible Time, Continued

Procedure Table #4 Use the following steps in computing deductible time for expiration of enlistment when unauthorized absence involves multiple months.

Step	Procedure
1	Determine the last day of the month in the month the member departed. (Don't change to the 30th) Example - if departure date is 20 March the last day of the month would be 31 March.
2	Determine the date of departure. This is the Beginning Date. (Never Change)
3	Subtract the Beginning Date from the last day of the month member departed. Example - 31 March minus 20 March is 11 days.
4	Add 1 day for inclusive dates. Example - 11 days plus 1 inclusive day is 12 days
5	Add remaining days of deductible time in the next month(s). (If any) Example - if member returned on 4 April the deductible days in April would be 3. 12 days from March plus 3 days from April equals 15 days total deductible time.

Comment Procedure table #4 is used to compute unauthorized absence, which occurs in two different months for expiration of enlistment purposes. Step 5 (add remaining days of deductible time in the next month) will **NOT always** be used.

Example - Member departs on unauthorized absence on 14 October and returns 1 November.

The last day of deductible time is the day prior to returning to full duty status (in this case 31 October); there would be no deductible time in the next month (November) since the day of return (1 November) is a day of duty.

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Deductible Time, Continued

Below are some examples of deductible time involving Pay & Expiration of Enlistment within the same month.

MK3 Anderson was on unauthorized absence (UA) starting at 0730, 15 March 2011 and returning at 1900, 21 March 2011.

Remember the 3 questions you must ask before we can work the computation?

1. Is the period of absence over 24 hours? Yes
2. Is the Purpose of computation for pay or expiration of enlistment?
Both
3. If the purpose is for expiration of enlistment, does unauthorized absence involve a single or multiple months? Single

Since the answer to question #2 is both, that means you need to first use procedure table #2 (for pay purposes). Look at the example below:

Example #1

- Step 1 - Determine the date prior to returning to full duty status.

11 03 20 Ending Date

- Step 2 - Determine the date of departure.

11 03 15 Beginning Date

- Step 3 - Minus the Beginning Date from the Ending Date.

11 03 20 Ending Date
- 11 03 15 Beginning Date
00 00 05

- Step 4 - Add 1 day for inclusive date

11 03 20 Ending Date
- 11 03 15 Beginning Date
00 00 05
+ 01 Inclusive day
00 00 06 Total deductible time for pay

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Deductible Time, Continued

**Example #1
Continued**

Now let's do the Expiration of Enlistment computation. Since the answer to question #3 is single month use procedure table #3
Look at the example below:

- Step 1 - Determine the date prior to returning to full duty status.

11 03 20 Ending Date

- Step 2 - Determine the date of departure.

11 03 15 Beginning Date

- Step 3 - Minus the Beginning Date from the Ending Date.

11 03 20 Ending Date
- 11 03 15 Beginning Date

00 00 05

- Step 4 - Add 1 day for inclusive date

11 03 20 Ending Date
- 11 03 15 Beginning Date

00 00 05
+ 01 Inclusive day

00 00 06 Total deductible time for expiration of enlistment

Comment

All **single** month computations will have the same answer, but different procedure tables are used to avoid confusion. Remember **procedure table #2 is used for all pay computations**, single and multiple months unauthorized absence periods. Always use the correct procedure table.

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Deductible Time, Continued

**Example #2,
Continued**

Now let's work the problem out for Expiration of Enlistment purposes using procedure table #4.

SN Seay went on UA at 0730, 15 March 2011 and returned 0730, 1 April 2011.

- Step 1 - Determine the date prior to returning to full duty status.

11 03 31 Ending Date

- Step 2 - Determine the date of departure.

11 03 15 Beginning Date

- Step 3 - Minus the Beginning Date from the Ending Date.

11 03 31 Last day of the month member departed
- 11 03 15 Beginning Date

00 00 16

- Step 4 - Add 1 day for inclusive dates.

11 03 31 Last day of the month member departed
- 11 03 15 Beginning Date

00 00 16
+ 01 Inclusive Day

00 00 17 Total deductible time for Expiration of Enlistment

Notice step #5 wasn't used for these examples. The last day of the month the member departed (31 March) is also the day prior to return from Unauthorized absence. The day of return (1 April) is a day of duty.

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Deductible Time, Continued

Example #3 Let's do another multiple month absence computation. Work it for pay first.

SN Johnson went UA at 1400, 29 July 2010 and returned 0830, 4 August 2010.

**Always use
procedure
table #2 when
computing for
pay**

- Step 1 - Determine the date prior to returning to full duty status.

10 08 03 Ending Date

- Step 2 - Determine the date of departure.

10 07 29 Beginning Date

- Step 3 - Minus the Beginning Date from the Ending Date.

07 33
10 08 03 Ending Date
- 10 07 29 Beginning Date
00 00 04

- Step 4 - Add 1 day for inclusive dates.

07 33
10 08 03 Ending Date
- 10 07 29 Beginning Date
00 00 04
+ 01 Inclusive Day
00 00 05 Total deductible time for pay

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Deductible Time, Continued

Now let's work the same problem for Expiration of Enlistment.

Use procedure table #4 when computing for EOE involving two different months

SN Johnson went UA at 1400, 29 July 2010 and returned 0830, 4 August 2010.

- Step 1 - Determine the last day of month in the month the member departed.

10 07 31 Ending Date

- Step 2 - Determine the date of departure.

10 07 29 Beginning Date

- Step 3 - Minus the Beginning Date from the Ending Date.

10 07 31 Ending Date
 - 10 07 29 Beginning Date

 00 00 02

- Step 4 - Add 1 day for inclusive dates.

10 07 31 Ending Date
 - 10 07 29 Beginning Date

 00 00 02
 + 01 Inclusive Day

 00 00 03 Deductible time for July

- Step 5 - Add remaining days of deductible time in the next month(s).

00 00 03 Deductible time for July
 + 00 00 03 Deductible time for August (1 to 3 August inclusive)

 00 00 06 Total deductible time for Expiration of Enlistment

Notice step #5 was used for this problem. Since the day of return from unauthorized absence is 4 August, the last day of deductible time is 3 August, giving us 3 days deductible for the month of August.

**APPENDIX C
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Pay Base Date

Introduction

Pay Base Date (PBD) is defined as the actual or constructive date of entry into the service. Pay Base Dates are used to determine longevity increases in a member's basic pay. In this lesson you will learn how to compute or construct a pay base date.

