Starting Assignment Pay

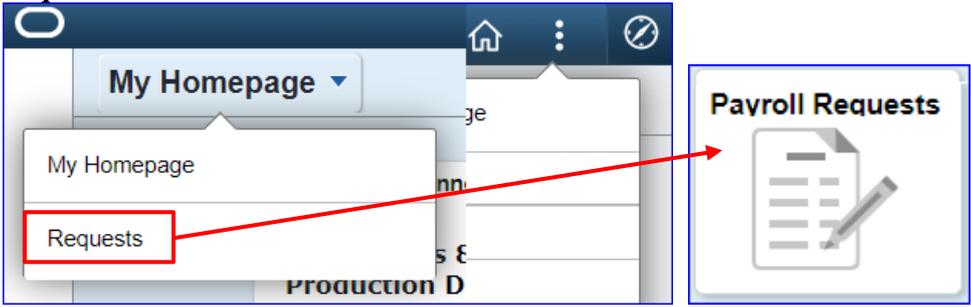| Introduction | This guide provides procedures for starting Assignment Pay (AP) (formally part of Special Duty Assignment Pay, SDAP) for members in Direct Access (DA). |

| 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) ALCOAST 478/22 - DEC 2022 UPDATE 1 - FY23 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) |

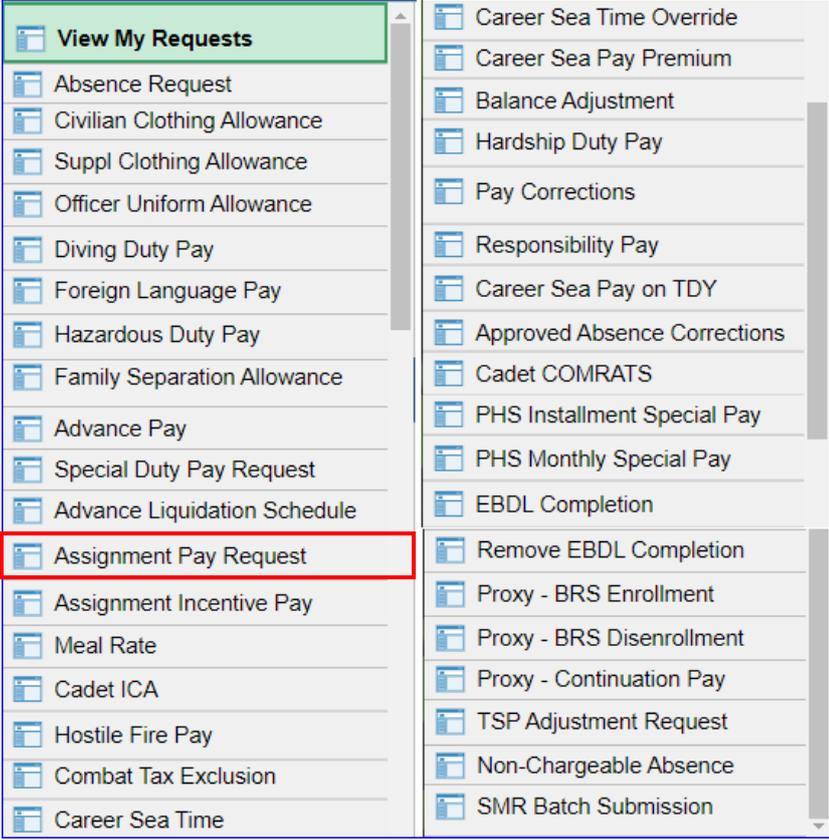| Procedures | See below. |

Step	Action
1	Select **Requests** from the My Homepage drop-down. Click on the **Payroll Requests** Tile.

