

AIP – Cutters Undergoing Maintenance Periods, Continued

Procedures,
continued

Step	Action
6	<p>The Request Status will update to Pending 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>Action Request</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"> 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. <p>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</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Request Details</p> <p>Pay Type: CMP3</p> <p>Begin Date: 01/18/2023</p> <p>End Date:</p> <p>Dependents?: Not Applicable</p> <p style="text-align: center;"><input type="button" value="Get Details"/></p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Request Information</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> <p>Comment: <input style="width: 100%; height: 20px;" type="text"/></p> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div> <p>Assignment Incentive Pay</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>Request Status Pending</p> <p>Approvers</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <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>