Starting Assignment Pay

Introduction
This guide provides procedures for starting Assignment Pay (AP) (formally part of Special Duty Assignment Pay, SDAP) for members in Direct Access (DA).

References
(a) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
(b) Coast Guard Special Duty Pay (SDP), COMDTINST 1430.1 (series)
(c) Assignment and Special Duty Pays, DoDI 1340.26
(d) ACN 106/20 SEP 2020 FY21 SPECIAL DUTY PAY (SDP) AND ASSIGNMENT PAY (AP)

Important Information
In the event that retroactive AP is required, SPOs MUST include any applicable source documentation when submitting a PPC Trouble Ticket.

Auditing Standards
Chapter 11.A of the 3PM implemented a standard business process for submitting and validating pay transactions entered by Servicing Personnel Offices (SPOs). See the following user guides for navigating, identifying, and researching pay transactions:
• Pay Calculation Results
• One Time Positive Input (OTPI)
• Element Assignment by Payee (EABP)

Procedures
See below.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>From the Requests tab, select <strong>Assignment Pay Request</strong> from the Payroll Requests pagelet.</td>
</tr>
</tbody>
</table>

Continued on next page
## Starting Assignment Pay, Continued

### Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Enter the member’s <strong>Empl ID</strong> and click <strong>Add</strong>.</td>
</tr>
</tbody>
</table>

**Add Action Request**

- **Empl ID:** 1234567
- **Empl Record:** 0

**Add**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>The Assignment Pay Action Request will display.</td>
</tr>
</tbody>
</table>

**Submit Assignment Pay**

**Peter Parker**

**Requesting Assignment Pay**

1. Choose a Type.
2. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs.
3. Choose an End Date or leave blank. If the End Date is not entered, then Assignment Pay continues until entered.
4. Press Submit.

Click on this link to get additional information about the Type and for step-by-step instructions:


**Request Details**

- **Type:**
- **Begin Date:** 31
- **End Date:** 31

**Get Details**

**Request Information**

- **AssignPay Type:**
- **AssignPay Category:**
- **AssignPay Mthly RT:**

**Comment:**

**Submit**  **Resubmit**  **Withdraw**

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*Continued on next page*
Starting Assignment Pay, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 4    | Complete the following fields in the Request Details section:  
  • **Type** – using the lookup, select the appropriate AP.  
  • **Begin Date** – enter the date the member became eligible for AP (see Note 1).  
  • **End Date** – this may be left blank. If the AP is a temporary entitlement, enter an end date (see Note 2).  
  
Click **Get Details**.  

**Note 1:** Do **NOT** enter a begin date prior to 10/1/2019. Assignment Pay (AP) became effective 10/1/2019. Any Retro requests to pay SDAP (Special Duty Assignment Pay) **MUST** be submitted through a customer service trouble ticket.  

**Note 2:** For Reserve members on long term active duty orders, leave the End Date blank. AP will stop automatically upon RELAD.

### Action Request

**Submit Assignment Pay**

Peter Parker

Requesting Assignment Pay

1. Choose a Type.
2. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs.
3. Choose an End Date or leave blank. If the End Date is not entered, then Assignment Pay continues until entered.
4. Press Submit.

Click on this link to get additional information about the Type and for step-by-step instructions.  

### Request Details

<table>
<thead>
<tr>
<th>Type:</th>
<th>REC-CC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begin Date:</td>
<td>10/08/2019</td>
</tr>
<tr>
<td>End Date:</td>
<td></td>
</tr>
</tbody>
</table>

### Get Details

### Request Information

AssignPay Type:

AssignPay

Category:

AssignPay Mthly

RT:

Comment:

[Submit] [Resubmit] [Withdraw]

Continued on next page
Starting Assignment Pay, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 (cont.)</td>
<td>Here is the list of available Assignment Pay types.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Look Up Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search by: Assignment Pay Type begins with</td>
</tr>
<tr>
<td>[Look Up] [Cancel] [Advanced Lookup]</td>
</tr>
</tbody>
</table>

