Assignment Incentive Pay

verview		
ntroduction	This guide provides the procedures for entering Assign Pay (AIP) in Direct Access (DA).	nment Incentive
Contents	Tonic	See Page
ontents	Topic AIP – Remote & Austere Conditions	See Page
Contents	Topic <u>AIP – Remote & Austere Conditions</u> AIP – Pre-commissioning Cutter Crews	See Page 2 9

AIP – Remote & Austere Conditions

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

Procedures See below.



Continued on next page

Procedures,

continued

Step	Action
2	Enter the member's Empl ID and click Add .
	NOTE: If the member belongs to more than one component (i.e., Reservist and
	Civilian employee) ensure the Empl Record is the military record
	Add Action Desure the Empiriteeord is the minuty record.
	Add Action Request
	Add a New Value
	*Empl ID 1234567
	Empl Record 0
	Add
3	The Submit Assignment Incentive Pay action request will display.
Ũ	Submit Assignment Incentive Pay
	Wilson, Wade W.
	Requesting Assignment Incentive Pay
	1. Choose an Incentive Type.
	 Choose Dependents (Yes or No)? Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs.
	 Chose an End Date or leave blank. If the End Date is not entered, then Assignment Pay continues until entered. 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
	Permet Dataile
	Regin Date:
	End Date:
	Dependents?:
	Get Details
	Request Information
	Incentive Type:
	Incentive Location:
	Dependents?:
	Incentive Mthly RT:
	Comment
	Comment.
	Submit Resubmit Withdraw

