

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

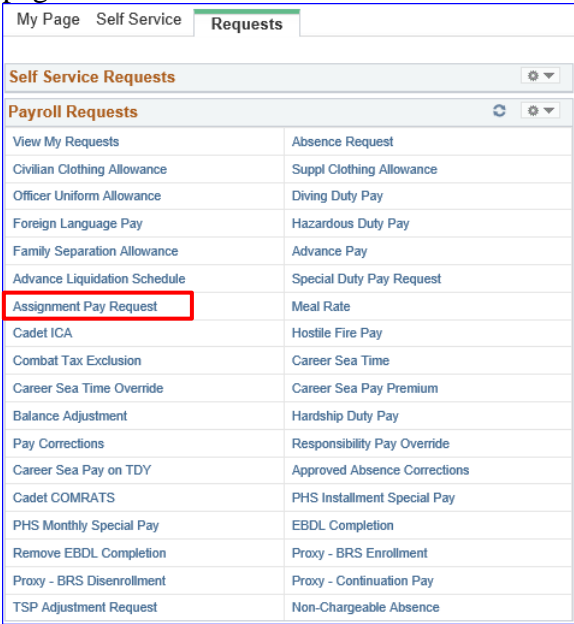
- (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
- (b) [Coast Guard Special Duty Pay \(SDP\), COMDTINST 1430.1 \(series\)](#)
- (c) [Assignment and Special Duty Pays, DoDI 1340.26](#)
- (d) [ACN 106/20 SEP 2020 FY21 SPECIAL DUTY PAY \(SDP\) AND ASSIGNMENT PAY \(AP\)](#)

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 \(EABP\)](#)

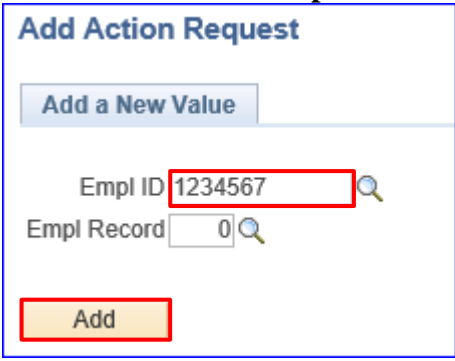
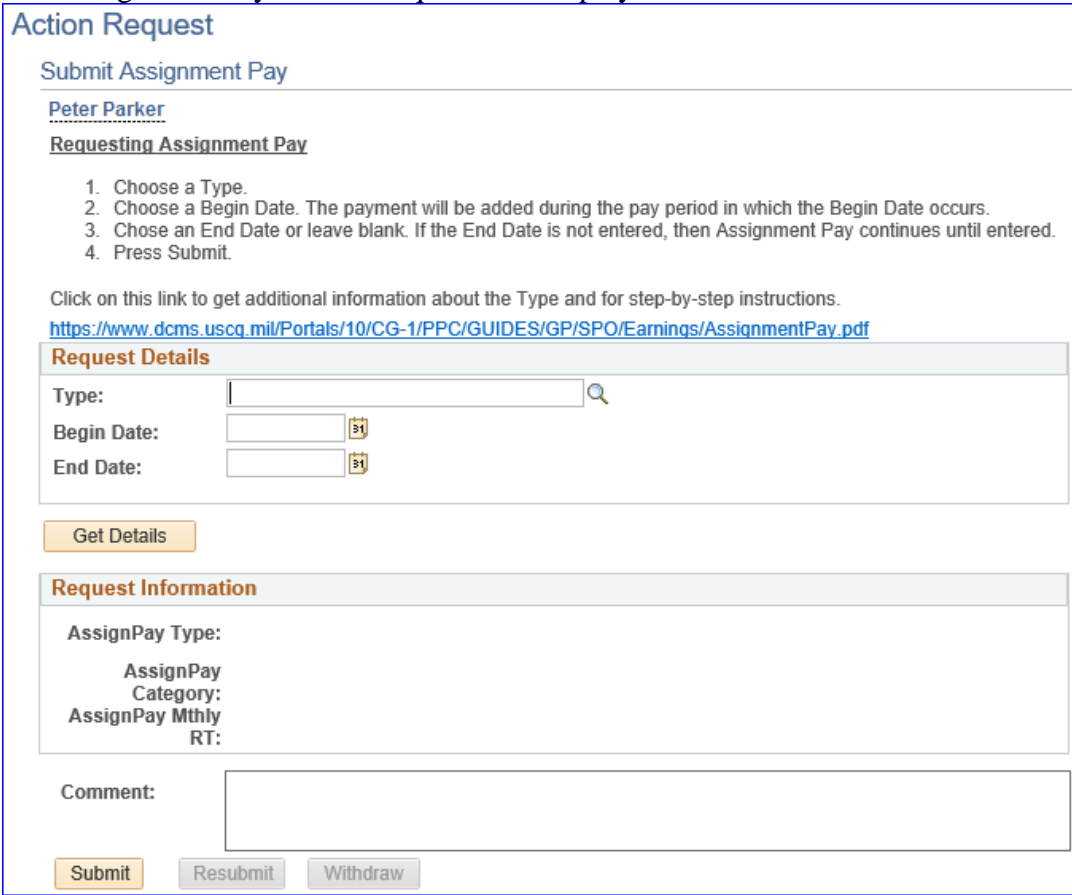
Procedures See below.