**Date
Conversion
Chart**

When your final computation is not a real date, use the 30 Day Rule to convert to a true date (Except in some cases involving February). When computation ends in double zeros, use the Date Conversion chart provided below.

If your computation is:	Your date will be:
08 01 00	07 DEC 31
08 02 00	08 JAN 31
08 02 28	08 FEB 28
08 02 29	08 FEB 29
07 02 29	07 FEB 29*
08 02 30	08 MAR 01
08 02 31	08 MAR 01
08 03 00	08 MAR 01
08 04 00	08 MAR 31
08 05 00	08 APR 30
08 06 00	08 MAY 31
08 07 00	08 JUN 30
08 08 00	08 JUL 31
08 09 00	08 AUG 31
08 10 00	08 SEP 30
08 11 00	08 OCT 31
08 12 00	08 NOV 30
08 00 00	07 NOV 30
08 00 01	07 DEC 01

Comment

If a pay based date computation ends as 29 February, leave as 29 February regardless if the year is a leap year. The year 2008 in the chart above is hypothetical. You can use this chart in any year.

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Pay Base Date, Continued

**Procedure
Table #5 Pay
Base Dates**

Use the following steps in computing a pay base date:

Step	Procedure
1	List the date of current entry into the Coast Guard
2	Subtract Prior Military Service (active & inactive)
3	Add deductible time for pay (if any)
4	If the result is not a date, convert to a true date using the 30-Day Rule or Date Conversion Chart.

Example #1

MK3 Allen enlisted in the Coast Guard on 15 April 2011. He also has 04 Years 00 months and 00 days of prior military service. No deductible time.

- Step 1 - List the date of current entry in the Coast Guard

11 04 15

- Step 2 - Subtract prior military service

11 04 15 Enlistment Date
- 04 00 00 Prior Military Service
07 04 15

- Step 3 - No deductible time for this example
- Step 4 - Convert to a true date: **2007 April 15**

Comment

Notice in Step 2 we did **NOT** add 1 inclusive day, because 04 00 00 is **NOT a true date**, it's a *period of time*.

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**APPENDIX C
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Pay Base Date, Continued

Example #2

Let's try one with deductible time involved.

YN3 Cain enlisted on 22 March 2010 and has 08 days deductible time (1 June 10 to 8 June 10 inclusive). No prior service.

- Step 1 - List the date of current entry in the Coast Guard

10 03 22

- Step 2 - Subtract prior military service.

10 03 22 Enlistment Date
- 00 00 00 Prior Military Service

10 03 22

- Step 3 - Plus deductible time for pay.

10 03 22 Enlistment Date
- 00 00 00 Prior Military Service

10 03 22
+ 00 00 08 Deductible time

10 03 30

- Step 4 - Convert to a true date: **2010 March 30**
-

Comment

Once you arrive at an actual date (one you know is on the calendar **DO NOT** change it).

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Active Duty Base Date

What is an Active Duty Base Date?

Active Duty Base Date (ADBD) is a constructive date computed from active service (only) performed in any branch of the Armed Forces, as modified by time lost or periods not creditable for active Federal service. Active Duty Base Dates are used for determining retirement eligibility. In this lesson you will learn how to compute or construct an active duty base date.

Only ACTIVE DUTY time is used.

Procedure Table #6 Active Duty Base Dates

Compute Active Duty Base Date the same way as Pay Base Dates (except only active duty counts), as in computing months on a 30 days basis.

Step	Procedure
1	List date member last entered on active duty.
2	Subtract the amount of previous active duty or active duty for training. (Weekend drills for reserve do not count.)
3	Add any deductible time for pay.
4	If the result is not a date, convert to a true date using the 30-Day Rule or Date Conversion Chart.

Example #1

SK3 Thomas enlisted in the Coast Guard on 19 August 2010. He has prior Active Service in the Marine Corps of 03 years 11 months and 26 days. Not deductible time.

- Step 1 - Determine the date member last entered Active Duty.

10 08 19

- Step 2 - Subtract the amount of prior Active Duty.

19
 09 07 49
~~10 08 19~~ Enlistment Date
 - 03 11 26 Prior Active Duty

 06 08 23

Notice an inclusive date was not added, due to 03 11 26 being a *period of time* and NOT A TRUE DATE.

- Step 3 - Add any deductible time. None
- Step 4 - Convert results into a True Date. **2006 August 23**

Continued on next page

Active Duty Base Date, Continued

Example #2 Now let's try one using deductible time and prior active service.

ET2 Kerns enlisted in the Coast Guard on 24 August 2010 with 04 years 00 months and 00 days of prior active service. Since enlisting in the Coast Guard he has 8 days of deductible time.

- Step 1 - Date member last entered active duty

10 08 24

- Step 2 - Subtract the amount of prior Active Duty.

10 08 24 Enlistment Date
- 04 00 00 Prior Active Duty

06 08 24

- Step 3 - Add any deductible time.

10 08 24 Enlistment Date
- 04 00 00 Prior Active Duty

06 08 24
+ 00 00 08 Deductible time

06 08 32

Remember the 30-day rule; we have to subtract 30 days from 32 because 30 days is a month. Carry 30 days over to the month's column.

- Step 4 - Convert to a True Date.

06 08 32
- 30 days

06 09 02

2006 September 02

Continued on Next

Page

Date of Rank

**APPENDIX C
COMPUTATION OF SERVICE**

Date of Rank

Introduction Date of Rank is the actual or constructive date of advancement. The date of rank is for advancement purposes within the present rating and is based on a 30-day month.

Date of Rank Use the following steps in computing a new Date of Rank for members on active duty:

Step	Procedure
1	List the date of latest advancement or most current date of rank or list the date of latest enlistment.
2	The following rules apply: <ul style="list-style-type: none">• Subtract periods of creditable Coast Guard (USCG) or Coast guard Reserve (USCGR) active duty.• Only time previously served in the present or higher pay grade in the USCG or USCGR, under continuous active service conditions within three months of separation is creditable.• Members with broken service (out of service over three months) will have their Date of Rank based on the effective date of their reenlistment.• When calculating prior active service, each month will be considered to have 30 days, unless the active duty was for a period of less than 30 consecutive days.• Members who return to active duty from the CNC program will receive full credit for any TIR formerly creditable prior to their separation under the CNC program. However, to be eligible to participate in SWE competition, they must serve half the minimum TIR required for advancement after returning to active duty.
3	Add deductible time for Pay.
4	If the result is not a true date, convert to a true date using the 30-Day Rule or Date Chart.

