

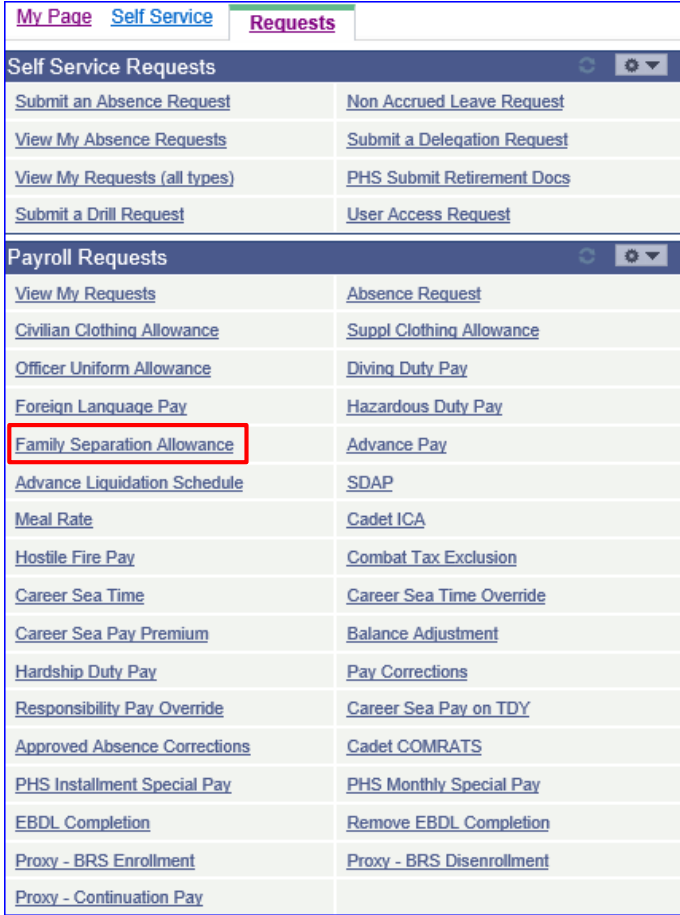
Family Separation Allowance

Introduction This guide provides the procedures on how to start Family Separation Allowance (FSA) for a member in Direct Access.

Continuation of FSA Continuation FSA is payable to a member who performs the same type of FSA duty within 30 days. See the CG Pay Manual, Chapter 3.H.3.b. for specific examples for when a member is entitled.

Note: If the member’s FSA was stopped, but then the member became eligible for Continuation FSA, use the [Pay Corrections](#) guide to remove the end date.

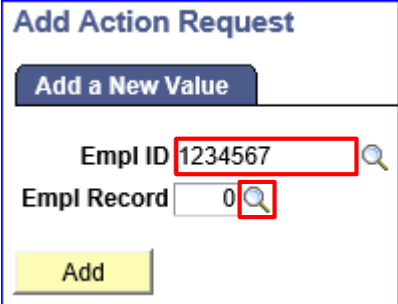
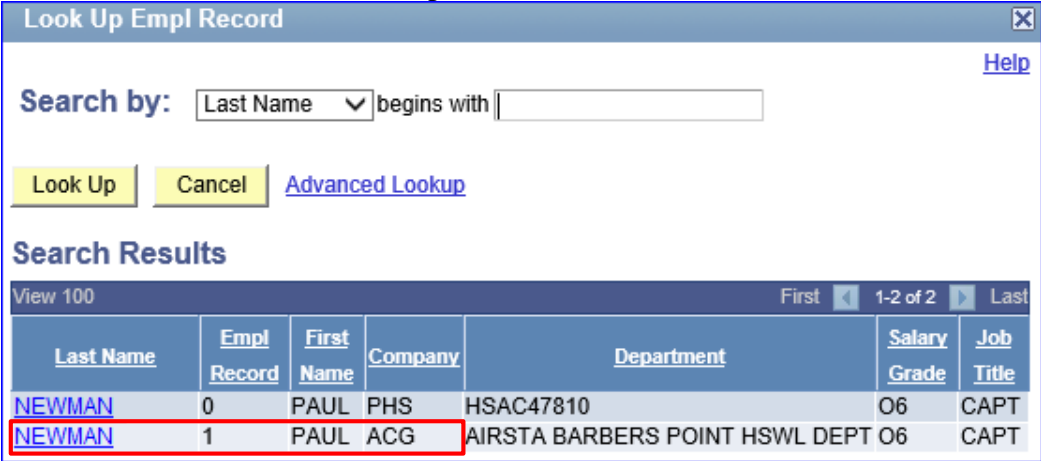
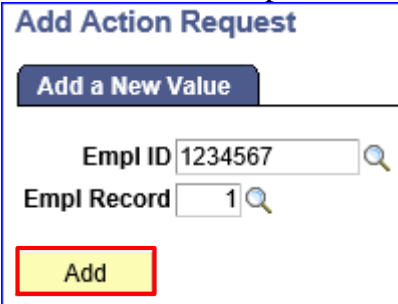
Procedure See below.