Procedures, continued

Using the Pay Type Lookup, select the appropriate Pay Type. Look Up Pay Type × Help Cancel Gearch Results iew 100 First (1-18 of 18) Last issignment neentive Type Description Description DMP1 CMP - CGC Aspen DMP2 CMP - CGC Eagle DMP3 CMP - CGC Bapreer DMP4 CMP - CGC Spencer DMP5 CMP - CGC Spencer DMP5 CMP - CGC Sequoia PCC - CGC CGC Argus PCC - CGC CGC Calhoun PCC - CGC CGC Calhoun PCC - CGC CGC William Chadwick PCC - CGC William Chadwick PCC - CGC CGC Warren Deyampert PCC - CGC CGC Maurice Jester PCC - CGC CGC John Patterson PCC8 PCC - CGC William Sparling RAC1 RAC - OL-STA Brant Point RAC2 RAC - STA Brant Point RAC3 RAC - STA Menemsha			Action	
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Help Cancel Bearch Results iew 100 First () 1-18 of 18 () Last Signment Description CMP - CGC Aspen CMP - CGC Eagle CMP - CGC Caple CMP - CGC Spencer CMP - CGC Spencer CMP - CGC Sequoia CCC1 PCC - CGC Argus PCC - CGC Calhoun PCC - CGC Calhoun PCC - CGC William Chadwick PCC - CGC William Chadwick PCC - CGC Colspan Patterson PCC - CGC Colspan Patterson PCC - CGC William Spariing RAC1 RAC - STA Brant Point RAC2 RAC - STA Menemsha	Lo	ok Up Pav Type	×	
Theip Cancel Gearch Results iew 100 First (1.18 of 18 (1.18 of			ala	
Cancel Gearch Results iew 100 First 1-18 of 18 Last Image: Signment Description Description CMP1 CMP - CGC Aspen CMP2 CMP - CGC Eagle CMP3 CMP - CGC Spencer CMP4 CMP - CGC Sequoia CMP - CGC Sequoia CC1 PCC - CGC Argus CC1 PCC - CGC Calhoun CC2 PCC - CGC Calhoun CC2 PCC - CGC William Chadwick CC5 PCC - CGC William Chadwick CC5 PCC - CGC Maurice Jester CC6 PCC - CGC Douglas Denman CC9 PCC - CGC William Sparling RAC1 RAC - OL-STA Brant Point RAC2 RAC - STA Menemsha	0 1	п	eip	
Gearch Results fiew 100 First 1-18 of 18 Last assignment neentive Type Description Description CMP1 CMP - CGC Aspen CMP2 CMP2 CMP - CGC Eagle CMP3 CMP4 CMP - CGC Spencer CMP5 CMP6 CMP - CGC Sequoia CC2 PCC1 PCC - CGC Calhoun CC2 PCC3 PCC - CGC William Chadwick PCC5 PCC - CGC Warren Deyampert PCC6 PCC - CGC John Patterson PCC9 PCC - CGC William Sparling RAC1 RAC - OL-STA Brant Point RAC3 RAC - STA Menemsha	Cancel			
First (a) 1-18 of 18 (b) Last issignment Description CMP1 CMP - CGC Aspen CMP2 CMP - CGC Eagle CMP3 CMP - CGC Spencer CMP4 CMP - CGC Spencer CMP5 CMP - CGC Sequoia CCC1 PCC - CGC Calhoun PCC2 PCC - CGC Calhoun PCC3 PCC - CGC William Chadwick PCC5 PCC - CGC Warren Deyampert PCC6 PCC - CGC John Patterson PCC9 PCC - CGC William Sparling PCC9 PCC - CGC William Sparling PCC2 PCC - CGC William Sparling PCC3 PCC - CGC STA Brant Point RAC1 RAC - STA Menemsha	Search Res	ults		
Assignment Incentive TypeDescriptionCMP1CMP - CGC AspenCMP2CMP - CGC EagleCMP3CMP - CGC Harriet LaneCMP4CMP - CGC SpencerCMP5CMP - CGC SequoiaCPC1PCC - CGC ArgusCPC2PCC - CGC CalhounCPC3PCC - CGC HickoryCPC4PCC - CGC William ChadwickCPC5PCC - CGC Maurice JesterCPC7PCC - CGC John PattersonCPC8PCC - CGC Douglas DenmanCPC9PCC - CGC William SparlingCAC1RAC - OL-STA Brant PointCAC3RAC - STA Menemsha	/iew 100	First 🕢 1-18 of 18 🕑 L	ast	
CMP1CMP - CGC AspenCMP2CMP - CGC EagleCMP3CMP - CGC Harriet LaneCMP4CMP - CGC SpencerCMP5CMP - CGC SequoiaCCC1PCC - CGC ArgusCCC2PCC - CGC CalhounCCC3PCC - CGC CalhounCCC4PCC - CGC William ChadwickCCC5PCC - CGC Warren DeyampertCC6PCC - CGC Maurice JesterCC7PCC - CGC John PattersonCC7PCC - CGC Douglas DenmanCC6PCC - CGC William SparlingRAC1RAC - OL-STA Brant PointRAC2RAC - STA Menemsha	Assignment ncentive Type	Description		
CMP2CMP - CGC EagleCMP3CMP - CGC Harriet LaneCMP4CMP - CGC SpencerCMP5CMP - CGC Morro BayCMP6CMP - CGC SequoiaCCC1PCC - CGC ArgusCCC2PCC - CGC CalhounCCC3PCC - CGC HickoryCCC4PCC - CGC William ChadwickCC5PCC - CGC Warren DeyampertCC6PCC - CGC Maurice JesterCC7PCC - CGC John PattersonCC7PCC - CGC Douglas DenmanCC6PCC - CGC William SparlingCC7PCC - CGC William SparlingCC6RAC - OL-STA Brant PointRAC2RAC - STA Menemsha	CMP1	CMP - CGC Aspen		