Starting Assignment Pay, Continued

Procedures,
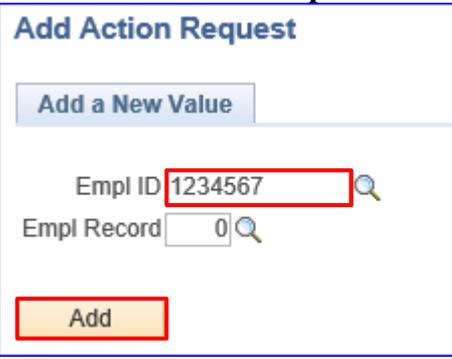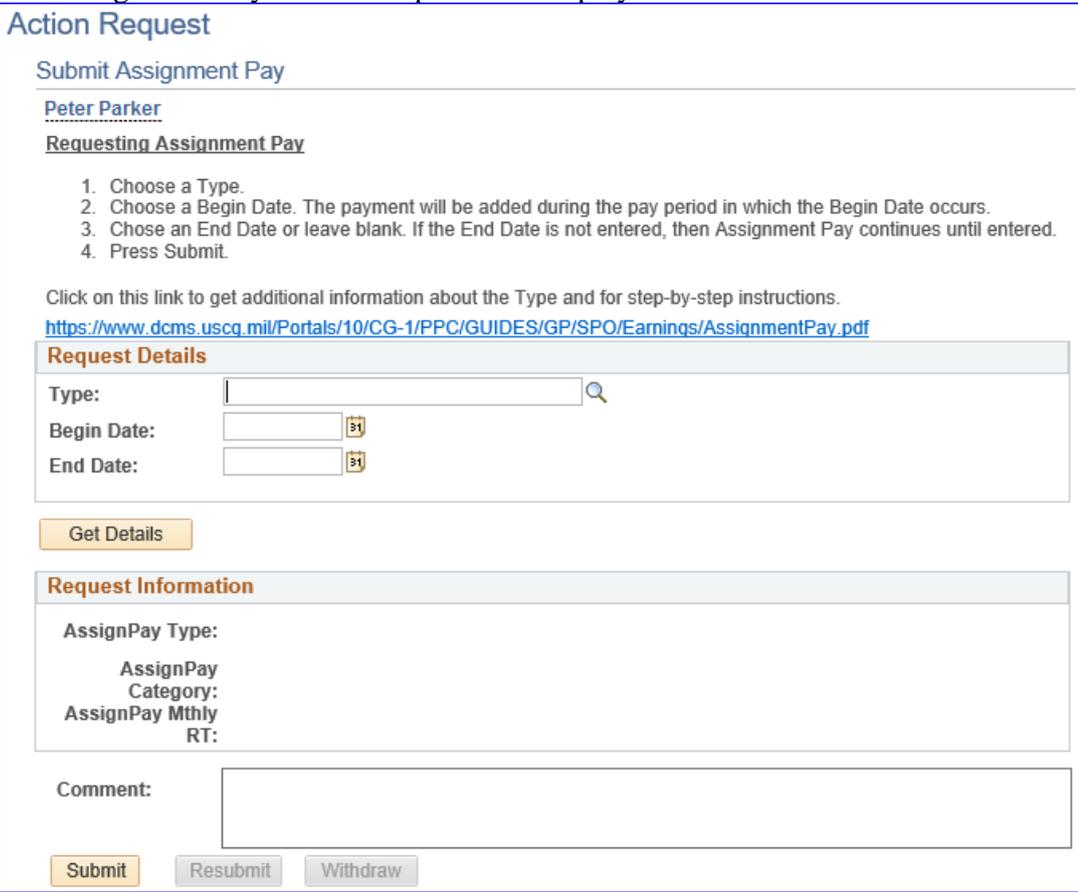continued

Step	Action
1.5	Select the **Assignment Pay Request** option. View My Requests Absence Request Civilian Clothing Allowance Suppl Clothing Allowance Officer Uniform Allowance Diving Duty Pay Foreign Language Pay Hazardous Duty Pay Family Separation Allowance Advance Pay Special Duty Pay Request Advance Liquidation Schedule **Assignment Pay Request** Assignment Incentive Pay Meal Rate Cadet ICA Hostile Fire Pay Combat Tax Exclusion Career Sea Time Career Sea Time Override Career Sea Pay Premium Balance Adjustment Hardship Duty Pay Pay Corrections Responsibility Pay Career Sea Pay on TDY Approved Absence Corrections Cadet COMRATS PHS Installment Special Pay PHS Monthly Special Pay EBDL Completion Remove EBDL Completion Proxy - BRS Enrollment Proxy - BRS Disenrollment Proxy - Continuation Pay TSP Adjustment Request Non-Chargeable Absence SMR Batch Submission

Starting Assignment Pay, Continued

Procedures,
continued

Step	Action
2	Enter the member's **Empl ID** and click **Add**. **Add Action Request** Add a New Value Empl ID 1234567 Empl Record 0 Add
3	The Assignment Pay Action Request will display. **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. Chose 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-1/PPC/GUIDES/GP/SPO/Earnings/AssignmentPay.pdf **Request Details** Type: Begin Date: End Date: Get Details **Request Information** AssignPay Type: AssignPay Category: AssignPay Mthly RT: Comment: Submit Resubmit Withdraw

Starting Assignment Pay, Continued

Procedures,
continued

Step	Action
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.

