

# Assignment Incentive Pay

## Overview

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### Introduction

This guide provides the procedures for entering Assignment Incentive Pay (AIP) in Direct Access (DA).

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### Contents

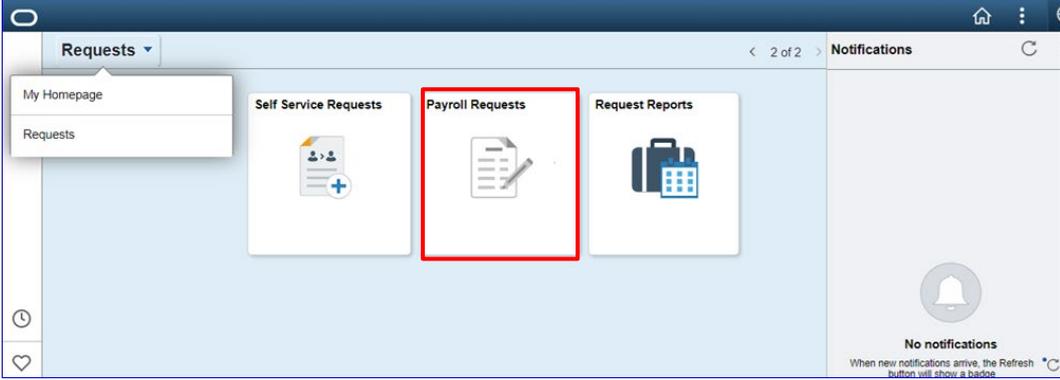
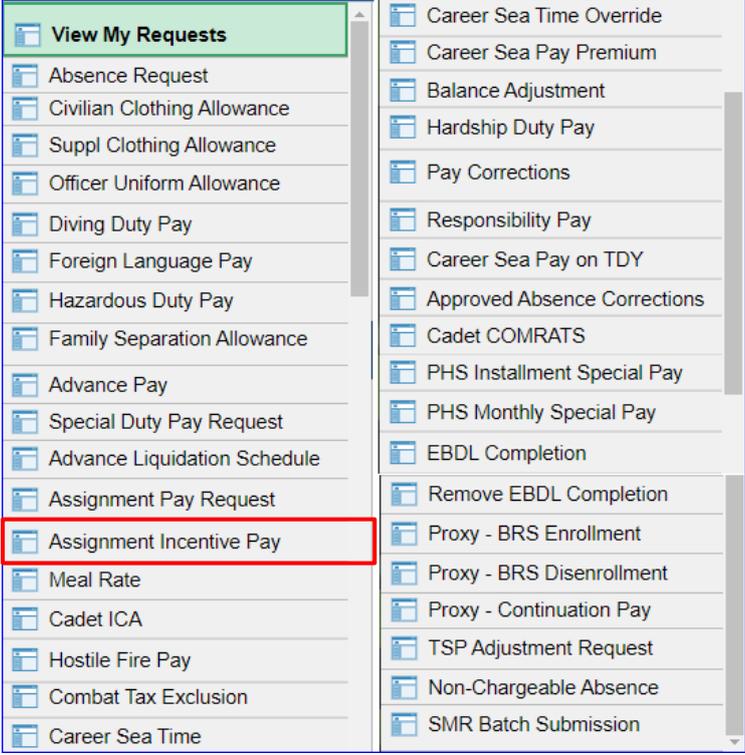
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# AIP – Remote & Austere Conditions

**Introduction** This section provides the procedures for entering Assignment Incentive Pay for Remote and Austere Conditions (AIP – RAC) in DA.

**Procedures** See below.

Step	Action
1	<p>After selecting <b>Requests</b> from the My Homepage drop-down, click on the <b>Payroll Request</b> tile.</p> 
1.5	<p>Select the <b>Assignment Incentive Pay</b> option.</p> 

*Continued on next page*

## AIP – Remote & Austere Conditions, Continued

Procedures,  
continued

Step	Action
2	<p>Enter the member's <b>Empl ID</b> and click <b>Add</b>.</p> <p><b>NOTE:</b> If the member belongs to more than one component (i.e., Reservist and Civilian employee), ensure the Empl Record is the military record.</p> <div data-bbox="327 633 730 983" style="border: 1px solid blue; padding: 5px;"> <p><b>Add Action Request</b></p> <p>Add a New Value</p> <p>*Empl ID <input type="text" value="1234567"/> </p> <p>Empl Record <input type="text" value="0"/> </p> <p><b>Add</b></p> </div>
3	<p>The Submit Assignment Incentive Pay action request will display.</p> <div data-bbox="327 1059 1257 1883" style="border: 1px solid blue; padding: 5px;"> <p>Submit Assignment Incentive Pay</p> <p><b>Wilson, Wade W.</b></p> <p><u>Requesting Assignment Incentive Pay</u></p> <ol style="list-style-type: none"> <li>1. Choose an Incentive Type.</li> <li>2. Choose Dependents (Yes or No)?</li> <li>3. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs.</li> <li>4. Choose an End Date or leave blank. If the End Date is not entered, then Assignment Pay continues until entered.</li> <li>5. Press Submit.</li> </ol> <p>Click on this link to get additional information about the Type and for step-by-step instructions.  <a href="https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/AssignmentPay.pdf">https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/AssignmentPay.pdf</a></p> <p><b>Request Details</b></p> <p>Pay Type: <input type="text"/> </p> <p>Begin Date: <input type="text"/> </p> <p>End Date: <input type="text"/> </p> <p>Dependents?: <input type="text"/></p> <p><b>Get Details</b></p> <p><b>Request Information</b></p> <p>Incentive Type:</p> <p>Incentive Location:</p> <p>Dependents?:</p> <p>Incentive Mthly RT:</p> <p>Comment: <input type="text"/></p> <p><b>Submit</b>   <b>Resubmit</b>   <b>Withdraw</b></p> </div>