CMP3CMP - CGC Harriet LaneCMP4CMP - CGC SpencerCMP5CMP - CGC Morro BayCMP6CMP - CGC SequoiaCCC1PCC - CGC ArgusCCC2PCC - CGC CalhounCCC3PCC - CGC HickoryCCC4PCC - CGC William ChadwickCCC5PCC - CGC Warren DeyampertCCC6PCC - CGC John PattersonCCC7PCC - CGC John PattersonCCC9PCC - CGC William SparlingCCC9PCC - CGC William SparlingCAC1RAC - OL-STA Brant PointCAC3RAC - STA Menemsha	CMP2	CMP - CGC Eagle		
CMP4CMP - CGC SpencerCMP5CMP - CGC Morro BayCMP6CMP - CGC SequoiaCCC1PCC - CGC ArgusCCC2PCC - CGC CalhounCCC3PCC - CGC HickoryCCC4PCC - CGC William ChadwickCCC5PCC - CGC Warren DeyampertCCC6PCC - CGC Maurice JesterCC7PCC - CGC John PattersonCC6PCC - CGC Douglas DenmanCC9PCC - CGC William SparlingRAC1RAC - OL-STA Brant PointRAC3RAC - STA Menemsha	CMP3	CMP - CGC Harriet Lane		
CMP5CMP - CGC Morro BayCMP6CMP - CGC SequoiaPCC1PCC - CGC ArgusPCC2PCC - CGC CalhounPCC3PCC - CGC HickoryPCC4PCC - CGC William ChadwickPCC5PCC - CGC Warren DeyampertPCC6PCC - CGC Maurice JesterPCC7PCC - CGC John PattersonPCC8PCC - CGC Douglas DenmanPCC9PCC - CGC William SparlingRAC1RAC - OL-STA Brant PointRAC3RAC - STA Menemsha	CMP4	CMP - CGC Spencer		
CMP6CMP - CGC SequoiaPCC1PCC - CGC ArgusPCC2PCC - CGC CalhounPCC3PCC - CGC HickoryPCC4PCC - CGC William ChadwickPCC5PCC - CGC Warren DeyampertPCC6PCC - CGC Maurice JesterPCC7PCC - CGC John PattersonPCC8PCC - CGC Douglas DenmanPCC9PCC - CGC William SparlingRAC1RAC - OL-STA Brant PointRAC3RAC - STA Menemsha	CMP5	CMP - CGC Morro Bay		
PCC1PCC - CGC ArgusPCC2PCC - CGC CalhounPCC3PCC - CGC HickoryPCC4PCC - CGC William ChadwickPCC5PCC - CGC Warren DeyampertPCC6PCC - CGC Maurice JesterPCC7PCC - CGC John PattersonPCC8PCC - CGC Douglas DenmanPCC9PCC - CGC William SparlingPAC1RAC - OL-STA Brant PointRAC2RAC - STA Menemsha	CMP6	CMP - CGC Sequoia		
PCC2PCC - CGC CalhounPCC3PCC - CGC HickoryPCC4PCC - CGC William ChadwickPCC5PCC - CGC Warren DeyampertPCC6PCC - CGC Maurice JesterPCC7PCC - CGC John PattersonPCC8PCC - CGC Douglas DenmanPCC9PCC - CGC William SparlingRAC1RAC - OL-STA Brant PointRAC2RAC - STA Menemsha	PCC1	PCC - CGC Argus		
PCC3PCC - CGC HickoryPCC4PCC - CGC William ChadwickPCC5PCC - CGC Warren DeyampertPCC6PCC - CGC Maurice JesterPCC7PCC - CGC John PattersonPCC8PCC - CGC Douglas DenmanPCC9PCC - CGC William SparlingRAC1RAC - OL-STA Brant PointRAC2RAC - STA Menemsha	PCC2	PCC - CGC Calhoun		
PCC4PCC - CGC William ChadwickPCC5PCC - CGC Warren DeyampertPCC6PCC - CGC Maurice JesterPCC7PCC - CGC John PattersonPCC8PCC - CGC Douglas DenmanPCC9PCC - CGC William SparlingRAC1RAC - OL-STA Brant PointRAC2RAC - STA Brant PointRAC3RAC - STA Menemsha	PCC3	PCC - CGC Hickory		
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	PCC4	PCC - CGC William Chadwid	k	
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	PCC5	PCC - CGC Warren Deyamp	ert	
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	PCC6	PCC - CGC Maurice Jester		
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	PCC7	PCC - CGC John Patterson		
PCC9 PCC - CGC William Sparling RAC1 RAC - OL-STA Brant Point RAC2 RAC - STA Brant Point RAC3 RAC - STA Menemsha	PCC8	PCC - CGC Douglas Denma	n	
RAC1 RAC - OL-STA Brant Point RAC2 RAC - STA Brant Point RAC3 RAC - STA Menemsha	PCC9	PCC - CGC William Sparling		
RAC2 RAC - STA Brant Point RAC3 RAC - STA Menemsha	RAC1	RAC - OL-STA Brant Point		
RAC3 RAC - STA Menemsha	RAC2	RAC - STA Brant Point		
	RAC3	RAC - STA Menemsha		
		igiii Daite.	1	
	Enter an I	End Date or leave it b	lank.	
Enter an End Date or leave it blank.	Using the	Dependents? drop-do	own, select Not Applicable.	