Continued on next page

Date of Rank, Continued

Example #1
Initial
Enlistment

Member enlisted in the USCG on 19 August 2010 as a SR. The member has no prior Coast Guard or Coast Guard reserve service.

- Step 1 - Member enlists in the USCG as E1.

10 08 19

- Step 2 - Subtract prior USCG/USCGR active service

10 08 19 Date member enlisted in USCG as E1
+ 00 00 00 prior USCG/USCGR active service
10 08 19

- Step 3 - No deductible for this problem.
 - Step 4 - Convert results into a True Date: **2010 August 19**
-

Example #2
Entered USCG,
RELAD,
reenlisted
USCG in same
rate/grade

Member reenlisted in the USCG on 19 August 2010 as a BM3. The member had prior active USCG service from 2 July 2006 to 1 July 2010. During this service the member's pay grade history was as follows:

06 07 02 E1
06 09 10 E2
07 06 01 E3
08 07 01 E4 (BM3)

- Step 1 - Member enlists in the USCG as E4 (BM3)

10 08 19

Continued on next page

**APPENDIX C
COMPUTATION OF SERVICE**

Date of Rank, Continued

Example #2
Entered USCG,
RELAD,
reenlisted
USCG in same
rate/grade,
continued

- Step 2 - Member's prior active service in pay grade E4 or above.

10 07 01	Date of initial expiration of enlistment
- 08 07 01	Date member initially advanced to E4 (BM3)
02 00 00	
+ 01	Inclusive Day
02 00 01	

- Step 3 - Subtract prior USCG/USCGR active service in pay grade E4 (BM3) or above.

10 08 19	Date member reenlisted in the USCG as E4 (BM3)
- 02 00 01	Prior USCG/USCGR active service in pay grade E4(BM3) or above
08 08 18	

2008 August 18 New Date of Rank

Example #3
Entered USCG,
RELAD,
reenlisted
USCG in lower
rate/grade

Member reenlisted in the USCG on 19 August 2010 as a BM3. The member had prior active USCG service from 2 July 2006 to 1 July 2010. During this service the member's pay grade history was as follow:

06 07 02	E1
06 09 10	E2
07 06 01	E3
08 07 01	E4 (BM3)
10 01 01	E5 (BM2)

- Step 1 - Member enlists in the USCG as E4 (BM3)

10 08 19

Continued on next page

**APPENDIX C
COMPUTATION OF SERVICE**

Date of Rank, Continued

Example #3
Entered USCG,
RELAD,
reenlisted
USCG in lower
rate/grade,
continued

- Step 2 - Member's prior active service in pay grade E4 or above.

10 07 01	Date of initial expiration of enlistment
- 08 07 01	Date member initially advanced to E4 (BM3)
02 00 00	
+ 01	Inclusive Day
02 00 01	

- Step 3 - Subtract prior USCG/USCGR active service in pay grade E4 (BM3) or above.

10 08 19	Date member enlisted in the USCG as E4 (BM3)
- 02 00 01	Prior USCG/USCGR active service as an E4 (BM3) or above
08 08 18	

2008 August 18 New Date of Rank

Example #4
Discharged
from USCGR,
entered USCG
in same pay
grade

Member was discharged from the USCGR on 27 January 2011 as an E3 and enlisted in the USCG on 28 January 2011 as an E3. The member had prior USCGR service from 6 June 2009 to 27 January 2011. Member has the following pay grade history in the USCGR.

09 06 06 E1
09 07 28 E2
10 11 16 E3

- Step 1 - Member enlists in the USCG as an E3.

11 01 28

Continued on next page

**APPENDIX C
COMPUTATION OF SERVICE**

Date of Rank, Continued

Example #4
Discharged
from USCGR
and entered
USCG in same
pay grade,
continued

- Step 2 - Subtract prior USCG/USCGR active service in pay grade E3 or above since 10 11 16 (date first made E3).

11 01 28	Date member enlisted in the USCG as an E3
- 00 00 00	Prior USCG/USCGR active service in pay grade E3 or above
11 01 28	since 10 11 16 (date first made E3). <i>NOTE: Member was not on AD during this time frame.</i>

2011 January 28 New Date of Rank

Example #5
Discharged
from USCGR
and entered
USCG in lower
pay grade

Member enlisted in the USCG on 3 November 2010 as an SA. The member had prior USCGR service from 5 July 2009 to 2 November 2010 and was on active duty for the following periods:

09SEP07 - 09DEC23
10JUL29 - 10AUG11

Member has the following pay grade history in the USCGR:

09 06 05 E1
09 12 23 E2
10 07 01 E3

- Step 1 - Member enlists in the USCG as an E2.

10 11 03

- Step 2- Member's prior active service in pay grade **E2 or above**.

1. (1) day of ADT on 09 12 23
2. 14 days of ADT 10 07 29 through 10 08 11 (day for day, since less than 30 days active)

For a total of **15** days

Continued on next page

**APPENDIX C
COMPUTATION OF SERVICE**

Date of Rank, Continued

Example #5
Discharged
from USCGR
and entered
USCG in lower
pay grade,
continued

- Step 3- Subtract prior USCG/USCGR active service in pay grade E2 or above.

$$\begin{array}{r}
 10 \ 33 \\
 10 \ 11 \ 03 \ \text{Date member enlisted in the USCG as an E2} \\
 - \ 00 \ 00 \ 15 \ \text{(Prior active service as an E2 or above)} \\
 \hline
 10 \ 10 \ 18
 \end{array}$$

2010 October 18 New Date of Rank

Example #6
Member of
USCG
advanced, was
reduced,
discharged,
reenlisted
USCG
(continuous
service)

Member enlisted in the USCG on 3 January 2011 as a BM3. The member had prior USCG service from 14 November 2007 to 31 October 2010. Member's pay grade history was as follows:

07 11 14 E1
08 01 30 E2
08 03 01 E3
09 01 01 E4 (BM3)
09 02 01 E3
09 08 01 E4 (BM3)

- Step 1 - member enlists in the USCG as an E4 (BM3).