*Continued on next page*

## AIP – Remote & Austere Conditions, Continued

Procedures,  
continued

Step	Action																																						
4	<ul style="list-style-type: none"> <li>Using the <b>Pay Type Lookup</b>, select the appropriate Pay Type.</li> </ul>  <p>The screenshot shows a 'Look Up Pay Type' window with a 'Cancel' button and a 'Help' link. Below is a 'Search Results' section with a table:</p> <table border="1"> <thead> <tr> <th>Assignment Incentive Type</th> <th>Description</th> </tr> </thead> <tbody> <tr><td>CMP1</td><td>CMP - CGC Aspen</td></tr> <tr><td>CMP2</td><td>CMP - CGC Eagle</td></tr> <tr><td>CMP3</td><td>CMP - CGC Harriet Lane</td></tr> <tr><td>CMP4</td><td>CMP - CGC Spencer</td></tr> <tr><td>CMP5</td><td>CMP - CGC Morro Bay</td></tr> <tr><td>CMP6</td><td>CMP - CGC Sequoia</td></tr> <tr><td>PCC1</td><td>PCC - CGC Argus</td></tr> <tr><td>PCC2</td><td>PCC - CGC Calhoun</td></tr> <tr><td>PCC3</td><td>PCC - CGC Hickory</td></tr> <tr><td>PCC4</td><td>PCC - CGC William Chadwick</td></tr> <tr><td>PCC5</td><td>PCC - CGC Warren Deyampert</td></tr> <tr><td>PCC6</td><td>PCC - CGC Maurice Jester</td></tr> <tr><td>PCC7</td><td>PCC - CGC John Patterson</td></tr> <tr><td>PCC8</td><td>PCC - CGC Douglas Denman</td></tr> <tr><td>PCC9</td><td>PCC - CGC William Sparling</td></tr> <tr><td>RAC1</td><td>RAC - OL-STA Brant Point</td></tr> <tr><td>RAC2</td><td>RAC - STA Brant Point</td></tr> <tr><td>RAC3</td><td>RAC - STA Menemsha</td></tr> </tbody> </table> <ul style="list-style-type: none"> <li>Enter a <b>Begin Date</b>.</li> <li>Enter an <b>End Date</b> or leave it blank.</li> <li>Using the <b>Dependents?</b> drop-down, select Not Applicable.</li> </ul> <p>Click <b>Get Details</b>.</p>	Assignment Incentive Type	Description	CMP1	CMP - CGC Aspen	CMP2	CMP - CGC Eagle	CMP3	CMP - CGC Harriet Lane	CMP4	CMP - CGC Spencer	CMP5	CMP - CGC Morro Bay	CMP6	CMP - CGC Sequoia	PCC1	PCC - CGC Argus	PCC2	PCC - CGC Calhoun	PCC3	PCC - CGC Hickory	PCC4	PCC - CGC William Chadwick	PCC5	PCC - CGC Warren Deyampert	PCC6	PCC - CGC Maurice Jester	PCC7	PCC - CGC John Patterson	PCC8	PCC - CGC Douglas Denman	PCC9	PCC - CGC William Sparling	RAC1	RAC - OL-STA Brant Point	RAC2	RAC - STA Brant Point	RAC3	RAC - STA Menemsha
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RAC3	RAC - STA Menemsha																																						

**Action Request**

**Submit Assignment Incentive Pay**

**Wilson, Wade W.**

**Requesting Assignment Incentive Pay**

1. Choose an Incentive Type.
2. Choose Dependents (Yes or No)?
3. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs.
4. Choose an End Date or leave blank. If the End Date is not entered, then Assignment Pay continues until entered.
5. Press Submit.

Click on this link to get additional information about the Type and for step-by-step instructions.  
<https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/AssignmentPay.pdf>

**Request Details**

Pay Type: RAC2

Begin Date: 05/02/2022

End Date:

Dependents?:

Get Details

Not Applicable  
With Dependents  
Without Dependents

**Request Information**

Incentive Type:

Incentive Location:

Dependents?:

Incentive Mthly RT:

Comment:

Submit Resubmit Withdraw

*Continued on next page*

## AIP – Remote & Austere Conditions, Continued

Procedures,  
continued

Step	Action
5	<p>The <b>Request Information</b> section will populate with the Incentive Type, Incentive Location, Dependents?, and Incentive Monthly Rate.</p> <p>Enter any <b>Comments</b> as appropriate, then click <b>Submit</b>.</p> <div data-bbox="325 633 1369 1576" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p>Submit Assignment Incentive Pay</p> <p><u>Wilson, Wade W.</u></p> <p><b>Requesting Assignment Incentive Pay</b></p> <ol style="list-style-type: none"> <li>1. Choose an Incentive Type.</li> <li>2. Choose Dependents (Yes or No)?</li> <li>3. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs.</li> <li>4. Choose an End Date or leave blank. If the End Date is not entered, then Assignment Pay continues until entered.</li> <li>5. Press Submit.</li> </ol> <p>Click on this link to get additional information about the Type and for step-by-step instructions.  <a href="https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/AssignmentPay.pdf">https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/AssignmentPay.pdf</a></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p><b>Request Details</b></p> <p>Pay Type: <input type="text" value="RAC2"/> <span style="float: right;">🔍</span></p> <p>Begin Date: <input type="text" value="05/02/2022"/> <span style="float: right;">📅</span></p> <p>End Date: <input type="text"/> <span style="float: right;">📅</span></p> <p>Dependents?: <input type="text" value="Not Applicable"/> <span style="float: right;">▼</span></p> <p style="text-align: center;"><span style="border: 1px solid #ccc; padding: 2px 5px;">Get Details</span></p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p><b>Request Information</b></p> <p>Incentive Type: Pre-Commissioning Cutter Crews</p> <p>Incentive Location: CGC Hickory</p> <p>Dependents?: Not Applicable</p> <p>Incentive Mthly RT: \$200</p> </div> <p>Comment: <input style="width: 100%;" type="text"/></p> <p style="text-align: center;"> <span style="border: 1px solid red; padding: 2px 5px; margin-right: 5px;">Submit</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 5px; background-color: #f0f0f0;">Resubmit</span> <span style="border: 1px solid #ccc; padding: 2px 5px; background-color: #f0f0f0;">Withdraw</span> </p> </div>