**Search Results**

<table>
<thead>
<tr>
<th>Assignment Pay Type</th>
<th>Description</th>
<th>Assignment Pay Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGISPSSD</td>
<td>CGIS PROTECTIVE SERVICE AGENT (PSA)</td>
<td>LVL3</td>
</tr>
<tr>
<td>CINTLA</td>
<td>CGIS CG COUNTERINTELLIGENCE AGENTS (CGCIS)</td>
<td>LVL2</td>
</tr>
<tr>
<td>CM-UMMC</td>
<td>CSEL-MCPOCG</td>
<td>LVL5</td>
</tr>
<tr>
<td>CMOLV1</td>
<td>CSEL-ALC/SFLC/MFU</td>
<td>LVL1</td>
</tr>
<tr>
<td>CMOLV2</td>
<td>CSEL-SECTOR/BASE/CG/TC/SC/TSW/PSW/AASU</td>
<td>LVL2</td>
</tr>
<tr>
<td>CMOLV3</td>
<td>CSEL-DISTRICT/FOREC/MDOL/PG/HTF.5/USCGA/UG CYBER/MQ-BNCR</td>
<td>LVL3</td>
</tr>
<tr>
<td>CMOLV4</td>
<td>CSEL-MCPOCG-D/MCPOCG/CMPOCM/CMD/CO/PS/CAG</td>
<td>LVL4</td>
</tr>
<tr>
<td>CONGSEL</td>
<td>SENIOR ENLISTED CONGRESSIONAL AFFAIRS (POS 00001599, 00035055)</td>
<td>LVL2</td>
</tr>
<tr>
<td>D17</td>
<td>D17 AIDS TO NAVIGATION TEAM</td>
<td>LVL2</td>
</tr>
<tr>
<td>DETACH</td>
<td>DEFENSE ATTACHE SERVICE SUPPORT STAFF</td>
<td>LVL3</td>
</tr>
<tr>
<td>EPOFL</td>
<td>ENGINEERING PETTY OFFICER (EPO) AFLOAT</td>
<td>LVL1</td>
</tr>
<tr>
<td>EPOASH</td>
<td>ENGINEERING PETTY OFFICER (EPO) ASHORE</td>
<td>LVL1</td>
</tr>
<tr>
<td>MSSE4</td>
<td>MSSE4 (CY4) PREVENTION CODED POSITIONS (CONUS)</td>
<td>LVL3</td>
</tr>
<tr>
<td>MSSE4C</td>
<td>MSSE4 (CY4) PREVENTION CODED POSITIONS (CONUS)</td>
<td>LVL1</td>
</tr>
<tr>
<td>OCSCG</td>
<td>OFFICER CANDIDATE SCHOOL (OCS) COMPANY CHIEF POSITION</td>
<td>LVL2</td>
</tr>
<tr>
<td>OCSCHF</td>
<td>ACADEMY COMPANY CHIEF</td>
<td>LVL2</td>
</tr>
<tr>
<td>OCICFL</td>
<td>OFFICER-IN-CHARGE (OIC) AFLOAT</td>
<td>LVL3</td>
</tr>
<tr>
<td>OCPASH</td>
<td>OFFICER-IN-CHARGE (OIC) ASHORE</td>
<td>LVL3</td>
</tr>
<tr>
<td>PREEOC</td>
<td>WHITE HOUSE PRESIDENT EO (ENLISTED)</td>
<td>LVL3</td>
</tr>
<tr>
<td>PRGIRVR</td>
<td>CG-821 PROGRAM REVIEWER (POSITION 09931448) (ENLISTED)</td>
<td>LVL4</td>
</tr>
<tr>
<td>REC-CC</td>
<td>CAPE MAY RECRUIT COMPANY COMMANDER</td>
<td>LVL5</td>
</tr>
<tr>
<td>RECABAT</td>
<td>CAPE MAY RECRUIT BATTALION COMMANDER</td>
<td>LVL5</td>
</tr>
<tr>
<td>RECABATA</td>
<td>CAPE MAY RECRUIT BATTALION COMMANDER</td>
<td>LVL5</td>
</tr>
<tr>
<td>RFMC</td>
<td>RATING FORCE MASTER CHIEF (RFMC)</td>
<td>LVL3</td>
</tr>
<tr>
<td>SAU04</td>
<td>KINGDOM SAUDI ARABIA/MP/FC/MAR/INTFA/ADV FOR TRN ADV GR</td>
<td>LVL2</td>
</tr>
<tr>
<td>SPCINT</td>
<td>CGIS CG COUNTERINTELLIGENCE SPEC INTEL ASGN (POS 19363812)</td>
<td>LVL3</td>
</tr>
<tr>
<td>SPECCAG</td>
<td>CGIS SPECIAL AGENT (ENLISTED)</td>
<td>LVL3</td>
</tr>
<tr>
<td>WHCOM</td>
<td>WHITE HOUSE SITUATION ROOM TEAM MEMBER (ENLISTED)</td>
<td>LVL4</td>
</tr>
<tr>
<td>XPAGFL</td>
<td>EXECUTIVE PETTY OFFICER (XPO) AFLOAT</td>
<td>LVL1</td>
</tr>
<tr>
<td>XPAGASH</td>
<td>EXECUTIVE PETTY OFFICER (XPO) ASHORE</td>
<td>LVL1</td>
</tr>
<tr>
<td>ZNGAOCG</td>
<td>&quot;NOAA&quot; SHIP COMMANDING OFFICERS</td>
<td>LVL2</td>
</tr>
</tbody>
</table>