11 01 03

- Step2 - Prior USCG/USCGR active service in pay grade E4 or above

Date of Rank is
a Pay related
equation and
based on 30
days.

$$\begin{array}{r}
 10 \ 10 \ 30 \ \text{Date of initial expiration of enlistment (for computation purposes 30} \\
 \qquad \qquad \qquad \text{October 2010 will be used vice 31 October 2010)} \\
 - \ 09 \ 08 \ 01 \ \text{Date member re-attained the rank of E4 (BM3)} \\
 \hline
 01 \ 02 \ 29 \\
 + \ \qquad \qquad \ 01 \ \text{Inclusive Day} \\
 \hline
 01 \ 02 \ 30 \ \text{therefore 01 03 00}
 \end{array}$$

Continued on next page

**APPENDIX C
COMPUTATION OF SERVICE**

Date of Rank, Continued

Example #6
Member of
USCG
advanced, was
reduced,
discharged,
reenlisted
USCG
(continuous
service),
continued

- Step 3 - Subtract prior USCG/USCGR active service in pay grade E4 or above (during period 1 August 2009 to 31 October 2010).
- | | |
|---------------------|--|
| 10 13 | |
| 11 04 03 | Date member enlisted in the USCG as E4 (BM3) |
| <u>- 01 03 00</u> | Prior USCG/USCGR active service in pay grade E4 (BM3) or |
| 09 10 03 | above (during period 1 August 2009 to 31 October 2010) |
- 2009 October 03** New Date of Rank
-

Example #7
Member of
USCG
separated for
CNC program,
reenlisted in
same pay grade

Member reenlisted in the USCG on 8 August 2010 as a YN3. The member had prior USCG service from 9 May 2002 to 3 July 2009.

Member has the following pay grade history in the USCG:

02 05 09	E1
02 07 15	E2
03 01 17	E3
05 06 01	E4 (OS3)
06 09 25	E4 (YN3)

- Step 1 - Member enlists in the USCG as an E4 (YN3).

10 08 08	
----------	--

- Step2 - Prior USCG/USCGR active service in pay grade E4 or above

18	
08 06 33	
09 07 03	Date of initial expiration of enlistment
<u>- 06 09 25</u>	Date member re-attained the rank of E4 (YN3)
02 09 08	
<u>+ _____ 01</u>	Inclusive Day
02 09 09	

Continued on next page

**APPENDIX C
COMPUTATION OF SERVICE**

Date of Rank, Continued

Example #7
Member of
USCG
separated for
CNC program,
reenlisted in
same pay grade,
continued

- Step 3 - Subtract prior USCG/USCGR active service in pay grade E4 or above (same rating during period 25 September 2006 to 3 July 2009)

19
09 ~~07~~ 38
~~10 08 08~~ Date member enlisted in the USCG as E4 (YN3)
- 02 09 09 Prior USCG/USCGR active service in pay grade E4 or above
07 10 29 (same rating during period 25 September 2006 to 3 July 2009)

2007 October 29 New Date of Rank

Example #8
Member
resumed
enlisted status
upon
termination of
appointment as
a temporary
officer

Member resumed enlisted status in the USCG on 1 June 2010 as a BM1.

Member has the following pay grade history in the USCG:

96 06 14 E1
96 08 20 E2
97 11 16 E3
98 06 09 E4 (BM3)
99 10 01 E5 (BM2)
02 07 01 E6 (BM1)
03 10 19 E6 (Officer Candidate)
04 03 04 O1E
05 09 04 O2E

- Step 1 - Member resumes enlisted status in the USCG as an E6 (BM1).

10 06 01

- Step 2 - Prior USCG/USCGR active service in pay grade E6 or above

03 15
~~04 03 04~~ Date initially appointed as a temporary officer
- 02 07 01 Date of member's initial attainment of E6
01 08 03
+ 01 Inclusive Day
01 08 04

Continued on next page

**APPENDIX C
COMPUTATION OF SERVICE**

Date of Rank, Continued

Example #8
Member
resumed
enlisted status
upon
termination of
appointment as
a temporary
officer,
continued

-
- Step3 - Subtract prior USCG/USCGR active service in pay grade E6.
17
09 05 31
~~10 06 01~~ Date member resumed enlisted status in the USCG as E6
- 01 08 04 Prior USCG/USCGR active service in pay grade E6 or
08 09 27 above (during period 1 July 2002 to 4 March 2004)
2008 September 27 New Date of Rank
-

Expiration of Enlistment

Introduction

Expiration of enlistment computations are figured on a **day-for-day** basis. Only active military service is creditable. This section provides examples of how to compute expiration of enlistment given the term of enlistment, extensions, and any deductible time.

**Procedure
Table #8
Expiration of
Enlistment**

Use the following steps in computing Expiration of Enlistment.

Step	Procedure
1	Determine the date of entry into the Coast Guard.
2	Plus term of enlistment
3	Minus 01 day
4	Plus, if applicable, deductible time for expiration of enlistment. (day for day basis)
5	If the result is not a true date, convert to true date using the day for day rule.
6	Plus, if applicable, any term of extension or re-extension.
7	If the result is not a true date, convert to true date using the day for day rule.

Note: Review the examples carefully on the following pages to compute an accurate EOE when Extensions and Re-extensions are involved.

**Days in the
month**

When convert a date to a true date it is very important you know how many days are in a given month. The number of days in each month is listed below.

• Jan - 31 days	• Jul - 31 days
• Feb - 28 days (29 for leap years)	• Aug - 31 days
• Mar - 31 days	• Sep - 30 days
• Apr - 30 days	• Oct - 31 days
• May - 31 days	• Nov - 30 days
• Jun - 30 days	• Dec - 31 days

Continued on next page

Expiration of Enlistment, Continued

**Example with
Deductible
Time**

YN2 Jacobs enlisted in the Coast Guard on 25 May 2008 for 04 years. She also has 17 days for deductible time for expiration of enlistment purposes.

- Step 1 - Determine date of entry into the Coast Guard.

08 05 25 Date of entry (Enlistment)

- Step 2 - Plus term of enlistment.

08 05 25 Date of entry (Enlistment)
+ 04 00 00 Term of Enlistment

12 05 25

- Step 3 - Minus 01 day

12 05 25
- 01 Minus Day

12 05 24 Normal Expiration of Enlistment

- Step 4 - Plus deductible time for expiration of enlistment

12 05 24
+ 17 Days of deductible time

12 05 41

- Step 5 - Convert to a true date using the day-for-day rule

12 05 41 *Subtract the number of days that belong to the month in the*
- 31 *month's column (in this case 31 days because May has 31 days in*

it). Add the remaining days to the next month(s).
12 06 10

2012 June 10 New Expiration of Enlistment

Note

Remember expiration of enlistment is done on a **day-for-day** basis. So when you need to round up the days to months to make a real date, subtract the number of days that belong to that particular month. For example: if your computation came out as 10 07 43 you would subtract 31 days from the days column (July has 31 days) and add the remainder to the next month. So 10 07 43 would convert to 10 08 12.