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## AIP – Remote & Austere Conditions, Continued

Procedures,  
continued

Step	Action
6	<p>The Request Status will update to <b>Pending</b> and the action request will be routed to the SPO for review/approval.</p> <div data-bbox="331 562 1374 1742"> <p>Submit Assignment Incentive Pay</p> <p><u>Wilson, Wade W.</u></p> <p><u>Requesting Assignment Incentive Pay</u></p> <ol style="list-style-type: none"> <li>1. Choose an Incentive Type.</li> <li>2. Choose Dependents (Yes or No)?</li> <li>3. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs.</li> <li>4. Chose an End Date or leave blank. If the End Date is not entered, then Assignment Pay continues until entered.</li> <li>5. Press Submit.</li> </ol> <p>Click on this link to get additional information about the Type and for step-by-step instructions.  <a href="https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/AssignmentPay.pdf">https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/AssignmentPay.pdf</a></p> <p><b>Request Details</b></p> <p>Pay Type: RAC2            Begin Date: 05/02/2022            End Date:            Dependents?: With Dependents</p> <p>Get Details</p> <p><b>Request Information</b></p> <p>Incentive Type: Remote and Austere Conditions            Incentive Location: STA Brant Point            Dependents?: With Dependents            Incentive Mthly RT: \$500</p> <p>Comment: <input type="text"/></p> <p>Submit Resubmit Withdraw</p> <p><b>Assignment Incentive Pay</b></p> <p>Request Status <b>Pending</b></p> <p>Approvers</p> <p>Pending            Multiple Approvers            CGHRSUP for User's SPO</p> </div>

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## AIP – Remote & Austere Conditions, Continued

Procedures,  
continued

Step	Action																																			
7	<p>Upon <b>approval</b> of the Assignment Incentive Pay action request, review the member’s EABPs to ensure the action request processed.</p> <p>Click <b>ASGN INC PAY</b> Element Name to view the details of the EABP.</p> <p><b>NOTE:</b> For more information on navigating and researching EABPs, review the <a href="#">Element Assignment By Payee</a> user guide.</p> <div data-bbox="328 745 1385 1458"> <p><b>Element Assignment By Payee</b></p> <p>Wade W. Wilson ID 1234567 Empl Record 0</p> <p><b>Selection Criteria</b></p> <p>Category Entry Type As of Date</p> <p>Element Name</p> <p>Select with Matching Criteria</p> <p>Clear</p> <p><b>Assignments</b></p> <p>1-21 of 21</p> <p>Elements Recipient</p> <table border="1"> <thead> <tr> <th>Element Name</th> <th>Description</th> <th>Process Order</th> <th>Begin Date</th> <th>End Date</th> <th>Active</th> <th>Instance</th> </tr> </thead> <tbody> <tr> <td>ASGN INC PAY</td> <td>Assignment Incentive Pay</td> <td>999</td> <td>05/02/2022</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>ASSOC DUES</td> <td>Association Dues</td> <td>999</td> <td>12/01/2009</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>CFC</td> <td>Combined Federal Campaign</td> <td>999</td> <td>01/01/2012</td> <td>12/31/2012</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>CFC</td> <td>Combined Federal</td> <td>999</td> <td>01/01/2013</td> <td>12/31/2013</td> <td><input checked="" type="checkbox"/></td> <td>2</td> </tr> </tbody> </table> </div>	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	ASGN INC PAY	Assignment Incentive Pay	999	05/02/2022		<input checked="" type="checkbox"/>	1	ASSOC DUES	Association Dues	999	12/01/2009		<input checked="" type="checkbox"/>	1	CFC	Combined Federal Campaign	999	01/01/2012	12/31/2012	<input checked="" type="checkbox"/>	1	CFC	Combined Federal	999	01/01/2013	12/31/2013	<input checked="" type="checkbox"/>	2
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ASSOC DUES	Association Dues	999	12/01/2009		<input checked="" type="checkbox"/>	1																														
CFC	Combined Federal Campaign	999	01/01/2012	12/31/2012	<input checked="" type="checkbox"/>	1																														
CFC	Combined Federal	999	01/01/2013	12/31/2013	<input checked="" type="checkbox"/>	2																														

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# AIP – Remote & Austere Conditions, Continued