/	Action Request	
	Submit Assignment Incentive Pay	
	Wilson, Wade W.	
	Requesting Assignment Incentive Pay	
	Choose an Incentive Type. Choose Dependents (Yes or No)? Schoose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs. Chose an End Date or leave blank. If the End Date is not entered, then Assignment Pay continues until entered. Press Submit. Click on this link to get additional information about the Type and for step-by-step instructions. <u>https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/AssignmentPay.pdf</u>	
	Request Details	
	Pay Type: RAC2	
	Begin Date: 05/02/2022	
	End Date:	
	Dependents?:	
	Get Details Not Applicable With Dependents	
	Request Information	
	Incentive Type:	
	Incentive Location:	
	Dependents?:	
	Incentive Mthly RT:	
	Comment:	
	Submit Resubmit Withdraw	

Procedures,

continued

Step	Action
5	The Request Information section will populate with the Incentive Type,
	Incentive Location, Dependents?, and Incentive Monthly Rate.
	Enter any Comments as appropriate, then click Submit .
	Action Request
	Submit Assignment Incentive Pay
	Wilson, Wade W.
	Requesting Assignment Incentive Pay
	 Choose an Incentive Type. Choose Dependents (Yes or No)? Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs. Chose an End Date or leave blank. If the End Date is not entered, then Assignment Pay continues until entered. 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: 1
	Dependenta
	Get Details
	Request Information
	Incentive Type: Pre-Commissioning Cutter Crews
	Incentive Location: CGC Hickory
	Dependents?: Not Applicable
	Incentive Mthly RT: \$200
	Comment:
	Submit Resubmit Withdraw

Procedures,

continued

The Request Status will update to Pending and the action request to the SPO for review/approval. 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 Be 4. Chose an End Date or leave blank. If the End Date is not entered, then Assignment Pay 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.pp Request Details Pay Type: RAC2 Begin Date: 05/02/2022 End Date: Dependents?: With Dependents	st will be routed
to the SPO for review/approval. 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 Be 4. Chose an End Date or leave blank. If the End Date is not entered, then Assignment Pay 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.pr Request Details Pay Type: RAC2 Begin Date: 05/02/2022 End Date: Dependents?: With Dependents Get Details Request Information Incentive Type: Remote and Austere Conditions	gin Date occurs. continues until entered <u>tf</u>
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 Be 4. Chose an End Date or leave blank. If the End Date is not entered, then Assignment Pay 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.pr Request Details Pay Type: RAC2 Begin Date: 05/02/2022 End Date: Dependents?: With Dependents Get Details Request Information Incentive Type: Remote and Austere Conditions	gin Date occurs. continues until entered <u>tf</u>
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 Be 4. Chose an End Date or leave blank. If the End Date is not entered, then Assignment Pay 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.pr Request Details Pay Type: RAC2 Begin Date: 05/02/2022 End Date: Dependents Get Details Request Information Incentive Type: Remote and Austere Conditions	gin Date occurs. continues until entered <u>tf</u>
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 Be 4. Chose an End Date or leave blank. If the End Date is not entered, then Assignment Pay 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.pd Request Details Pay Type: RAC2 Begin Date: 05/02/2022 End Date: Dependents Get Details Request Information Incentive Type: Remote and Austere Conditions	gin Date occurs. continues until entered <u>tf</u>
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 Be 4. Chose an End Date or leave blank. If the End Date is not entered, then Assignment Pay 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.pr Request Details Pay Type: RAC2 Begin Date: 05/02/2022 End Date: Dependents?: With Dependents Get Details Request Information Incentive Type: Remote and Austere Conditions	gin Date occurs. continues until entered <u>df</u>
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.pc Request Details Pay Type: RAC2 Begin Date: 05/02/2022 End Date: Dependents?: With Dependents Get Details Request Information Incentive Type: Remote and Austere Conditions	<u>11</u>
https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/AssignmentPay.pd Request Details Pay Type: RAC2 Begin Date: 05/02/2022 End Date: Dependents?: With Dependents Get Details Request Information Incentive Type: Remote and Austere Conditions	1
Request Details Pay Type: RAC2 Begin Date: 05/02/2022 End Date: Dependents?: With Dependents Of the term of the term of	
Pay Type: RAC2 Begin Date: 05/02/2022 End Date: Dependents?: With Dependents Get Details Request Information Incentive Type: Remote and Austere Conditions	
Pay type: RAC2 Begin Date: 05/02/2022 End Date: Dependents?: With Dependents	
End Date: Dependents?: With Dependents Get Details Request Information Incentive Type: Remote and Austere Conditions	
Dependents?: With Dependents Get Details Request Information Incentive Type: Remote and Austere Conditions	
Get Details Request Information Incentive Type: Remote and Austere Conditions	
Incentive Type: Remote and Austere Conditions	
Incentive Location: STA Brant Point	
Dependents?: With Dependents	
Incentive Mthly RT: \$500	
Comment:	
Submit Resubmit Withdraw	
Assignment Incentive Pay	
Request Status Pending	
Approvers	
Pending	
Multiple Approvers	