Starting Assignment Pay, Continued

Procedures,
continued

Step	Action
4 (cont.)	Here is the list of available Assignment Pay types.

Assignment Pay Type	Description	Assignment Pay Category
CGISPSD	CGIS PROTECTIVE SERVICE AGENT (PSA)	LVL3
CINTLA	CGIS CG COUNTERINTELLIGENCE AGENTS (CGCIS)	LVL2
CMC-MC	CSEL-MCPOCG	LVL5
CMCLV1	CSEL-ALC/SFLC/MFPU	LVL1
CMCLV2	CSEL-SECTOR/BASE/CGRC/TRACEN/SMTC/PATFORSWA/PSU	LVL2
CMCLV3	CSEL-DISTRICTS/FORCECOM/DOL/PSC/JIATF-S/USCGA/CG CYBER/HQ-BNCR	LVL3
CMCLV4	CSEL-MCPOCG-D/MCPO-CGR/DCMS/DCO/PAC/LANT	LVL4
CONGSEL	SENIOR ENLISTED CONGRESSIONAL AFFAIRS (POS 00001599, 00035055)	LVL2
D17	D17 AIDS TO NAVIGATION TEAM	LVL2
DETACH	DEFENSE ATTACHE SERVICE SUPPORT STAFF	LVL3
EPOAFL	ENGINEERING PETTY OFFICER (EPO) AFLOAT	LVL1
EPOASH	ENGINEERING PETTY OFFICER (EPO) ASHORE	LVL1
MSSE4	MSSE4 (CWO4) PREVENTION CODED POSITIONS (OCONUS)	LVL3
MSSE4C	MSSE4 (CWO4) PREVENTION CODED POSITIONS (CONUS)	LVL1
OCSCC	OFFICER CANDIDATE SCHOOL (OCS) COMPANY CHIEF POSITION	LVL2
OCSCHF	ACADEMY COMPANY CHIEF	LVL2
OICAFL	OFFICER-IN-CHARGE (OIC) AFLOAT	LVL3
OICASH	OFFICER-IN-CHARGE (OIC) ASHORE	LVL3
PREEOC	WHITE HOUSE PRESIDENT EOC (ENLISTED)	LVL3
PRGRVR	CG-821 PROGRAM REVIEWER (POSITION 00031448) (ENLISTED)	LVL4
REC-CC	CAPE MAY RECRUIT COMPANY COMMANDER	LVL5
RECBAT	CAPE MAY RECRUIT BATTALION COMMANDER	LVL5
RECBATA	CAPE MAY RECRUIT ASSISTANT BATTALION COMMANDER	LVL5
RFMC	RATING FORCE MASTER CHIEF(RFMC)	LVL3
SAUDI	KINGDOM SAUDI ARABIA/MIPFTAG-MARI INFRA PROT FOR TRN ADV GR	LVL2
SPCINT	CGIS CG COUNTERINTELLIGENCE SPEC INTEL ASGN (POS 19363812)	LVL3
SPECAG	CGIS SPECIAL AGENT (ENLISTED)	LVL3
WHOCM4	WHITE HOUSE SITUATION ROOM TEAM MEMBER (ENLISTED)	LVL4
XPOAFL	EXECUTIVE PETTY OFFICER (XPO) AFLOAT	LVL1
XPOASH	EXECUTIVE PETTY OFFICER (XPO) ASHORE	LVL1
ZNOAACO	**NOAA** SHIP COMMANDING OFFICERS	LVL2

Starting Assignment Pay, Continued

Procedures,
continued

Step	Action
5	The **Request Information** section will populate with the AP Type, AP Category, and AP Monthly Rate. **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. Chose 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-1/PPC/GUIDES/GP/SPO/Earnings/AssignmentPay.pdf **Request Details** Type: REC-CC Begin Date: 10/08/2019 End Date: Get Details **Request Information** AssignPay Type: CAPE MAY RECRUIT COMPANY COMMA AssignPay Category: LVL5 AssignPay Mthly RT: $375 Comment: Submit Resubmit Withdraw

Starting Assignment Pay, Continued

Procedures,
continued

Step	Action
6	Enter **Comments** as appropriate and click **Submit**.
7	The Request Status will update to **Pending**.