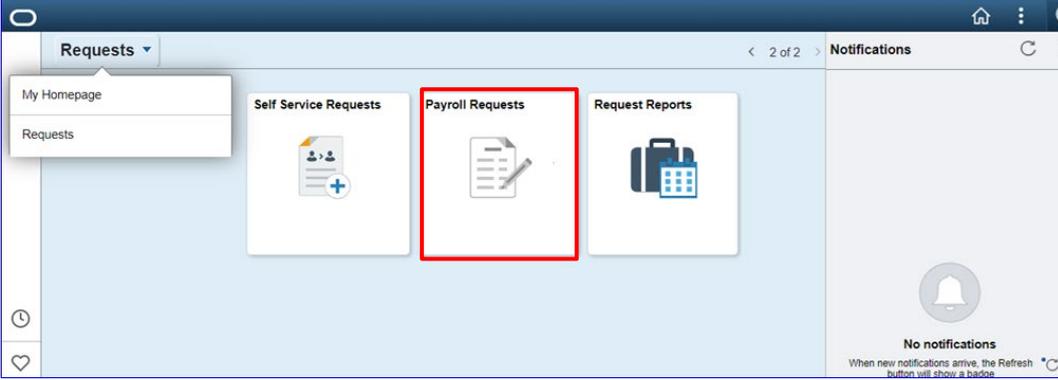
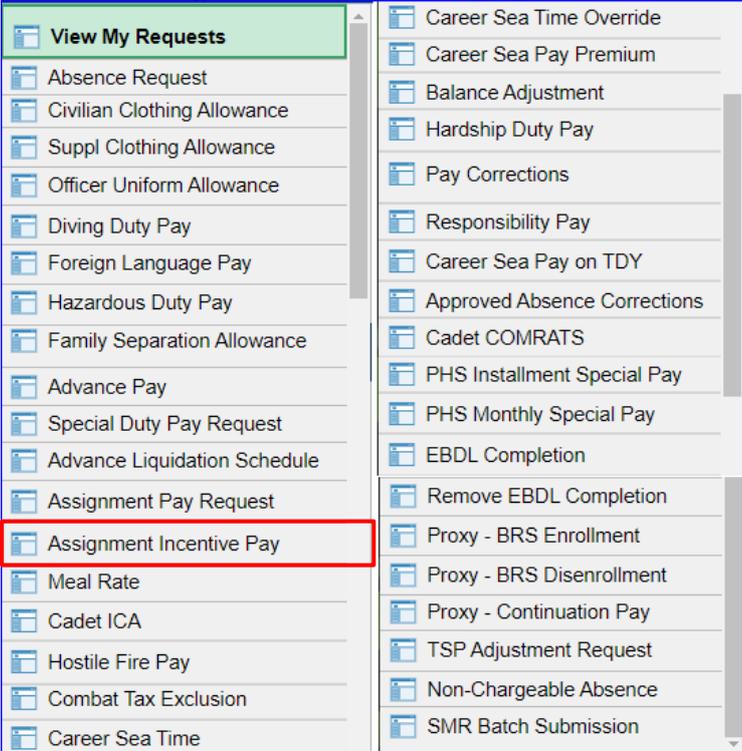
Procedures,  
continued

Step	Action																																					
8	<p>The details of the EABP should match the information entered in Steps 4 &amp; 5.</p> <div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><b>Element Assignment By Payee</b> <span style="float: right;">x</span></p> <p style="text-align: right;"><a href="#">Help</a></p> <hr/> <p><b>Element Detail</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Employee ID 1234567</td> <td style="width: 33%;">Empl Record 0</td> <td style="width: 33%;">Name Wade W. Wilson</td> </tr> <tr> <td>Element Name ASGN INC PAY</td> <td style="border: 2px solid red;">Assignment Incentive Pay</td> <td>Instance 1 </td> </tr> </table> <p><b>Assignment Process Detail</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td><input checked="" type="checkbox"/> Assignment Is Active</td> <td>Currency Code USD US Dollar</td> <td>End Date</td> </tr> <tr> <td>Process Order 999</td> <td style="border: 2px solid red;">Begin Date 05/02/2022</td> <td>Previous End Date</td> </tr> <tr> <td><input type="checkbox"/> Allow Batch Update of End Date</td> <td></td> <td>Updated in Payroll Run</td> </tr> </table> <p><b>Calculation Information</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Calculation Rule</td> <td>Amount</td> </tr> <tr> <td>Amount</td> <td></td> </tr> <tr> <td>Amount Element</td> <td></td> </tr> <tr> <td>Amount Value</td> <td></td> </tr> </table> <p><b>ASGN INC PAY ELEMENT OVERRIDES</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: 2px solid red;">*Incentive Type</td> <td>Remote and Austere Conditions</td> </tr> <tr> <td style="border: 2px solid red;">*Incentive Location</td> <td>STA Brant Point</td> </tr> <tr> <td style="border: 2px solid red;">*Dependents?</td> <td>With Dependents</td> </tr> </table> <p><b>Additional Overrides</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Frequency Option</td> <td>Use Element Frequency</td> </tr> <tr> <td>Frequency</td> <td></td> </tr> <tr> <td>Generation Option</td> <td>Use Element Generation Control</td> </tr> <tr> <td>Generation Control</td> <td></td> </tr> </table> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Refresh"/> </p> </div>	Employee ID 1234567	Empl Record 0	Name Wade W. Wilson	Element Name ASGN INC PAY	Assignment Incentive Pay	Instance 1	<input checked="" type="checkbox"/> Assignment Is Active	Currency Code USD US Dollar	End Date	Process Order 999	Begin Date 05/02/2022	Previous End Date	<input type="checkbox"/> Allow Batch Update of End Date		Updated in Payroll Run	Calculation Rule	Amount	Amount		Amount Element		Amount Value		*Incentive Type	Remote and Austere Conditions	*Incentive Location	STA Brant Point	*Dependents?	With Dependents	Frequency Option	Use Element Frequency	Frequency		Generation Option	Use Element Generation Control	Generation Control	
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Frequency Option	Use Element Frequency																																					
Frequency																																						
Generation Option	Use Element Generation Control																																					
Generation Control																																						

# AIP – Pre-commissioning Cutter Crews

**Introductions** This section provides the procedures for entering Assignment Incentive Pay for Pre-commissioning Cutter Crews (AIP-PCC).