Continued on next page

Expiration of Enlistment, Continued

Extensions When computing an expiration of enlistment based on an extension or reextension, always use the date the extension begins, add the period of the extension, and then subtract 1 day to arrive at the new expiration date.

- For extensions, the start date is the date following the normal date of expiration of enlistment.
 - For re-extensions, the start date is the date following the expiration of enlistment as previously extended.
-

Example Extensions **ME2 Caldwell enlisted in the Coast Guard Reserve on 29 February 2003 for 08 years. He extended on 29 February 2004 for 4 years.**

- Step 1 - Determine date of entry into Coast Guard

Leave as the 29th of Feb even though 2003 was not a leap year. Never change a beginning date.

03 02 29

- Step 2 - Plus term of enlistment

03 02 29 Date of entry (Enlistment)
 $+ 08 \ 00 \ 00$ Term of enlistment
 11 02 29

- Step 3 - Minus 01 day

11 02 29
 $- \quad \quad 01$ Minus Day
 11 02 28 Normal expiration of enlistment

- Step 4 - Add term of first extension and subtract 1 day

11 02 29 *First extension start date (day after original or adjusted expiration of enlistment) Plus term of extension.*
 $+ 04 \ 00 \ 00$
 15 02 29
 $- \quad \quad 01$ Minus 01 day
 15 02 28

2015 February 28 New expiration of enlistment

Continued on next page

**APPENDIX C
COMPUTATION OF SERVICE**

Expiration of Enlistment, Continued

**Example
Extensions
continued**

HS2 Hernandez enlisted in the Coast Guard on 31 October 2003 for 04 years. She extended on 31 October 2007 for 2 Years, reextended on 31 October 2009 for 8 months, and is reextending on 1 July 2010 for 4 months.

- Step 1 - Determine date of entry into Coast Guard.

03 10 31 Date of entry (Enlistment)

- Step 2 - Plus term of enlistment.

03 10 31 Date of entry (Enlistment)
+ 04 00 00 Term of enlistment
07 10 31

- Step 3 - Minus 01 day

07 10 31
- 01 Minus Day
07 10 30 Normal expiration of enlistment

- Step 4 - Add term of first extension and subtract 1 day

07 10 31 First extension start date (day after original or adjusted
+ 02 00 00 expiration of enlistment)
09 10 31 Plus term of enlistment
- 01
09 10 30 Minus 01 day
New expiration of enlistment

- Step 5 - Add term of first reextension and subtract 1 day.

09 10 31 First reextension start date
+ 00 08 00 Plus term of reextension
10 06 31
- 01 Minus 01 day
10 06 30 New expiration of enlistment

- Step 6 - Add term of second reextension and subtract 1 day.

10 07 01 First reextension start date
+ 00 04 00 Plus term of reextension
10 11 01
- 01 Minus 01 day
10 11 00 Convert to a real date
10 10 31
2010 Oct 31 Final expiration of enlistment date

Continued on next page

**APPENDIX C
COMPUTATION OF SERVICE**

Expiration of Enlistment, Continued

**Example
Extensions
continued**

MK2 Williamson enlisted in the Coast Guard on 29 March 2004 for 04 years. He extended on 29 March 2008 for 2 years and 2 months, reextended on 29 May 2010 for 09 months, and is reextending on 1 March 2011 for 2 months.

- Step 1 - Determine date of entry into Coast Guard

04 03 29

- Step 2 - Plus term of enlistment

04 03 29 Date of entry (Enlistment)
+ 04 00 00 Term of enlistment
08 03 29

- Step 3 - Minus 01 day

08 03 29
- 01
08 03 28 Normal expiration of enlistment

- Step 4 - Add term of first extension and subtract 1 day

08 03 29 First extension start date (day after original or adjusted
+ 02 02 00 expiration of enlistment)
10 05 29 Plus term of extension
- 01 Minus 01 day
10 05 28

- Step 5 - Add term of first reextension and subtract 1 day

10 05 29 First reextension start date
+ 00 09 00 Plus term of reextension
10 14 29
- 01 Minus 01 day
10 14 28 Convert to a true date to arrive at the new
11 02 28 Expiration of enlistment

- Step 6 - Add term of second reextension and subtract 1 day

11 03 01 First reextension start date
+ 00 02 00 Plus term of reextension
11 05 01
- 01 Minus 01 day
11 05 00 Convert to a true date
11 04 30

2011 April 30 Final expiration of enlistment date

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Creditable Sea Duty/Sea Pay Premium

Introduction

Computation of creditable sea duty and sea pay premium is similar to computation of creditable service:

- Consider all months on a **30-day** basis. The 31st day of the month does not count **unless** the member serves less than 30 consecutive days.
- Calculate deductible time on a 30-day basis same as deductible time for pay purposes.
- Count TDY on a day for day basis.

Note: To compute TDY use procedure table #10 located on page-44 (quick reference tables).

- Creditable sea duty terminates on the 30th calendar day at 2400 after departure on TDY.
- Leave taken in conjunction with TDY is counted as creditable sea service provided the member was entitled to sea pay/time at the start date of the leave.

Note: Members whose career sea pay stops during periods of TDY or while ashore at a mobile unit are not entitled to career sea pay for periods of leave taken after the career sea pay has stopped. In this case career sea pay will not restart until member reports back to a career sea pay eligible vessel.

- TDY to a qualifying sea pay vessel from a shore unit is creditable sea duty regardless of length of time aboard vessel. However, TDY to a qualifying sea pay vessel from a shore unit **is not** creditable toward sea pay premium calculation. Refer to Chapter 4-C of the Coast Guard Pay Manual, COMDTINST M7220.29 (series) for rules of entitlement to Career Sea Pay Premium, and 36 months of consecutive sea duty.
- Time spent PCS enroute from one vessel to another is not creditable toward sea pay or sea pay premium.
- Member must be an E4 or above to receive sea pay premium.

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APPENDIX C
COMPUTATION OF SERVICE

Creditable Sea Duty/Sea Pay Premium, Continued

**Procedure
Table #9
Creditable Sea
Duty**

Use the following steps to compute Creditable Sea Duty/Sea Pay Premium

Step	Procedure
1	List the date that the member departed the vessel. This is the ending date. If the ending date is the last day of the month and not the 30th, change it to the 30th.
2	Minus the date the member reported to the vessel. This is the beginning date. (Never Change)
3	Plus one day (01) for inclusive date.
4	Minus deductible time for pay purposes.
5	Minus any period of TDY after 30 calendar days.
6	Plus prior sea time.
7	Convert the results into full years, months and days.