Continued on next page
Starting Assignment Pay, Continued

**Procedures, continued**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td><strong>The Request Information</strong> section will populate with the AP Type, AP Category, and AP Monthly Rate.</td>
</tr>
</tbody>
</table>

**Action Request**

**Submit Assignment Pay**

**Peter Parker**

**Requesting Assignment Pay**

1. Choose a Type.
2. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs.
3. Choose an End Date or leave blank. If the End Date is not entered, then Assignment Pay continues until entered.
4. 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-f/PPC/GUIDES/GP/SFO/Earnings/AssignmentPay.pdf](https://www.dcms.uscg.mil/Portals/10/CG-f/PPC/GUIDES/GP/SFO/Earnings/AssignmentPay.pdf)

**Request Details**

- **Type:** REC-CC
- **Begin Date:** 10/08/2019
- **End Date:**

**Request Information**

- **AssignPay Type:** CAPE MAY RECRUIT COMPANY COMMA
  - **AssignPay**
    - **Category:** LVL5
    - **AssignPay Monthly:** $375
    - **RT:**

**Comment:**

[Submit] [Resubmit] [Withdraw]

*Continued on next page*
### Starting Assignment Pay, Continued

**Procedures, continued**

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>6</strong></td>
<td>Enter <strong>Comments</strong> as appropriate and click <strong>Submit</strong>.</td>
</tr>
</tbody>
</table>

**Action Request**

**Submit Assignment Pay**

**Requesting Assignment Pay**

1. Choose a Type.
2. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs.
3. Choose an End Date or leave blank. If the End Date is not entered, then Assignment Pay continues until entered.
4. Press Submit.

Click on this link to get additional information about the Type and for step-by-step instructions:


**Request Details**

- **Type:** REG-CC
- **Begin Date:** 10/08/2019
- **End Date:** 

**Request Information**

- **Assign Pay Type:** CAPE MAY RECRUIT COMPANY COMMA
- **Assign Pay Level:** LVL5
- **Assign Pay Category:** R5
- **Assign Pay Monthly:** $375
- **Comments:** Member met eligibility requirements and assumed the duties of Recruit Company Commander on 10/08/2019.