**Procedures** See below.

Step	Action
1	<p>After selecting <b>Requests</b> from the My Homepage drop-down, click on the <b>Payroll Request</b> tile.</p> 
1.5	<p>Select the <b>Assignment Incentive Pay</b> option.</p> 

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## AIP – Pre-commissioning Cutter Crews, Continued

Procedures,  
continued

Step	Action
2	<p>Enter the member's <b>Empl ID</b> and click <b>Add</b>.</p> <p><b>NOTE:</b> If the member belongs to more than one component (i.e., Reservist and Civilian employee), ensure the Empl Record is the military record.</p> <div data-bbox="327 633 734 985" style="border: 1px solid blue; padding: 5px;"> <p><b>Add Action Request</b></p> <p>Add a New Value</p> <p>*Empl ID <input type="text" value="1234567"/> 🔍</p> <p>Empl Record <input type="text" value="0"/> 🔍</p> <p><b>Add</b></p> </div>
3	<p>The Submit Assignment Incentive Pay action request will display.</p> <div data-bbox="327 1059 1305 1926" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p>Submit Assignment Incentive Pay</p> <p><u>Booth, Nolan</u></p> <p><b>Requesting Assignment Incentive Pay</b></p> <ol style="list-style-type: none"> <li>1. Choose an Incentive Type.</li> <li>2. Choose Dependents (Yes or No)?</li> <li>3. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs.</li> <li>4. Choose an End Date or leave blank. If the End Date is not entered, then Assignment Pay continues until entered.</li> <li>5. Press Submit.</li> </ol> <p>Click on this link to get additional information about the Type and for step-by-step instructions.  <a href="https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/AssignmentPay.pdf">https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/AssignmentPay.pdf</a></p> <p><b>Request Details</b></p> <p>Pay Type: <input type="text"/> 🔍</p> <p>Begin Date: <input type="text"/> [B]</p> <p>End Date: <input type="text"/> [B]</p> <p>Dependents?: <input type="text"/> ▾</p> <p><b>Get Details</b></p> <p><b>Request Information</b></p> <p>Incentive Type:</p> <p>Incentive Location:</p> <p>Dependents?:</p> <p>Incentive Mthly RT:</p> <p>Comment: <input type="text"/></p> <p><b>Submit</b> <b>Resubmit</b> <b>Withdraw</b></p> </div>

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## AIP – Pre-commissioning Cutter Crews, Continued

Procedures,  
continued

Step	Action																																						
4	<ul style="list-style-type: none"> <li>• Using the <b>Pay Type</b> Lookup, select the appropriate Pay Type.</li> </ul> <div data-bbox="328 528 794 1368" style="border: 1px solid black; padding: 5px;"> <p style="text-align: center;"><b>Look Up Pay Type</b> <span style="float: right;">✕</span></p> <p style="text-align: right;"><a href="#">Help</a></p> <p><input type="button" value="Cancel"/></p> <p>Search Results</p> <p>View 100    First ◀ 1-18 of 18 ▶ Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Assignment Incentive Type</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr><td>CMP1</td><td>CMP - CGC Aspen</td></tr> <tr><td>CMP2</td><td>CMP - CGC Eagle</td></tr> <tr><td>CMP3</td><td>CMP - CGC Harriet Lane</td></tr> <tr><td>CMP4</td><td>CMP - CGC Spencer</td></tr> <tr><td>CMP5</td><td>CMP - CGC Morro Bay</td></tr> <tr><td>CMP6</td><td>CMP - CGC Sequoia</td></tr> <tr style="border: 2px solid red;"><td>PCC1</td><td>PCC - CGC Argus</td></tr> <tr style="border: 2px solid red;"><td>PCC2</td><td>PCC - CGC Calhoun</td></tr> <tr style="border: 2px solid red;"><td>PCC3</td><td>PCC - CGC Hickory</td></tr> <tr style="border: 2px solid red;"><td>PCC4</td><td>PCC - CGC William Chadwick</td></tr> <tr style="border: 2px solid red;"><td>PCC5</td><td>PCC - CGC Warren Deyampert</td></tr> <tr style="border: 2px solid red;"><td>PCC6</td><td>PCC - CGC Maurice Jester</td></tr> <tr style="border: 2px solid red;"><td>PCC7</td><td>PCC - CGC John Patterson</td></tr> <tr style="border: 2px solid red;"><td>PCC8</td><td>PCC - CGC Douglas Denman</td></tr> <tr style="border: 2px solid red;"><td>PCC9</td><td>PCC - CGC William Sparling</td></tr> <tr><td>RAC1</td><td>RAC - OL-STA Brant Point</td></tr> <tr><td>RAC2</td><td>RAC - STA Brant Point</td></tr> <tr><td>RAC3</td><td>RAC - STA Menemsha</td></tr> </tbody> </table> </div> <ul style="list-style-type: none"> <li>• Enter a <b>Begin Date</b>.</li> <li>• Enter an <b>End Date</b> or leave it blank.</li> <li>• Using the <b>Dependents?</b> drop-down, select Not Applicable.</li> </ul> <p>Click <b>Get Details</b>.</p>	Assignment Incentive Type	Description	CMP1	CMP - CGC Aspen	CMP2	CMP - CGC Eagle	CMP3	CMP - CGC Harriet Lane	CMP4	CMP - CGC Spencer	CMP5	CMP - CGC Morro Bay	CMP6	CMP - CGC Sequoia	PCC1	PCC - CGC Argus	PCC2	PCC - CGC Calhoun	PCC3	PCC - CGC Hickory	PCC4	PCC - CGC William Chadwick	PCC5	PCC - CGC Warren Deyampert	PCC6	PCC - CGC Maurice Jester	PCC7	PCC - CGC John Patterson	PCC8	PCC - CGC Douglas Denman	PCC9	PCC - CGC William Sparling	RAC1	RAC - OL-STA Brant Point	RAC2	RAC - STA Brant Point	RAC3	RAC - STA Menemsha
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Action Request

Submit Assignment Incentive Pay

Booth, Nolan

**Requesting Assignment Incentive Pay**

1. Choose an Incentive Type.
2. Choose Dependents (Yes or No)?
3. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs.
4. Choose an End Date or leave blank. If the End Date is not entered, then Assignment Pay continues until entered.
5. Press Submit.