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APPENDIX C
COMPUTATION OF SERVICE

Creditable Sea Duty/Sea Pay Premium, Continued

Example #1 **Member stationed on CGC BEAR from 15 March 2010 to 31 March 2011. Member had no deductible time. While on board member departed TDY to TRACEN Yorktown on 2 May 2010 and returned on 5 June 2010.**

- Step 1 - List the date member departed the vessel.

11 03 31 Ending Date

- Step 2 - Minus the date member reported to the vessel.

30
11 03 ~~31~~ Ending Date
- 10 03 15 Beginning Date
01 00 15

- Step 3 - Plus 01 day for inclusive Date

30
11 03 ~~31~~ Ending Date
- 10 03 15 Beginning Date
01 00 15
+ 01 Inclusive Day
01 00 16 Creditable Sea Duty

- Step 4 - Minus deductible time. None in this example.
- Step 5 - Minus any period of TDY after 30 days. (**Day-for-Day**)

10 05 31 Last day of month of departure
- 10 05 03 Day after departure (account for 1 day of travel)
00 00 28
+ 01 Inclusive Day
00 00 29 days TDY in May
+ 00 00 04 days TDY in June
00 00 33 Total days TDY
- 30 Max allowed days for TDY creditable sea duty
03 days lost for TDY purposes

01 00 16 Creditable Sea Duty
- 03 Lost days from TDY
01 00 13 Total Creditable Sea Duty

- Step 6 - Plus prior sea time: None, in this example.
- Step 7 - Convert to full years, months, and days
01 Year 00 Months 13 Days

Continued on next page

Creditable Sea Duty/Sea Pay Premium, Continued

Example #2 In this example we will compute a TDY period when leave is involved

While on board the CGC STRATTON member departed TDY to Base Alameda on 13 March 2011 and returned on 29 April 2011. Member used 5 days leave en route to TDY unit.

- Step 1 - List date following departure on TDY

11 03 14 Day following date of departure

- Step 2 – Add the number of days leave used en-route to the TDY unit. The result will be the adjusted TDY start date.

11 03 14 Date of departure
+ 00 00 05 Days of leave
11 03 19

- Step 3 - Determine the last day of the month in the month member departed. (Beginning date month)

11 03 31 Last day of month

- Step 4 - Subtract the beginning date from the last day of month

11 03 31 Last day of month
- 11 03 19 Beginning Date
00 00 12

- Step 5 - Plus 01 day for inclusive date

00 00 12
+ 01 Inclusive Date
00 00 13 Days TDY in March

- Step 6 - Add remaining days of TDY in the next month(s) up through prior date of return from TDY.

13 days TDY in March
+ 28 days TDY in April
41

- Step 7 - Subtract days leave used en route from TDY unit to permanent unit (if applicable). None in this example.

- Step 8 - If total is 31 or more subtract any period of TDY over 30.

41 Total days TDY
- 30 Maximum allowed days TDY creditable for sea duty
11 Total days to deduct from sea duty.

Continued on next page

Creditable Sea Duty/Sea Pay Premium, Continued

Sea Pay Premium Examples

Example #1 **BM2 Jones reported to the CGC POLAR STAR on 18 July 2008. No deductible time or prior sea time.**

- Step 1 - List date member reported aboard CGC POLAR STAR.

08 07 18 Beginning Date

- Step 2 – Plus 3 years.

08 07 18 Beginning Date
+ 03 00 00 Time needed to serve for Sea Pay Premium
11 07 18

- Step 3 – Add any period of TDY over 30 calendar days.

None in this example

- Step 4 – Add any period of deductible time for pay purposes.

None in this example

- Step 5 – Subtract prior creditable sea duty temporarily stopped due to neutral time.

None in this example

- Step 6 – Convert to a true date using 30 day rule.

11 07 18

2011 July 18 First day of Sea Pay Premium

Simple Sea Pay Premium Computation

11 07 18 Ending Date (Sea Pay Premium start date)
- 08 07 18 Begin Date (reported PCS to CGC POLAR STAR)
03 00 00 3 years
+ 01 Inclusive Date
03 00 01 3 years and 1 first day of 37th month

Continued on next page

Creditable Sea Duty/Sea Pay Premium, Continued

Sea Pay Premium Examples

Example #2 MK1 Smith reported to the CGC CAMPBELL on 3 March 2009. His PCS departing unit was the CGC ACTIVE where he served from 7 August 2007 to 31 January 2009 1 year, 5 months, and 24 days of creditable sea duty. No deductible time or TDY time.

- Step 1 - List date member reported aboard CGC CAMPBELL.

09 03 03 Beginning Date/reported PCS to CGC CAMPBELL

- Step 2 – Plus 3 years

09 03 03 Beginning Date/reported PCS to CGC CAMPBELL
+ 03 00 00 Time needed to serve for Sea Pay Premium
12 03 03

- Step 3 – Add any period of TDY over 30 calendar days.

None in this example

- Step 4 – Add any period of deductible time for pay purposes.

None in this example

- Step 5 – Subtract prior creditable sea duty aboard CGC ACTIVE.

08 13 30 **Since ending date is last day of month convert to 30th**
~~09 01 31~~ Date departed CGC ACTIVE
- 07 08 07 Date reported to CGC ACTIVE
01 05 23
+ 01 Inclusive Date
01 05 24 prior creditable sea duty aboard CGC ACTIVE

12 03 03 Sum of step 2 above
- 01 05 24 prior creditable sea duty aboard CGC ACTIVE
10 09 09 Sea Pay Premium start date

- Step 6 – Convert to a true date using 30 day rule.

10 09 09

2010 September 9 is first day of Sea Pay Premium

Continued on next page

Creditable Sea Duty/Sea Pay Premium, Continued

Sea Pay Premium Examples

Example #3

LT Equal reported to the CGC SHERMAN on 14 April 2008. Her PCS departing unit was the CGC ALEX HALEY where she served from 15 August 2006 to 29 February 2008, 1 year, 6 months, and 16 days of creditable sea duty. No deductible time or TAD time.

- Step 1 - List date member reported aboard CGC SHERMAN.
08 04 14 Beginning Date/reported PCS to CGC SHERMAN.