Step	Action
1	<p>From the Requests tab, select Assignment Pay Request from the Payroll Requests pagelet.</p>  <p>The screenshot shows a web interface with a 'Requests' tab selected. Underneath, there are two sections: 'Self Service Requests' and 'Payroll Requests'. The 'Payroll Requests' section contains a grid of request types. The 'Assignment Pay Request' item in the first column of the grid is highlighted with a red rectangular box.</p>

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Starting Assignment Pay, Continued

Procedures,
continued

Step	Action
2	<p>Enter the member's Empl ID and click Add.</p> 
3	<p>The Assignment Pay Action Request will display.</p> 

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Starting Assignment Pay, Continued

Procedures,
continued

Step	Action
4	<p>Complete the following fields in the Request Details section:</p> <ul style="list-style-type: none"> • 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). <p>Click Get Details.</p> <p>Note: For Reserve members on long term active duty orders, leave the End Date blank. AP will stop automatically upon RELAD.</p> <div data-bbox="336 797 1398 1682" style="border: 1px solid black; padding: 5px;"> <p>Action Request</p> <p>Submit Assignment Pay</p> <p><u>Peter Parker</u> Requesting Assignment Pay</p> <ol style="list-style-type: none"> 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. <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> <p>Request Details</p> <p>Type: <input style="border: 2px solid red;" type="text" value="REC-CC"/> <input type="button" value="🔍"/></p> <p>Begin Date: <input style="border: 2px solid red;" type="text" value="10/08/2019"/> <input type="button" value="📅"/></p> <p>End Date: <input style="border: 2px solid red;" type="text"/> <input type="button" value="📅"/></p> <p><input style="border: 2px solid red;" type="button" value="Get Details"/></p> <p>Request Information</p> <p>AssignPay Type: AssignPay Category: AssignPay Mthly RT:</p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>

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Starting Assignment Pay, Continued