Click on this link to get additional information about the Type and for step-by-step instructions.  
<https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/AssignmentPay.pdf>

**Request Details**

Pay Type: PCC3

Begin Date: 02/01/2023

End Date:

Dependents?:

Get Details

- Not Applicable
- With Dependents
- Without Dependents

**Request Information**

Incentive Type:

Incentive Location:

Dependents?:

Incentive Mthly RT:

Comment:

Submit Resubmit Withdraw

*Continued on next page*

## AIP – Pre-commissioning Cutter Crews, Continued

Procedures,  
continued

Step	Action
5	<p>The <b>Request Information</b> section will populate with the Incentive Type, Incentive Location, Dependents?, and Incentive Monthly Rate.</p> <p>Enter any <b>Comments</b> as appropriate, then click <b>Submit</b>.</p> <div style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p>Submit Assignment Incentive Pay</p> <p><u>Booth, Nolan</u></p> <p><u>Requesting Assignment Incentive Pay</u></p> <ol style="list-style-type: none"> <li>1. Choose an Incentive Type.</li> <li>2. Choose Dependents (Yes or No)?</li> <li>3. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs.</li> <li>4. Chose an End Date or leave blank. If the End Date is not entered, then Assignment Pay continues until entered.</li> <li>5. Press Submit.</li> </ol> <p>Click on this link to get additional information about the Type and for step-by-step instructions.  <a href="https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/AssignmentPay.pdf">https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/AssignmentPay.pdf</a></p> <div style="border: 1px solid gray; padding: 5px;"> <p><b>Request Details</b></p> <p>Pay Type: <input type="text" value="PCC3"/> </p> <p>Begin Date: <input type="text" value="02/01/2023"/> </p> <p>End Date: <input type="text" value=""/> </p> <p>Dependents?: <input type="text" value="Not Applicable"/> </p> </div> <p><input type="button" value="Get Details"/></p> <div style="border: 1px solid gray; padding: 5px;"> <p><b>Request Information</b></p> <p>Incentive Type: Pre-Commissioning Cutter Crews</p> <p>Incentive Location: CGC Hickory</p> <p>Dependents?: Not Applicable</p> <p>Incentive Mthly RT: \$200</p> </div> <p>Comment: <input style="border: 2px solid red;" type="text"/></p> <p><input style="border: 2px solid red;" type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>

*Continued on next page*

## AIP – Pre-commissioning Cutter Crews, Continued

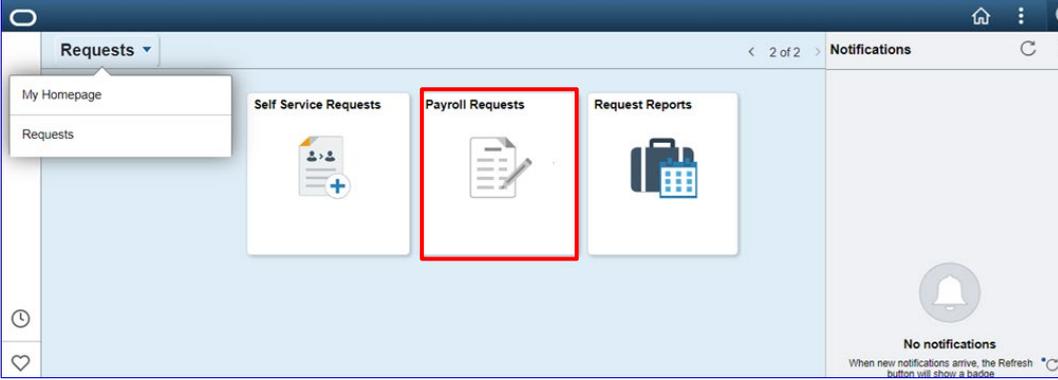
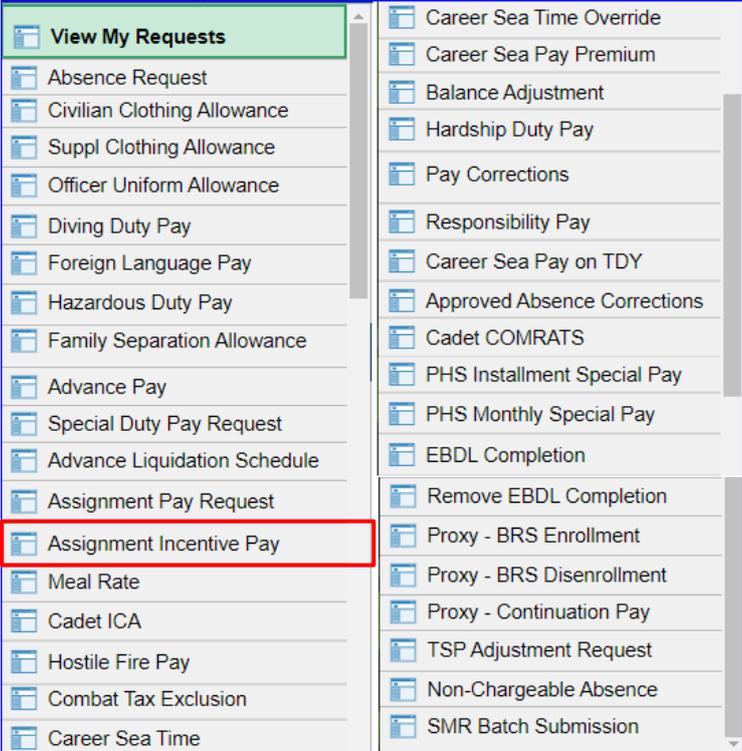
Procedures,  
continued