- Step 2 – Plus 3 years
08 04 14 Beginning Date/reported PCS to CGC SHERMAN
+ 03 00 00 Time needed to serve for Sea Pay Premium
11 04 14

- Step 3 – Add any period of TAD over 30 calendar days.
(None in this example)

- Step 4 – Add any period of deductible time for pay purposes.
(None in this example)

- Step 5 – Subtract prior creditable sea duty aboard CGC ALEX HALEY.

07 14 30 **Since ending date is last day of month convert to 30th**
~~08 02 29~~ Date departed CGC ALEX HALEY
- 06 08 15 Date reported to CGC ALEX HALEY
01 06 15
+ 01 Inclusive Date
01 06 16 prior creditable sea duty aboard CGC ALEX HALEY

10 15 44
~~11 04 14~~ Sum of step 2 above
01 06 16 prior creditable sea duty aboard CGC ALEX HALEY
09 09 28 Sea Pay Premium start date

- Step 6 – Convert to a true date using 30 day rule.

09 09 28
2009 September 28 is first day of Sea Pay Premium

Continued on next page

Creditable Sea Duty/Sea Pay Premium, Continued

Sea Pay Premium Examples

Example #4 YN3 Good reported to the CGC HEALY on 4 October 2011. His PCS departing unit was the CGC NORTHLAND where he served from 13 May 2009 to 15 September 2011, 2 years, 4 months, and 3 days of creditable sea duty. While aboard CGC NORTHLAND YN3 Good was UA from 18 October 2010 to 22 October 2010, 4 days of deductible time for pay purposes. No TDY time.

- Step 1 - List date member reported aboard CGC HEALY.

11 10 04 Beginning Date/reported PCS to CGC HEALY.

- Step 2 – Plus 3 years

11 10 04 Beginning Date/reported PCS to CGC HEALY
+ 03 00 00 Time needed to serve for Sea Pay Premium
14 10 04

- Step 3 – Add any period of TDY over 30 calendar days.

None in this example

- Step 4 – Add any period of deductible time for pay purposes.

10 10 21 Date prior to returning to full duty status
- 10 10 18 Date of departure on Unauthorized Absence (UA)
00 00 03
+ 01 Inclusive Date
00 00 04 Total deductible time **for pay purposes**

14 10 04 Calculated Sea Pay Premium Start Date in step 2
+ 00 00 04 Add 4 days deductible time **for pay purposes**
14 10 08 New Calculated Sea Pay Premium Start Date

Continued on next page

Creditable Sea Duty/Sea Pay Premium, Continued

Sea Pay Premium Examples

- Step 5 – Subtract prior creditable sea duty aboard CGC NORTHLAND.

11 09 15	Date departed CGC NORTHLAND
- 09 05 13	Date reported to CGC NORTHLAND
02 04 02	
+ 01	Inclusive Date
02 04 03	prior creditable sea duty aboard CGC NORTHLAND
14 10 08	Sum of steps 2 and 4 above (calculated sea pay premium start date)
- 02 04 03	prior creditable sea duty aboard CGC NORTHLAND
12 06 05	Sea Pay Premium start date

- Step 6 – Convert to a true date using 30 day rule.

12 06 05

2012 June 5 is first day of Sea Pay Premium

**APPENDIX C
COMPUTATION OF SERVICE**

Quick Reference Tables

Procedure Table #1 Use the following steps in computing creditable service (30-day month basis computation).

Creditable Service	Step	Procedure
	1	List the date of release from the Coast Guard or other Service. (Ending Date) If date of release is the last day of the month and other than the 30th change to the 30th.
	2	Minus the date entered the Coast Guard or other Service. (Beginning Date) (Never Change)
	3	Plus one day (01) for inclusive date.
	4	Plus any prior military service. (if applicable)
	5	Minus deductible time for Pay purposes.

Procedure Table #2 Use the following steps in computing deductible time for Pay (30-day month basis computation).

Deductible time for Pay	Step	Procedure
	1	Determine the date prior to returning to full duty status. This is the Ending Date. If the ending date is the last day of the month and not the 30th, change it to the 30th.
	2	Determine the date of departure. This is the Beginning Date. (Never Change)
	3	Subtract the Beginning Date from the Ending Date.
	4	Add 1 day for inclusive dates.

Comment Procedure table #2 is used to compute deductible time for all 30-day month based computations (creditable service, pay base date, active duty base date, date of rank and creditable sea duty).

Continued on next page

**APPENDIX C
COMPUTATION OF SERVICE**

Quick Reference Tables, Continued

Procedure Table #3 Use the following steps in computing deductible time for Expiration of Enlistment when unauthorized absence happens within a single month.

Deductible time for Expiration of Enlistment (Single Month)	Step	Procedure
	1	Determine the date prior to returning to full duty status. This is the Ending Date. (Never change)
	2	Determine the date of departure. This is the Beginning Date. (Never Change)
	3	Subtract the Beginning Date from the Ending Date.
	4	Add 1 day for inclusive dates.

Procedure Table #4 Use the following steps in computing deductible time for Expiration of Enlistment when unauthorized absence happens within multiple months.

Deductible time for Expiration of Enlistment (Multiple Months)	Step	Procedure
	1	Determine the last day of the month in the month the member departed. (Don't change to the 30th) Example - if departure date is 20 March the last day of the month would be 31 March.
	2	Determine the date of departure. This is the Beginning Date. (Never Change)
	3	Subtract the Beginning Date from the last day of the month member departed. Example - 31 March minus 20 March is 11 days.
	4	Add 1 day for inclusive dates (omit if counting actual days on a calendar) Example - 11 days plus 1 inclusive day is 12 days
	5	Add remaining days of deductible time in the next month(s). (If any) Example - if member returned on 4 April the deductible days in April would be 3. 12 days from March plus 3 days from April equals 15 days total deductible time.

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APPENDIX C
COMPUTATION OF SERVICE

Quick Reference Tables, Continued

Procedure Table #5 Use the following steps in computing a pay base date.

Step	Procedure
1	List the date of current entry into the Coast Guard.
2	Subtract Prior Military Service (active & inactive)
3	Add deductible time for pay (if any)
4	If the result is not a date, convert to a true date using the 30 Day Rule or Date Conversion Chart

Procedure Table #6 Compute Active Duty Base Dates the same way as Pay Base Dates (except only active duty counts), as in computing months on a 30 day basis.