Procedures,

continued

)			A	ction				
	Upon appr member's F	oval of the Assign EABPs to ensure the	ignment Incentive Pay action request, review the e the action request processed.					
	Click ASGN INC PAY Element Name to				the details	of the EAE	BP.	
NOTE: For more information on navigating and researching EABPs, re						, review		
	the <u>Element</u>	t Assignment By H	<u>ayee</u> use	er guide.				_
	Wade W. Wilson	igninent by Fayee		ID 123456	57	Empl	Record 0	
	Selection (Criteria						
	63	tecon						1
	Entr	у Туре	Element	Name				
	As of Date					Select with Matching Criteria		
						Clea	ar	
	Assignments							1
	T Q					1-21 of	21 🗸 🕨 🕅	
	Elements	Recipient II						
	Element Name	Description▼	Process Order	Begin Date	End Date	Active	Instance	
	ASGN INC PAY	Assignment Incentive Pay	999	05/02/2022			1	
	ASSOC DUES	Association Dues	999	12/01/2009			1	
	CFC	Combined Federal Campaign	999	01/01/2012	12/31/2012		1	
								411

Procedures,

continued

	Action	
The details of the EABP s	hould match the information entered in Step	os 4 & 5.
	Element Assignment By Payee	×
		Help
Element Detail		
Employee ID 1234567	Empl Record 0 Name Wade W. Wilson	
Element Name ASGN INC PAY	Assignment Incentive Pay Instance 1	
Assignment Process Detail		
Assignment Is Active	Currency Code USD US Dollar	
Process Order 999	Begin Date 05/02/2022 End D	ate
Allow Batch Update of End Date	Previous End D	ate
	Updated in Payroli F	cun
 Calculation Information 		
Calculation Rule Amoun	nt	
Amount Element		
Amount Value		
▼ ASGN INC PAY ELEMENT OVERRID	DES	
*Incentiv	ve Type Remote and Austere Conditions	
*Incentive Lo	ocation STA Brant Point	
*Depen	ndents? With Dependents	
 Additional Overrides 		
Fragueney Option	Lies Element Frequency	
Frequency Option of Frequency	Use Element Frequency	
Generation Option	Use Element Generation Control	
Generation Control		
OK Cancel Refresh		
	_	

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.



Continued on next page

AIP – Pre-commissioning Cutter Crews, Continued

Procedures,

continued

Step	Action
2	Enter the member's Empl ID and click Add .
	NOTE: If the member belongs to more than one component (i.e., Reservist and Civilian employee), ensure the Empl Record is the military record. Add Action Request Add a New Value *Empl ID 1234567 Empl Record 0 0 Add
3	The Submit Assignment Incentive Pay action request will display
5	Action Request
	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. Chose 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. <u>https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/AssignmentPay.pdf</u>
	Poquest Details
	Request Details
	Begin Date:
	End Date:
	Dependents?:
	Get Details
	Request Information
	Incentive Type:
	Incentive Location:
	Dependents?:
	Incentive Mthly RT:
	Comment:
	Submit Resubmit Withdraw

AIP – Pre-commissioning Cutter Crews, Continued

Procedures, continued

Step				Action
4	• Using the	Pay Type Lookup	, sele	ct the appropriate Pay Type.
	Lo	ok Up Pav Type	×	
			Hala	
			нер	
	Cancel			
	Search Resu	ults		
	View 100	First 🕢 1-18 of 18 🥡) Last	
	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 Cha	dwick	
	PCC5	PCC - CGC Warren Dey	ampert	
	PCC6	PCC - CGC Maurice Jes	ter	
	PCC7	PCC - CGC John Patters	on	
	PCC8	PCC - CGC Douglas Der	nman	
	PCC9	PCC - CGC William Spa	rling	
	RAC1	RAC - OL-STA Brant Poi	nt	
	RAC2	RAC - STA Brant Point		
	RAC3	RAC - STA Menemsha		
	• Enter a B	egin Date.		
	• Enter an I	and Date or leave i	t hlar	k
			1 0141	
	• Using the	Dependents? drop	o-dow	n, select Not Applicable.
	Click Get I	Details.		