Step	Action
1	<p>From the Requests tab, select the Family Separation Allowance link in the Payroll Requests pagelet.</p>  <p>The screenshot shows a web interface with two main sections: 'Self Service Requests' and 'Payroll Requests'. The 'Requests' tab is selected. In the 'Payroll Requests' section, the 'Family Separation Allowance' link is highlighted with a red rectangular box.</p>

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Family Separation Allowance, Continued







Procedure,
continued

Step	Action																					
2	<p>Enter the member's Empl ID and then click the Lookup icon next to the Empl Record.</p> 																					
3	<p>Select the Last Name for the Empl Record that shows ACG or RSV.</p>  <table border="1" data-bbox="355 1261 1385 1406"> <thead> <tr> <th>Last Name</th> <th>Empl Record</th> <th>First Name</th> <th>Company</th> <th>Department</th> <th>Salary Grade</th> <th>Job Title</th> </tr> </thead> <tbody> <tr> <td>NEWMAN</td> <td>0</td> <td>PAUL</td> <td>PHS</td> <td>HSAC47810</td> <td>O6</td> <td>CAPT</td> </tr> <tr> <td>NEWMAN</td> <td>1</td> <td>PAUL</td> <td>ACG</td> <td>AIRSTA BARBERS POINT HSWL DEPT</td> <td>O6</td> <td>CAPT</td> </tr> </tbody> </table>	Last Name	Empl Record	First Name	Company	Department	Salary Grade	Job Title	NEWMAN	0	PAUL	PHS	HSAC47810	O6	CAPT	NEWMAN	1	PAUL	ACG	AIRSTA BARBERS POINT HSWL DEPT	O6	CAPT
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4	<p>Once the correct Empl Record has been selected, click Add.</p> 																					

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Family Separation Allowance, Continued

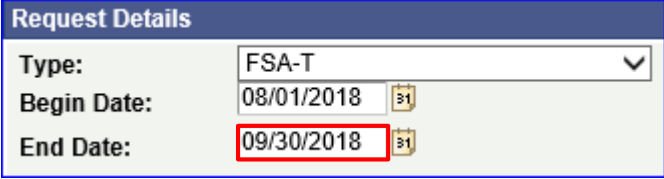

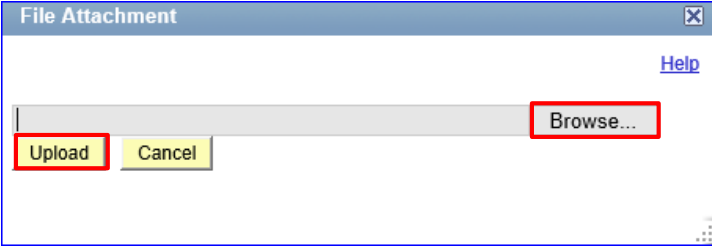
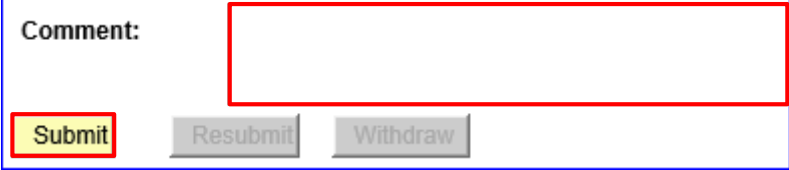
Procedure,
continued

Step	Action
5	<p>The Family Separation Allowance page will display. Read the bullets at the top before proceeding.</p> <div data-bbox="347 539 1390 1406" style="border: 1px solid black; padding: 5px;"> <p>Action Request</p> <p><u>Submit Family Separation Allowance</u></p> <p><u>NEWMAN, PAUL</u></p> <p>Requesting Family Separation Allowance</p> <p>FSA-R -- For personnel serving in a dependent restricted assignment.</p> <p>FSA-S -- For personnel permanently assigned to a ship which deployed in excess of 30 days.</p> <p>FSA-T -- For TDY assignments, including TDY to a ship which deployed in excess of 30 days.</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 FSA continues until entered. 4. Press Submit. <p>Request Details</p> <p>Type: <input type="text" value=""/></p> <p>Begin Date: <input type="text" value=""/> </p> <p>End Date: <input type="text" value=""/> </p> <p>Request Documents</p> <p><u>Add Attachment</u></p> <p>Comment: <input type="text" value=""/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>
6	<p>Select the appropriate FSA Type from the drop-down.</p> <div data-bbox="347 1473 1378 1648" style="border: 1px solid black; padding: 5px;"> <p>Request Details</p> <p>Type: FSA-T <input type="text" value=""/></p> <p>Begin Date: <input type="text" value=""/> </p> <p>End Date: <input type="text" value=""/> </p> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <p>FSA-R</p> <p>FSA-S</p> <p>FSA-T</p> </div> </div>
7	<p>Enter the Begin Date.</p> <div data-bbox="347 1720 1011 1904" style="border: 1px solid black; padding: 5px;"> <p>Request Details</p> <p>Type: <input type="text" value="FSA-T"/></p> <p>Begin Date: 08/01/2018 </p> <p>End Date: <input type="text" value=""/> </p> </div>

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Family Separation Allowance, Continued

Procedure,
continued

Step	Action
8	<p>Enter the End Date if known. If the End Date is left blank, follow the steps in the Pay Corrections guide to stop the earning at a later date.</p> 
9	<p>The FSA worksheet can be added to this transaction by clicking on the Add Attachment link.</p>  <p>Then select the Browse button to search for the document. Then click Upload.</p> 
10	<p>Enter any Comments for the Authorizing Official, then click Submit.</p> 
11	<p>Once submitted, this will appear to show the transaction is pending and has been routed to the SPO tree.</p> 