Step	Procedure
1	List date member last entered on active duty.
2	Subtract the amount of previous active duty or active duty for training. (Weekend drills for reserves do not count.)
3	Add deductible time for pay (if any)
4	If the result is not a date, convert to a true date using the 30-Day Rule or Date Conversion Chart

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**APPENDIX C
COMPUTATION OF SERVICE**

Quick Reference Tables, Continued

Procedure Table #7 Use the following steps in computing a new Date of Rank:

Date of Rank	Step	Procedure
	1	List the date of latest advancement or most current date of rank.
	2	Add deductible time for pay .
	3	If the result is not a true date, convert to a true date using the 30-Day Rule or Date Conversion Chart.

Procedure Table #8 Use the following steps in computing an Expiration of Enlistment:

Expiration of Enlistment	Step	Procedure
	1	Determine the date of entry into the Coast Guard
	2	Plus term of enlistment
	3	Minus 01 day
	4	Plus, if applicable, deductible time for expiration of enlistment. (day for day basis)
	5	If the result is not a true date, convert to true date using the day for day rule
	6	Plus, if applicable, term of extension
	7	Minus 01 day
	8	If the result is not a true date, convert to true date using the day for day rule
		Repeat steps 4,5,6,7, and 8, computing any reextensions and/or periods of deductible time

Comment Remember that deductible time for Expiration of Enlistment is on an actual calendar basis.

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**APPENDIX C
COMPUTATION OF SERVICE**

Quick Reference Tables, Continued

Procedure Table #9 Use the following steps to compute creditable sea duty.

Creditable Sea Duty	Step	Procedure
	1	List the date that the member departed the vessel. This is the ending date. (Remember if the ending date is the last day of the month and not the 30th, change it to the 30th.)
	2	Minus the date the member reported to the vessel. This is the beginning date. (Never Change)
	3	Plus one day (01) for inclusive date.
	4	Minus deductible time for pay purposes.
	5	Minus any period of TDY after 30 calendar days.
	6	Plus prior sea time.
	7	Convert the results into full years, months, and days.

Remember Creditable sea duty is computed on a 30-day month just like creditable service.

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**APPENDIX C
COMPUTATION OF SERVICE**

Quick Reference Tables, Continued

Procedure Table #10 Use the following steps in computing Temporary Duty for use in computing creditable sea duty. TDY is computed on a **day for day** basis.

Temporary Duty	Step	Procedure
	1	List the date following departure on TDY.
	2	Add the number of days Leave used en route to the TDY unit (if any). The result will be the adjusted TDY begin-date.
	3	Determine the last day of the month, in which the member's adjusted TDY begin-date from step 2 was. Don't change to the 30th.
	4	Subtract the TDY begin-date from the last day of the month in which the member's TDY began.
	5	Add 1 day for inclusive date.
	6	Add remaining days of TDY in the next month(s) up through the TDY period ending date. The TDY ending date is the last full day at the TDY site unless authorized multiple travel days. In cases where the member is authorized multiple travel days, the TDY ending date becomes the date prior to the last day of official travel.
	7	If the total from step 6 is more than 30 days, add the number of days Leave taken en route from the TDY site returning to their permanent duty station. The member will accrue lost time from Creditable Sea Duty for the duration of their returning leave. If the total from step 6 is 30 days or less, the member will not accrue lost time from Creditable Sea Duty – insert 0 days in Step 5 of Procedure Table #9, Creditable Sea Duty.
	8	Take the total number of days from step 7 and subtract 30 days. The resulting amount will be the number of days lost from Creditable Sea Duty due to TDY – insert this number in Step 5 of Procedure Table #9, Creditable Sea Duty.

Comments Members are entitled to creditable sea service for periods of leave in conjunction with TDY if the member is drawing career sea pay/time upon commencement of that particular leave. Sea pay/time stops at 2400, the 30th day of TDY. If the member takes leave after sea pay/time has been stopped, there will be no creditable sea service for that leave period. Once sea pay/time has stopped it will only resume upon reporting back to the vessel.

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**APPENDIX C
COMPUTATION OF SERVICE**

Quick Reference Tables, Continued

Date Conversion Chart When your final computation is not a real date, use the 30 Day Rule to convert to a true date (Except in some cases involving February). When a computation ends in double zeros, use the Date Conversion Chart.

If your computation is:	Your date will be:
08 01 00	07 DEC 31
08 02 00	08 JAN 31
08 02 28	08 FEB 28
08 02 29	08 FEB 29
07 02 29	07 FEB 29*
08 02 30	08 MAR 01
08 02 31	08 MAR 01
08 03 00	08 MAR 01
08 04 00	08 MAR 31
08 05 00	08 APR 30
08 06 00	08 MAY 31
08 07 00	08 JUN 30
08 08 00	08 JUL 31
08 09 00	08 AUG 31
08 10 00	08 SEP 30
08 11 00	08 OCT 31
08 12 00	08 NOV 30
08 00 00	07 NOV 30
08 00 01	07 DEC 01

Comment (*) If a pay base date computation ends as 29 February, leave as 29 February regardless if the year is a leap year. The year 2007 in the chart above is hypothetical. You can use this chart in any year.

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**APPENDIX C
COMPUTATION OF SERVICE**

Quick Reference Tables, Continued

The following chart can be used to count actual days in each month.

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9
10	10	10	10	10	10	10	10	10	10	10	10
11	11	11	11	11	11	11	11	11	11	11	11
12	12	12	12	12	12	12	12	12	12	12	12
13	13	13	13	13	13	13	13	13	13	13	13
14	14	14	14	14	14	14	14	14	14	14	14
15	15	15	15	15	15	15	15	15	15	15	15
16	16	16	16	16	16	16	16	16	16	16	16
17	17	17	17	17	17	17	17	17	17	17	17
18	18	18	18	18	18	18	18	18	18	18	18
19	19	19	19	19	19	19	19	19	19	19	19
20	20	20	20	20	20	20	20	20	20	20	20
21	21	21	21	21	21	21	21	21	21	21	21
22	22	22	22	22	22	22	22	22	22	22	22
23	23	23	23	23	23	23	23	23	23	23	23
24	24	24	24	24	24	24	24	24	24	24	24
25	25	25	25	25	25	25	25	25	25	25	25
26	26	26	26	26	26	26	26	26	26	26	26
27	27	27	27	27	27	27	27	27	27	27	27
28	28	28	28	28	28	28	28	28	28	28	28
29		29	29	29	29	29	29	29	29	29	29
30		30	30	30	30	30	30	30	30	30	30
31		31		31		31	31		31		31

NOTE: You need to add the 29th to February when a leap year occurs. An easy way to remember it is the whenever the year of the summer Olympics are that year will be a leap year.
