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 104/19 FY20 Workforce Planning Team Results – 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>

**My Page** | **Self Service** | **Requests** |
---|---|---|
**Self Service Requests** | | |
- View My Requests | Absence Request |
- Civilian Clothing Allowance | Suppl Clothing Allowance |
- Officer Uniform Allowance | Duty Duty Pay |
- Foreign Language Pay | Hazardous Duty Pay |
- Family Separation Allowance | Advance Pay |
- Advance Liquidation Schedule | Special Duty Pay Request |
- **Assignment Pay Request** | Mile Rate |
- Combat Pay | Hostile Fire Pay |
- Combat Sea Time | Career Sea Time |
- Career Sea Time Overtime | Career Sea Time Premium |
- Balance Adjustment | Hardship Duty Pay |
- Pay Corrections | Responsibility Pay Overtime |
- Career Sea Pay on TDY | Approved Absence Corrections |
- Cased COMRATS | FY98 Installment Special Pay |
- FY98 Installment Special Pay | FY98 Completion |
- Remvence EOB | BBS Enrollment |
- BBS - BBS Enrollment | Pay - BBS Enrollment |
- TSP - BBS Enrollment | Pay - BBS Enrollment |
- TSP Adjustment Request | Non-Chargeable Absence |

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**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>
<tr>
<td></td>
<td><img src="image" alt="Add Empl ID" /></td>
</tr>
<tr>
<td>3</td>
<td>The Assignment Pay Action Request will display.</td>
</tr>
<tr>
<td></td>
<td><img src="image" alt="Assignment Pay Action Request" /></td>
</tr>
</tbody>
</table>

**Add Action Request**

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

**Action Request**

- **Submit Assignment Pay**
  - **Requesting Assignment Pay**
  - **Peter Parker**
  - **Choose a Type**.
  - **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.


**Request Details**

- **Type**: 
- **Begin Date**: 28
- **End Date**: 28

**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>
</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.  
|      | • **End Date** – this may be left blank. If the AP is a temporary entitlement, enter an end date (see Note).  
|      | Click **Get Details**.  

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

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**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**

<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**

Assign Pay Type:  
Assign Pay Category:  
Assign Pay 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 (cont.)</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Here is the list of available Assignment Pay types.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assignment Pay Type</th>
<th>Description</th>
<th>Assignment Pay Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>CG/SPSD</td>
<td>CGIS PROTECTIVE SERVICE AGENT (PSA)</td>
<td>LVL2</td>
</tr>
<tr>
<td>CINTLA</td>
<td>CGIS CG COUNTERINTELLIGENCE AGENTS (CGIS)</td>
<td>LVL2</td>
</tr>
<tr>
<td>CMC-MC</td>
<td>COMMAND SR ENL LEAD (CSEL)-MCPOCG</td>
<td>LVL5</td>
</tr>
<tr>
<td>CMCLV1</td>
<td>COMMAND SR ENL LEAD (CSEL)-ALC/SFLC/MFPU/SMT</td>
<td>LVL1</td>
</tr>
<tr>
<td>CMCLV2</td>
<td>COMMAND SR ENL LEAD (CSEL)-SECTOR/BASE/CGRG/TRACEN/PATFORSW/PSU</td>
<td>LVL2</td>
</tr>
<tr>
<td>CMCLV3</td>
<td>COMMAND SR ENL LEAD (CSEL)-DIST/FORCECOM/DOL/PSC/JJATF/USO/GA/CYBR</td>
<td>LVL3</td>
</tr>
<tr>
<td>CMCLV4</td>
<td>COMMAND SR ENL LEAD (CSEL)-DEPUTY/DCMS/DCO/LANT/PAC/CGRF/MC</td>
<td>LVL4</td>
</tr>
<tr>
<td>CONSEL</td>
<td>SENIOR ENLISTED CONGRESSIONAL AFFAIRS</td>
<td>LVL2</td>
</tr>
<tr>
<td>D17</td>
<td>AIDS TO NAVIGATION TEAM</td>
<td>LVL2</td>
</tr>
<tr>
<td>DETACH</td>
<td>DEFENSE ATTACH SERVICE SUPPORT STAFF</td>
<td>LVL3</td>
</tr>
<tr>
<td>MSSE4</td>
<td>MSSE4 (CWO4) PREVENTION CODED POSITIONS</td>
<td>LVL2</td>
</tr>
<tr>
<td>OCSOC</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>OCAFIL</td>
<td>OIC AFLOAT</td>
<td>LVL3</td>
</tr>
<tr>
<td>OICASH</td>
<td>OIC ASHORE</td>
<td>LVL3</td>
</tr>
<tr>
<td>FREEOC</td>
<td>WHITE HOUSE PRESIDENT E.O.C</td>
<td>LVL3</td>
</tr>
<tr>
<td>FPRGVR</td>
<td>CS-321 PROGRAM REVIEWER (POSITION 00031448)</td>
<td>LVL4</td>
</tr>
<tr>
<td>RED-CC</td>
<td>CAPE MAY RECRUIT COMPANY COMMANDER</td>
<td>LVL5</td>
</tr>
<tr>
<td>RECBAT</td>
<td>CAPE MAY RECRUIT BATTALION COMMANDER</td>
<td>LVL5</td>
</tr>
<tr>
<td>RECBATA</td>
<td>CAPE MAY RECRUIT ASSISTANT BATTALION COMMANDER</td>
<td>LVL5</td>
</tr>
<tr>
<td>SAUDI</td>
<td>KINGDOM SAUDI ARABIA/MIPETAG-MARI INFRA PROT 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>SPECGS</td>
<td>CGIS SPECIAL AGENT</td>
<td>LVL3</td>
</tr>
<tr>
<td>WHOCM4</td>
<td>WHITE HOUSE SITUATION ROOM TEAM ASGN</td>
<td>LVL4</td>
</tr>
<tr>
<td>ZNOAAGO</td>
<td><strong>NOAA</strong> 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>The <strong>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:

**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>

**Request Information**

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

Comment: [Input field]

[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>6</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: [https://www.dcms.uscu.mil/Fortals/10/CG-IFPC/GUIDE/GF/SPO/Earnings/AssignmentPay.pdf](https://www.dcms.uscu.mil/Fortals/10/CG-IFPC/GUIDE/GF/SPO/Earnings/AssignmentPay.pdf)

**Request Details**

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

**Request Information**

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

**Comment:**

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

**Submit**

**Resubmit**

**Withdraw**

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<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>The Request Status will update to <strong>Pending</strong>.</td>
</tr>
</tbody>
</table>

**Assignment Pay**

**Request Status**

**Pending**

**Approvers**

- **Multiple Approvers**
  - 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.

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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. |

| 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**

- **Emp ID**
- **Emp Record**
- **Name**
- **Last Name**
- **Second Last Name**
- **Alternate Character Name**
- **Middle Name**
- **Business Unit**
- **Department Set ID**
- **Department**

- **Case Sensitive**

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

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Starting Assignment Pay, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>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.</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>11</td>
<td>The <strong>Element Details</strong> should match the details noted in Step 5.</td>
</tr>
</tbody>
</table>

**Element Assignment By Payee**

<table>
<thead>
<tr>
<th>Element Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee ID</td>
</tr>
<tr>
<td>Empl Record</td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Element Name</td>
</tr>
<tr>
<td>Assignment Pay</td>
</tr>
<tr>
<td>Instance</td>
</tr>
</tbody>
</table>

**Assignment Process Detail**

- **Currency Code**: USD, US Dollar

**Begin Date**: 10/08/2019

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