12 July 2023

Action Request
Submit Assignment Incentive Pay
Booth, Nolan Requesting Assignment Incentive Pay
 Choose an Incentive Type. Choose Dependents (Yes or No)? Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs. Choose an End Date or leave blank. If the End Date is not entered, then Assignment Pay continues until entered. Press Submit.
Click on this link to get additional information about the Type and for step-by-step instructions.
https://www.dcms.uscg.mli/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/AssignmentPay.pdf
Request Details
Pay Type: PCC3 Q
Begin Date: 02/01/2023 🛐
End Date:
Dependents?:
Get Details Not Applicable With Dependents Without Dependents
incentre type.
Incentive Eccation.
Dependents :
Incentive Mthly RT:
Comment:
Submit Resubmit Withdraw

AIP – Pre-commissioning Cutter Crews, Continued

Procedures,

continued

Step	Action
5	The Request Information section will populate with the Incentive Type, Incentive Location, Dependents?, and Incentive Monthly Rate.
	Enter any Comments as appropriate, then click Submit .
	Action Request
	Submit Assignment Incentive Pay
	Booth, Nolan
	Requesting Assignment Incentive Pay
	 Choose an Incentive Type. Choose Dependents (Yes or No)? Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs. Chose an End Date or leave blank. If the End Date is not entered, then Assignment Pay continues until entered. 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
	Pagin Date: 02/01/2023
	End Date:
	Dependents?: Not Applicable
	Get Details
	Request Information
	Incentive Type: Pre-Commissioning Cutter Crews
	Incentive Location: CGC Hickory
	Dependents?: Not Applicable
	Incentive Mthly RT: \$200
	Comment:
	Submit Resubmit Withdraw

AIP – Pre-commissioning Cutter Crews, Continued

Procedures,

continued

Step	Action
6	The Request Status will update to Pending and the action request will be routed
	to the SPO for review/approval.
	Action Request
	Submit Assignment Incentive Pay
	Booth, Nolan
	Requesting Assignment Incentive Pay
	 Choose an Incentive Type. Choose Dependents (Yes or No)? Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs. Chose an End Date or leave blank. If the End Date is not entered, then Assignment Pay continues until entered. 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 Pagin Date: 02/01/2023
	End Date:
	Dependents?: Not Applicable
	Get Details
	Request Information
	Incentive Type: Pre-Commissioning Cutter Crews
	Incentive Location: CGC Hickory
	Dependents?: Not Applicable
	Incentive Mthly RT: \$200
	Comment:
	Submit Resubmit Withdraw
	Assignment Incentive Pay
	Request Status Pending
	Approvers
	Pending
	Multiple Approvers CGHRSUP for User's SPO
7	Upon approval of the Assignment Incentive Pay action request, review the
-	member's EABPs to ensure the action request processed.

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	After selecting Requests from the My Homepage drop-down, click on the			
	Payroll Request tile.			
	0	ŵ :		
	Requests •	< 2 of 2 > Notifications C		
	My Homepage Self Service Rec	quests Payroll Requests Request Reports		
	Requests			
	+			
	0			
	с С	No notifications		
	v	button will show a badde		
1.5	Select the Assignment Inc	centive Pav option.		
		🔺 📄 Career Sea Time Override		
	View My Requests	🔚 Career Sea Pay Premium		
	Absence Request	Balance Adjustment		
	Suppl Clothing Allowance	🔚 Hardship Duty Pay		
	Officer Uniform Allowance	Pay Corrections		
	Diving Duty Pay	Responsibility Pay		
	Foreign Language Pay	Career Sea Pay on TDY		
	Hazardous Duty Pay	Approved Absence Corrections		
	Family Separation Allowance	Cadet COMRATS		
	Advance Pav	F PHS Installment Special Pay		
	Special Duty Pay Request	PHS Monthly Special Pay		
	Advance Liquidation Schedule	EBDL Completion		
	Assignment Pay Request	Remove EBDL Completion		
	Assignment Incentive Pay	Proxy - BRS Enrollment		
	T Meal Rate	Proxy - BRS Disenrollment		
	🛅 Cadet ICA	Proxy - Continuation Pay		
	Hostile Fire Pay	TSP Adjustment Request		
	Combat Tax Exclusion	Non-Chargeable Absence		
	👕 Career Sea Time	SMR Batch Submission		