Procedures,
continued

Step	Action																																																																																																
<p>4 (cont.)</p>	<p>Here is the list of available Assignment Pay types.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Look Up Type ✕</p> <p>Search by: Assignment Pay Type begins with <input type="text"/></p> <p> Look Up Cancel Advanced Lookup </p> <p>Search Results</p> <p>View 100 First ⬅ 1-31 of 31 ➡ Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Assignment Pay Type</th> <th style="text-align: left;">Description</th> <th style="text-align: left;">Assignment Pay Category</th> </tr> </thead> <tbody> <tr><td>CGISPSD</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>CMC-MC</td><td>CSEL-MCPOCG</td><td>LVL5</td></tr> <tr><td>CMCLV1</td><td>CSEL-ALC/SFLC/MFPU</td><td>LVL1</td></tr> <tr><td>CMCLV2</td><td>CSEL-SECTOR/BASE/CGRC/TRACEN/SMTC/PATFORSWA/PSU</td><td>LVL2</td></tr> <tr><td>CMCLV3</td><td>CSEL-DISTRICTS/FORCECOM/DOL/PSC/JIATF-S/USCGA/CG CYBER/HQ-BNCR</td><td>LVL3</td></tr> <tr><td>CMCLV4</td><td>CSEL-MCPOCG-DMCPO-CGR/DCMS/DCO/PAC/LANT</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>EPOAFL</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 (CWO4) PREVENTION CODED POSITIONS (OCONUS)</td><td>LVL3</td></tr> <tr><td>MSSE4C</td><td>MSSE4 (CWO4) PREVENTION CODED POSITIONS (CONUS)</td><td>LVL1</td></tr> <tr><td>OCSCC</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>OICAFI</td><td>OFFICER-IN-CHARGE (OIC) AFLOAT</td><td>LVL3</td></tr> <tr><td>OICASH</td><td>OFFICER-IN-CHARGE (OIC) ASHORE</td><td>LVL3</td></tr> <tr><td>PREEOC</td><td>WHITE HOUSE PRESIDENT EOC (ENLISTED)</td><td>LVL3</td></tr> <tr><td>PRGRVR</td><td>CG-821 PROGRAM REVIEWER (POSITION 00031448) (ENLISTED)</td><td>LVL4</td></tr> <tr style="border: 2px solid red;"><td>REC-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>RFMC</td><td>RATING FORCE MASTER CHIEF(RFMC)</td><td>LVL3</td></tr> <tr><td>SAUDI</td><td>KINGDOM SAUDI ARABIA/MIPFTAG-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>SPECAG</td><td>CGIS SPECIAL AGENT (ENLISTED)</td><td>LVL3</td></tr> <tr><td>WHOCM4</td><td>WHITE HOUSE SITUATION ROOM TEAM MEMBER (ENLISTED)</td><td>LVL4</td></tr> <tr><td>XPOAFL</td><td>EXECUTIVE PETTY OFFICER (XPO) AFLOAT</td><td>LVL1</td></tr> <tr><td>XPOASH</td><td>EXECUTIVE PETTY OFFICER (XPO) ASHORE</td><td>LVL1</td></tr> <tr><td>ZNOAACO</td><td>**NOAA** SHIP COMMANDING OFFICERS</td><td>LVL2</td></tr> </tbody> </table> </div>	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-DMCPO-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	OICAFI	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
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Starting Assignment Pay, Continued

Procedures,
continued

Step	Action
5	<p>The Request Information section will populate with the AP Type, AP Category, and AP Monthly Rate.</p> <div style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Assignment Pay</p> <hr/> <p><u>Peter Parker</u></p> <p>Requesting Assignment Pay</p> <ol style="list-style-type: none"> 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. <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 gray; padding: 5px;"> <p>Request Details</p> <p>Type: <input type="text" value="REC-CC"/> <input type="button" value="🔍"/></p> <p>Begin Date: <input type="text" value="10/08/2019"/> <input type="button" value="📅"/></p> <p>End Date: <input type="text"/> <input type="button" value="📅"/></p> <p style="text-align: center;"><input type="button" value="Get Details"/></p> </div> <div style="border: 1px solid red; padding: 5px; margin-top: 10px;"> <p>Request Information</p> <p>AssignPay Type: CAPE MAY RECRUIT COMPANY COMMA</p> <p>AssignPay Category: LVL5</p> <p>AssignPay Mthly: \$375</p> <p>RT:</p> </div> <p>Comment: <input style="width: 100%;" 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>

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Starting Assignment Pay, Continued