Step	Action																							
6	<p>The Request Status will update to <b>Pending</b> and the action request will be routed to the SPO for review/approval.</p> <div data-bbox="327 562 1369 1648" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p>Submit Assignment Incentive Pay</p> <p><u>Booth, Nolan</u></p> <p><u>Requesting Assignment Incentive Pay</u></p> <ol style="list-style-type: none"> <li>1. Choose an Incentive Type.</li> <li>2. Choose Dependents (Yes or No)?</li> <li>3. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs.</li> <li>4. Chose an End Date or leave blank. If the End Date is not entered, then Assignment Pay continues until entered.</li> <li>5. Press Submit.</li> </ol> <p>Click on this link to get additional information about the Type and for step-by-step instructions.  <a href="https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/AssignmentPay.pdf">https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/AssignmentPay.pdf</a></p> <table border="1" data-bbox="363 891 1361 1055"> <thead> <tr> <th colspan="2">Request Details</th> </tr> </thead> <tbody> <tr> <td>Pay Type:</td> <td>PCC3</td> </tr> <tr> <td>Begin Date:</td> <td>02/01/2023</td> </tr> <tr> <td>End Date:</td> <td></td> </tr> <tr> <td>Dependents?:</td> <td>Not Applicable</td> </tr> </tbody> </table> <p>Get Details</p> <table border="1" data-bbox="363 1115 1361 1301"> <thead> <tr> <th colspan="2">Request Information</th> </tr> </thead> <tbody> <tr> <td>Incentive Type:</td> <td>Pre-Commissioning Cutter Crews</td> </tr> <tr> <td>Incentive Location:</td> <td>CGC Hickory</td> </tr> <tr> <td>Dependents?:</td> <td>Not Applicable</td> </tr> <tr> <td>Incentive Mthly RT:</td> <td>\$200</td> </tr> </tbody> </table> <p>Comment: <input type="text"/></p> <p>Submit   Resubmit   Withdraw</p> <p><b>Assignment Incentive Pay</b></p> <div data-bbox="379 1480 1075 1637" style="border: 1px solid blue; padding: 5px;"> <p>Request Status: <span style="border: 2px solid red; padding: 2px;">Pending</span></p> <p>Approvers</p> <table border="1" data-bbox="384 1552 644 1630"> <tr> <td>Pending</td> </tr> <tr> <td>Multiple Approvers</td> </tr> <tr> <td>CGHRSUP for User's SPO</td> </tr> </table> </div> </div>	Request Details		Pay Type:	PCC3	Begin Date:	02/01/2023	End Date:		Dependents?:	Not Applicable	Request Information		Incentive Type:	Pre-Commissioning Cutter Crews	Incentive Location:	CGC Hickory	Dependents?:	Not Applicable	Incentive Mthly RT:	\$200	Pending	Multiple Approvers	CGHRSUP for User's SPO
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# AIP – Cutters Undergoing Maintenance Periods

**Introduction** This section provides the procedures for entering Assignment Incentive Pay for Cutters Undergoing Maintenance Periods (AIP-CMP).

**Procedures** See below.

Step	Action
1	<p>After selecting <b>Requests</b> from the My Homepage drop-down, click on the <b>Payroll Request</b> tile.</p> 
1.5	<p>Select the <b>Assignment Incentive Pay</b> option.</p> 

*Continued on next page*

## AIP – Cutters Undergoing Maintenance Periods, Continued

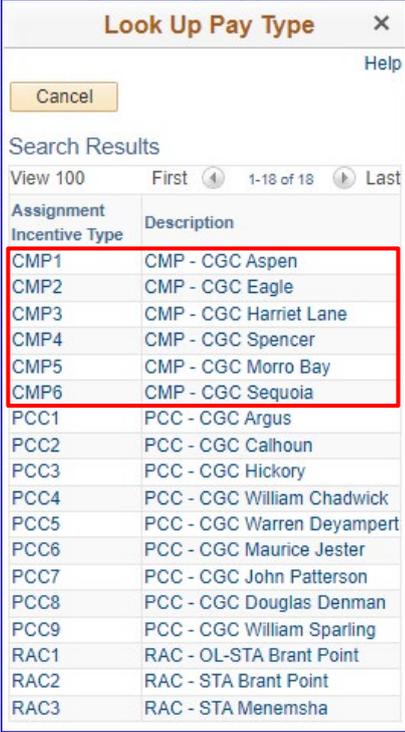
Procedures,  
continued

Step	Action
2	<p>Enter the member's <b>Empl ID</b> and click <b>Add</b>.</p> <p><b>NOTE:</b> If the member belongs to more than one component (i.e., Reservist and Civilian employee), ensure the Empl Record is the military record.</p> <div data-bbox="327 600 734 952" style="border: 1px solid blue; padding: 5px;"> <p><b>Add Action Request</b></p> <p>Add a New Value</p> <p>*Empl ID <input type="text" value="1234567"/> </p> <p>Empl Record <input type="text" value="0"/> </p> <p><b>Add</b></p> </div>
3	<p>The Submit Assignment Incentive Pay action request will display.</p> <div data-bbox="327 1025 1284 1877" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p>Submit Assignment Incentive Pay</p> <p><u>Jordan, Hal</u></p> <p><b>Requesting Assignment Incentive Pay</b></p> <ol style="list-style-type: none"> <li>1. Choose an Incentive Type.</li> <li>2. Choose Dependents (Yes or No)?</li> <li>3. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs.</li> <li>4. Choose an End Date or leave blank. If the End Date is not entered, then Assignment Pay continues until entered.</li> <li>5. Press Submit.</li> </ol> <p>Click on this link to get additional information about the Type and for step-by-step instructions.  <a href="https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/AssignmentPay.pdf">https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/AssignmentPay.pdf</a></p> <div data-bbox="359 1344 1268 1512" style="border: 1px solid gray; padding: 5px;"> <p><b>Request Details</b></p> <p>Pay Type: <input type="text"/> </p> <p>Begin Date: <input type="text"/> </p> <p>End Date: <input type="text"/> </p> <p>Dependents?: <input type="text"/></p> </div> <p><b>Get Details</b></p> <div data-bbox="359 1556 1268 1736" style="border: 1px solid gray; padding: 5px;"> <p><b>Request Information</b></p> <p>Incentive Type:</p> <p>Incentive Location:</p> <p>Dependents?:</p> <p>Incentive Mthly RT:</p> </div> <p>Comment: <input type="text"/></p> <p><b>Submit</b> <b>Resubmit</b> <b>Withdraw</b></p> </div>