Starting Assignment Pay, Continued

Procedures,
continued

Step	Action
8	Click on the **Pay Processing Shortcuts** Tile. **Pay Processing Shortcuts**
8.5	Select the **Element Assignment By Payee** option. Pay Calculation Results Element Assignment By Payee One Time (Positive Input)
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. Find an Existing Value ▼ 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
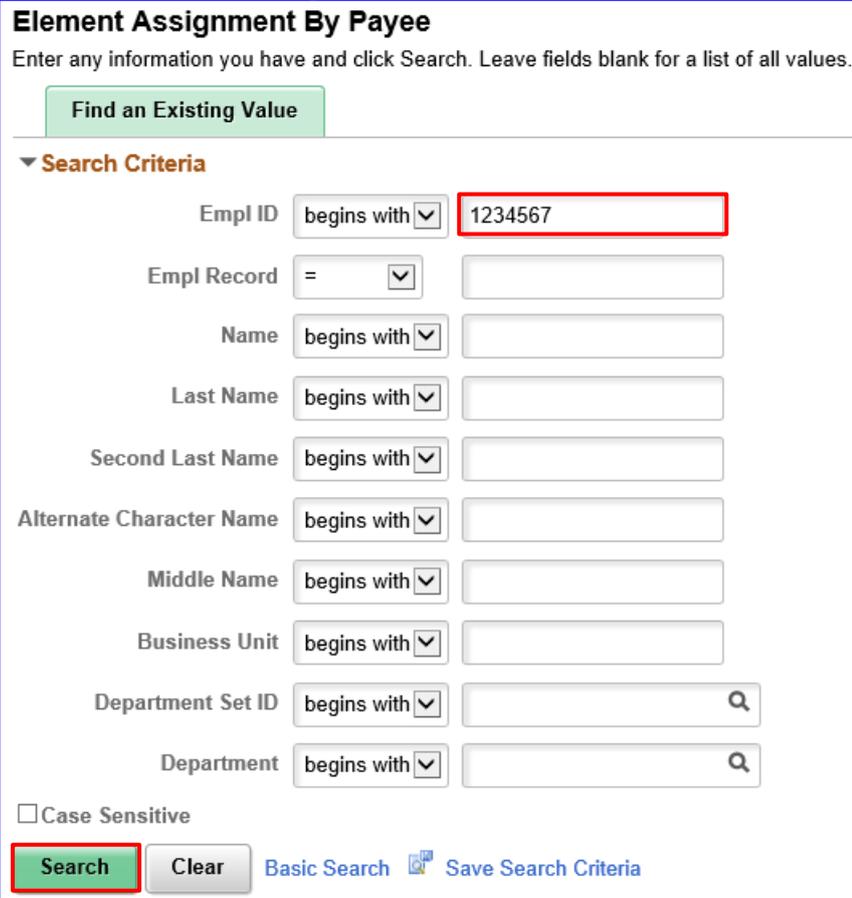
Starting Assignment Pay, Continued

Procedures,
continued

Step	Action
10	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**.

9

Starting Assignment Pay, Continued

Procedures, continued

Step	Action
11	The **Element Details** should match the details noted in Step 5.

Element Assignment By Payee

Element Detail

Employee ID 1234567   Empl Record   0   Name   Peter Parker

Element Name   ASSIGN PAY   Assignment Pay   Instance   1

Assignment Process Detail

☑ Assignment Is Active   Currency Code   USD   US Dollar

Process Order   999   Begin Date   10/08/2019   End Date

Allow Batch Update of End Date   Previous End Date

Updated in Payroll Run

▼ **Calculation Information**

Calculation Rule

Amount

Amount Element

Amount Value

▼ **ASSIGN PAY Element Overrides**

*Posn/Specialty Title   REC-CC

*CATEGORY   Special Duty/Assignment Pay 5

▼ **Additional Overrides**

Frequency Option   Use Element Frequency

Frequency

Generation Option   Use Element Generation Control

Generation Control

OK   Cancel   Refresh