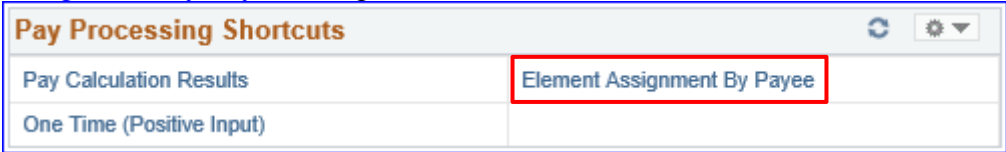
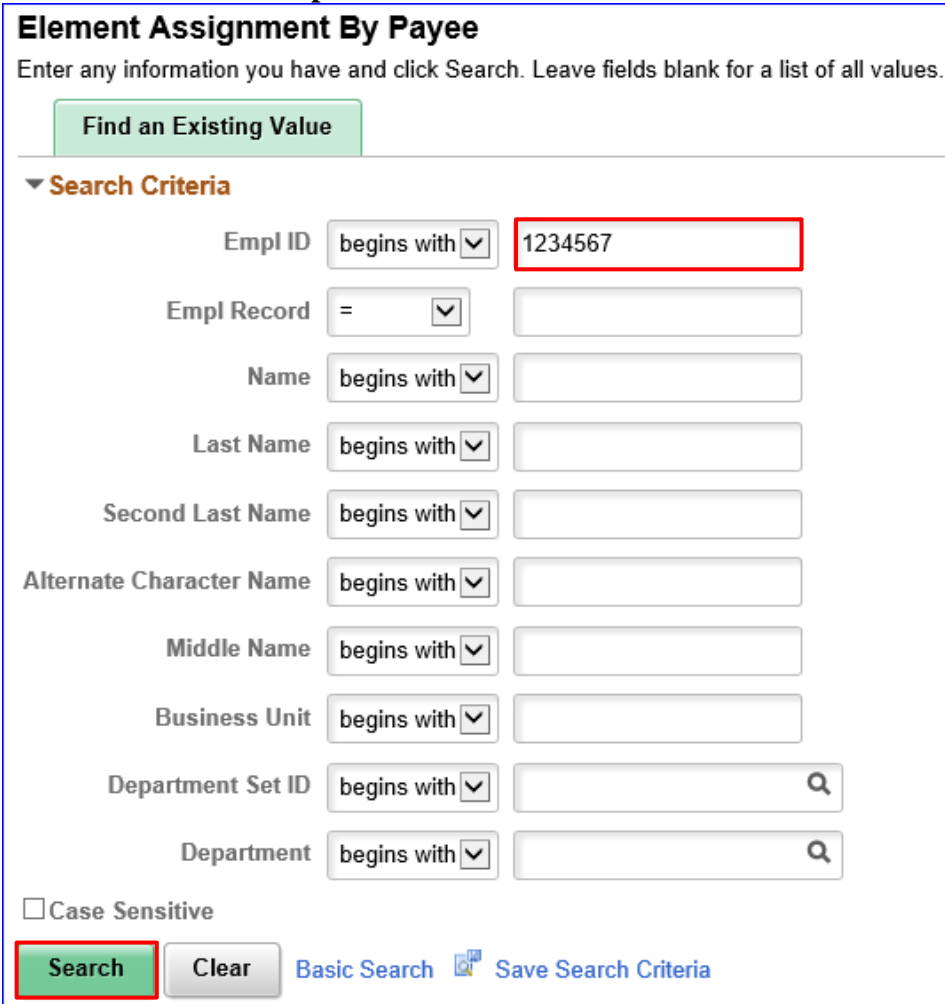
Procedures,
continued

Step	Action
6	<p>Enter Comments as appropriate and click Submit.</p> <div data-bbox="319 474 1391 1370" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Assignment Pay</p> <p><u>Peter Parker</u></p> <p>Requesting Assignment Pay</p> <ol style="list-style-type: none"> 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. <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;"> <p>Request Details</p> <p>Type: <input type="text" value="REC-CC"/> </p> <p>Begin Date: <input type="text" value="10/08/2019"/> </p> <p>End Date: <input type="text" value=""/> </p> <p><input type="button" value="Get Details"/></p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Request Information</p> <p>AssignPay Type: CAPE MAY RECRUIT COMPANY COMMA</p> <p>AssignPay LVL5 Category: AssignPay Mthly \$375 RT:</p> <p>Comment: Member met eligibility requirements and assumed the duties of Recruit Company Commander on 10/08/2019.</p> <p><input style="border: 2px solid red;" type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div> </div>
7	<p>The Request Status will update to Pending.</p> <div data-bbox="319 1447 1359 1930" style="border: 1px solid blue; padding: 5px;"> <p>Assignment Pay</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Request Status: Pending View/Hide Comments</p> <p>Approvers</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Pending</p> <p> Multiple Approvers CGHRSUP for User's SPO</p> </div> <p>Comments</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>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.</p> </div> </div> </div>

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Starting Assignment Pay, Continued

Procedures,
continued

Step	Action
8	<p>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.</p> <p>Note: For more information on navigating and reviewing EABPs, see the Element Assignment By Payee user guide.</p> 
9	<p>Enter the member's Empl ID and click Search.</p> 

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Starting Assignment Pay, Continued