*Continued on next page*

## AIP – Cutters Undergoing Maintenance Periods, Continued

Procedures,  
continued

Step	Action
4	<ul style="list-style-type: none"> <li>Using the <b>Pay Type</b> Lookup, select the appropriate Pay Type.</li> </ul>  <p> <ul style="list-style-type: none"> <li>Enter a <b>Begin Date</b>.</li> <li>Enter an <b>End Date</b> or leave it blank.</li> <li>Using the <b>Dependents?</b> drop-down, select Not Applicable.</li> </ul> </p> <p>Click <b>Get Details</b>.</p>

Action Request

Submit Assignment Incentive Pay

Jordan, Hal

Requesting Assignment Incentive Pay

1. Choose an Incentive Type.
2. Choose Dependents (Yes or No)?
3. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs.
4. Choose an End Date or leave blank. If the End Date is not entered, then Assignment Pay continues until entered.
5. Press Submit.

Click on this link to get additional information about the Type and for step-by-step instructions.  
<https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/AssignmentPay.pdf>

**Request Details**

Pay Type:

Begin Date:

End Date:

Dependents?:

**Request Information**

Incentive Type:

Incentive Location:

Dependents?:

Incentive Mthly RT:

Comment:

*Continued on next page*

## AIP – Cutters Undergoing Maintenance Periods, Continued

Procedures,  
continued

Step	Action
5	<p>The <b>Request Information</b> section will populate with the Incentive Type, Incentive Location, Dependents?, and Incentive Monthly Rate.</p> <p>Enter any <b>Comments</b> as appropriate, then click <b>Submit</b>.</p> <div data-bbox="327 633 1369 1541" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p>Submit Assignment Incentive Pay</p> <p><u>Jordan, Hal</u></p> <p><b>Requesting Assignment Incentive Pay</b></p> <ol style="list-style-type: none"> <li>1. Choose an Incentive Type.</li> <li>2. Choose Dependents (Yes or No)?</li> <li>3. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs.</li> <li>4. Chose an End Date or leave blank. If the End Date is not entered, then Assignment Pay continues until entered.</li> <li>5. Press Submit.</li> </ol> <p>Click on this link to get additional information about the Type and for step-by-step instructions.  <a href="https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/AssignmentPay.pdf">https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/AssignmentPay.pdf</a></p> <div style="border: 1px solid gray; padding: 5px;"> <p><b>Request Details</b></p> <p>Pay Type: <input type="text" value="CMP3"/></p> <p>Begin Date: <input type="text" value="01/18/2023"/></p> <p>End Date: <input type="text"/></p> <p>Dependents?: <input type="text" value="Not Applicable"/></p> <p><input type="button" value="Get Details"/></p> </div> <div style="border: 1px solid gray; padding: 5px;"> <p><b>Request Information</b></p> <p>Incentive Type: Cutters Undergoing Maintenance</p> <p>Incentive Location: CGC Harriet Lane</p> <p>Dependents?: Not Applicable</p> <p>Incentive Mthly RT: \$200</p> </div> <p>Comment: <input style="width: 100%;" type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>

*Continued on next page*

## AIP – Cutters Undergoing Maintenance Periods, Continued

Procedures,  
continued

Step	Action
6	<p>The Request Status will update to <b>Pending</b> and the action request will be routed to the SPO for review/approval.</p> <div data-bbox="327 562 1369 1659" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p>Submit Assignment Incentive Pay</p> <p><u>Jordan, Hal</u> .....</p> <p><u>Requesting Assignment Incentive Pay</u></p> <ol style="list-style-type: none"> <li>1. Choose an Incentive Type.</li> <li>2. Choose Dependents (Yes or No)?</li> <li>3. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs.</li> <li>4. Chose an End Date or leave blank. If the End Date is not entered, then Assignment Pay continues until entered.</li> <li>5. Press Submit.</li> </ol> <p>Click on this link to get additional information about the Type and for step-by-step instructions.  <a href="https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/AssignmentPay.pdf">https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/AssignmentPay.pdf</a></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>Request Details</b></p> <p>Pay Type: CMP3</p> <p>Begin Date: 01/18/2023</p> <p>End Date:</p> <p>Dependents?: Not Applicable</p> </div> <p style="text-align: center;"><input type="button" value="Get Details"/></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p><b>Request Information</b></p> <p>Incentive Type: Cutters Undergoing Maintenance</p> <p>Incentive Location: CGC Harriet Lane</p> <p>Dependents?: Not Applicable</p> <p>Incentive Mthly RT: \$200</p> </div> <p>Comment: <input style="width: 100%;" type="text"/></p> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> <p><b>Assignment Incentive Pay</b></p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Request Status <b>Pending</b></p> <p>Approvers</p> <div style="border: 1px solid #ccc; padding: 2px;"> <p>Pending</p> <p>Multiple Approvers</p> <p>CGHRSUP for User's SPO</p> </div> </div> </div>
7	<p>Upon approval of the Assignment Incentive Pay action request, review the member's EABPs to ensure the action request processed.</p>