Continued on next page

AIP – Cutters Undergoing Maintenance Periods, Continued

Procedures,

continued

Step	Action
2	Enter the member's Empl ID and click Add .
	NOTE: If the member belongs to more than one component (i.e., Reservist and
	Civilian employee), ensure the Empl Record is the military record.
	Add Action Request
	And Action Request
	Add a New Value
	Add a New Value
	*Empl ID 1234567
	Empl Record 0
	Add
2	
3	The Submit Assignment Incentive Pay action request will display.
	Action Request
	Submit Assignment Incentive Pay
	Jordan, Hal
	<u>Requesting Assignment incentive Pay</u>
	 Choose Dependents (Yes or No)? Choose Dependents (The normal will be added during the new partial in which the Regin Data assure.
	 Chose a Begin Date. The payment will be added during the pay period in which the begin Date occurs. Chose an End Date or leave blank. If the End Date is not entered, then Assignment Pay continues until entered.
	 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?:
	Get Details
	Request Information
	Incentive Type:
	Incentive Location:
	Dependents?:
	Incentive Mthly RT:
	Comment:
	Submit Resubmit Withdraw

AIP – Cutters Undergoing Maintenance Periods, Continued

Procedures, continued

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Action Request	
Submit Assignment Incentive Pay	
Jordan, Hal	
Requesting Assignment Incentive Pay	
 Choose an Incentive Type. Choose Dependents (Yes or No)? Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs. Chose an End Date or leave blank. If the End Date is not entered, then Assignment Pay continues until entered. 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: CMP3	
Begin Date: 01/18/2023 🛐	
End Date:	
Dependents?:	
Get Details Not Applicable With Dependents Without Dependents	
Request Information	
Incentive Type:	
Incentive Location:	
Dependents?:	
Incentive Mthly RT:	
Comment:	
Submit Withdraw	

AIP – Cutters Undergoing Maintenance Periods, Continued

Procedures,

continued

Step	Action
5	The Request Information section will populate with the Incentive Type, Incentive Location, Dependents?, and Incentive Monthly Rate.
	Enter any Comments as appropriate, then click Submit .
	Submit Assignment Incentive Day
	Poquesting Assignment Incentive Day
	 Choose an Incentive Type. Choose Dependents (Yes or No)? Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs. Chose an End Date or leave blank. If the End Date is not entered, then Assignment Pay continues until entered. 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: CMP3 Q
	End Date:
	Dependents?: Not Applicable
	Get Details
	Request Information
	Incentive Type: Cutters Undergoing Maintenance
	Incentive Location: CGC Harriet Lane
	Dependents?: Not Applicable
	Incentive Mthly RT: \$200
	Comment:
	Submit Resubmit Withdraw

AIP – Cutters Undergoing Maintenance Periods, Continued

Procedures,

continued

Step	Action
6	The Request Status will update to Pending and the action request will be routed
	to the SPO for review/approval.
	Action Request
	Submit Assignment Incentive Pay
	Jordan, Hal
	Requesting Assignment Incentive Pay
	 Choose an Incentive Type. Choose Dependents (Yes or No)? Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs. Choose an End Date or leave blank. If the End Date is not entered, then Assignment Pay continues until entered. 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: CMP3 Begin Date: 01/18/2023 End Date:
	Dependents?: Not Applicable
	Get Details
	Request Information
	Incentive Type: Cutters Undergoing Maintenance
	Incentive Location: CGC Harriet Lane
	Dependents?: Not Applicable
	Incentive Mthly RT: \$200
	Comment:
	Submit Resubmit Withdraw
	Assignment Incentive Pay
	Resultation in the second seco
	Request Status Pending
	Approvers
	Multiple Approvers CGHRSUP for User's SPO
7	Upon approval of the Assignment Incentive Pay action request, review the member's EABPs to ensure the action request processed.
	member's LADI's to clistic the action request processed.