**Submit**  **Resubmit**  **Withdraw**

| **7** | The Request Status will update to **Pending** Assignment Pay |

**Request Status** **Pending**

**View/Hide Comments**

**Approvers**

**Pending**  
Multiple Approver CGHRSUP for User’s SPO

**Comments**

**Peter Parker at 10/11/2019 - 8:56 AM**

Member met eligibility requirements and assumed the duties of Recruit Company Commander on 10/08/2019.

*Continued on next page*
Starting Assignment Pay, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
</table>
| 8    | Once the Assignment Pay Action Request has been approved, an Element Assignment By Payee (EABP) for AP will be generated. To view the EABP, select **Element Assignment By Payee** from the Pay Processing Shortcuts pagelet.  

**Note:** For more information on navigating and reviewing EABPs, see the **Element Assignment By Payee** user guide.  

**Pay Processing Shortcuts**

<table>
<thead>
<tr>
<th>Pay Calculation Results</th>
<th>Element Assignment By Payee</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Time (Positive Input)</td>
<td></td>
</tr>
</tbody>
</table>

| 9    | Enter the member’s **Empl ID** and click **Search**. |

**Element Assignment By Payee**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Search Criteria**

- **Empl ID** begins with 1234567
- **Empl Record**
- **Name** begins with
- **Last Name** begins with
- **Second Last Name** begins with
- **Alternate Character Name** begins with
- **Middle Name** begins with
- **Business Unit** begins with
- **Department Set ID** begins with
- **Department** begins with
- **Case Sensitive**

**Search** **Clear** **Basic Search** **Save Search Criteria**

Continued on next page
A list of the member’s EABPs will display. Assignment Pay is generally located towards the bottom of the list. To view the details of the Assignment Pay element, click **ASSIGN PAY**.

**Element Assignment By Payee**

<table>
<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>ASSOC DUES</td>
<td>Association Dues</td>
<td>999</td>
<td>04/01/2019</td>
<td></td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>CFC</td>
<td>Combined Federal Campaign</td>
<td>999</td>
<td>03/01/2019</td>
<td>12/31/2019</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>TRICARE DEP</td>
<td>Tricare Dependent Dental</td>
<td>999</td>
<td>04/01/2018</td>
<td>03/31/2019</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>TRICARE DEP</td>
<td>Tricare Dependent Dental</td>
<td>999</td>
<td>04/01/2019</td>
<td></td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>IN SRVC DEBT</td>
<td>In-Service Debt</td>
<td>999</td>
<td>09/01/2016</td>
<td>09/15/2016</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>IN SRVC DEBT</td>
<td>In-Service Debt</td>
<td>999</td>
<td>09/01/2018</td>
<td>09/15/2018</td>
<td>✔</td>
<td></td>
</tr>
</tbody>
</table>

**ASSIGN PAY**

**Assignment Pay**

999 10/08/2019 ✔
Starting Assignment Pay, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>The <strong>Element Details</strong> should match the details noted in Step 5. <strong>Element Assignment By Payee</strong></td>
</tr>
</tbody>
</table>

**Element Detail**
- **Employee ID**: 1234567
- **Empl Record**: 0
- **Name**: Peter Parker
- **Element Name**: ASSIGN PAY
- **Assignment Pay**: Instance 1
- **Assignment Process Detail**
  - **Currency Code**: USD (US Dollar)
  - **Begin Date**: 10/09/2019

**Calculation Information**
- **Calculation Rule**
- **Amount**
- **Amount Element**
- **Amount Value**

**ASSIGN PAY Element Overrides**
- **Posn/Specialty Title**: REC-CC
- **SDAP CATEGORY**: Special Duty/Assignment Pay 5

**Additional Overrides**
- **Frequency Option**
- **Use Element Frequency**
- **Generation Option**
- **Use Element Generation Control**
- **Generation Control**