Procedures,
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10	<p data-bbox="304 441 1393 544">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.</p> <div data-bbox="304 551 1393 1382" style="border: 1px solid black; padding: 5px;"> <p data-bbox="304 551 1393 577">Element Assignment By Payee</p> <p data-bbox="304 580 1393 607">Peter Parker ID 1234567 Empl Record 0</p> <p data-bbox="304 609 1393 636">Selection Criteria</p> <div data-bbox="341 638 1302 734"> <p>Category <input type="text"/> <input type="button" value="Select with Matching Criteria"/></p> <p>Entry Type <input type="text"/> Element Name <input type="text"/> <input type="button" value="Clear"/></p> <p>As of Date <input type="text"/></p> </div> <p data-bbox="304 741 1393 768">Assignments</p> <p data-bbox="304 770 1393 797">1-17 of 17</p> <p data-bbox="304 799 1393 831">Elements Recipient</p> <table border="1" data-bbox="304 833 1393 1243"> <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><input checked="" type="checkbox"/></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><input checked="" type="checkbox"/></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><input checked="" type="checkbox"/></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><input checked="" type="checkbox"/></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><input checked="" type="checkbox"/></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><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>ASSIGN PAY</td> <td>Assignment Pay</td> <td>999</td> <td>10/08/2019</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p data-bbox="304 1254 1393 1281"><input type="button" value="Add New Assignment"/> Deduction Recipients</p> <p data-bbox="304 1299 1393 1355"> <input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/> </p> </div>	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	ASSOC DUES	Association Dues	999	04/01/2019		<input checked="" type="checkbox"/>		CFC	Combined Federal Campaign	999	03/01/2019	12/31/2019	<input checked="" type="checkbox"/>		TRICARE DEP	Tricare Dependent Dental	999	04/01/2018	03/31/2019	<input checked="" type="checkbox"/>		TRICARE DEP	Tricare Dependent Dental	999	04/01/2019		<input checked="" type="checkbox"/>		IN SRVC DEBT	In-Service Debt	999	09/01/2016	09/15/2016	<input checked="" type="checkbox"/>		IN SRVC DEBT	In-Service Debt	999	09/01/2018	09/15/2018	<input checked="" type="checkbox"/>		ASSIGN PAY	Assignment Pay	999	10/08/2019		<input checked="" type="checkbox"/>	
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TRICARE DEP	Tricare Dependent Dental	999	04/01/2018	03/31/2019	<input checked="" type="checkbox"/>																																																				
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IN SRVC DEBT	In-Service Debt	999	09/01/2016	09/15/2016	<input checked="" type="checkbox"/>																																																				
IN SRVC DEBT	In-Service Debt	999	09/01/2018	09/15/2018	<input checked="" type="checkbox"/>																																																				
ASSIGN PAY	Assignment Pay	999	10/08/2019		<input checked="" type="checkbox"/>																																																				

Continued on next page

Starting Assignment Pay, Continued

Procedures,
continued

Step	Action
11	<p>The Element Details should match the details noted in Step 5.</p> <div data-bbox="320 477 1396 1541" style="border: 1px solid blue; padding: 5px;"> <p>Element Assignment By Payee</p> <hr/> <p>Element Detail</p> <p>Employee ID 1234567 Empl Record 0 Name <u>Peter Parker</u></p> <p>Element Name ASSIGN PAY Assignment Pay Instance 1 </p> <p>Assignment Process Detail</p> <p><input checked="" type="checkbox"/> Assignment Is Active Currency Code USD US Dollar</p> <p>Process Order 999 Begin Date 10/08/2019 End Date</p> <p><input type="checkbox"/> Allow Batch Update of End Date Previous End Date</p> <p style="text-align: right;">Updated in Payroll Run</p> <p>Calculation Information</p> <p>Calculation Rule</p> <p>Amount</p> <p>Amount Element</p> <p>Amount Value</p> <p>ASSIGN PAY Element Overrides</p> <div style="border: 1px solid red; padding: 2px; margin: 5px 0;"> <p>*Posn/Specialty Title REC-CC</p> <p>*SDAP CATEGORY Special Duty/Assignment Pay 5</p> </div> <p>Additional Overrides</p> <p>Frequency Option Use Element Frequency</p> <p>Frequency</p> <p>Generation Option Use Element Generation Control</p> <p>Generation Control</p> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Refresh"/> </p> </div>