

Family Separation Allowance

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

Continuation of FSA Continuation FSA is payable to a member who performs the same type of FSA duty within 30 days. See the [Coast Guard Pay Manual](#), Chapter 3.H.11.b. for specific examples for when a member is entitled.

NOTE: If a member’s FSA was stopped, but the member then became eligible for Continuation FSA, use the [Pay Corrections Action Request](#) guide to remove the End Date.

Information [ACN 004/21 – Clarification of Continuous Duty On Board a Ship Required for Family Separation Allowance \(FSA-S\)](#)

Procedures See below.

Step	Action																																																
1	<p>From the Requests tab, select Family Separation Allowance in the Payroll Requests pagelet.</p>  <p>The screenshot shows a web interface with a 'Requests' tab selected. It contains two sections: 'Self Service Requests' and 'Payroll Requests'. The 'Payroll Requests' section lists various request types, with 'Family Separation Allowance' highlighted by a red rectangular box.</p> <table border="1" data-bbox="344 1066 1118 1928"> <thead> <tr> <th colspan="2">Self Service Requests</th> </tr> </thead> <tbody> <tr><td>Submit an Absence Request</td><td>Non-Chargeable Absence Request</td></tr> <tr><td>View My Absence Requests</td><td>Submit a Delegation Request</td></tr> <tr><td>View My Requests (all types)</td><td>PHS Submit Retirement Docs</td></tr> <tr><td>Submit a Drill Request</td><td>User Access Request</td></tr> </tbody> <thead> <tr> <th colspan="2">Payroll Requests</th> </tr> </thead> <tbody> <tr><td>View My Requests</td><td>Absence Request</td></tr> <tr><td>Civilian Clothing Allowance</td><td>Suppl Clothing Allowance</td></tr> <tr><td>Officer Uniform Allowance</td><td>Diving Duty Pay</td></tr> <tr><td>Foreign Language Pay</td><td>Hazardous Duty Pay</td></tr> <tr><td>Family Separation Allowance</td><td>Advance Pay</td></tr> <tr><td>Advance Liquidation Schedule</td><td>Special Duty Pay Request</td></tr> <tr><td>Assignment Pay Request</td><td>Meal Rate</td></tr> <tr><td>Cadet ICA</td><td>Hostile Fire Pay</td></tr> <tr><td>Combat Tax Exclusion</td><td>Career Sea Time</td></tr> <tr><td>Career Sea Time Override</td><td>Career Sea Pay Premium</td></tr> <tr><td>Balance Adjustment</td><td>Hardship Duty Pay</td></tr> <tr><td>Pay Corrections</td><td>Responsibility Pay</td></tr> <tr><td>Career Sea Pay on TDY</td><td>Approved Absence Corrections</td></tr> <tr><td>Cadet COMRATS</td><td>PHS Installment Special Pay</td></tr> <tr><td>PHS Monthly Special Pay</td><td>EBDL Completion</td></tr> <tr><td>Remove EBDL Completion</td><td>Proxy - BRS Enrollment</td></tr> <tr><td>Proxy - BRS Disenrollment</td><td>Proxy - Continuation Pay</td></tr> <tr><td>TSP Adjustment Request</td><td>Non-Chargeable Absence</td></tr> </tbody> </table>	Self Service Requests		Submit an Absence Request	Non-Chargeable Absence Request	View My Absence Requests	Submit a Delegation Request	View My Requests (all types)	PHS Submit Retirement Docs	Submit a Drill Request	User Access Request	Payroll Requests		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	Advance Liquidation Schedule	Special Duty Pay Request	Assignment Pay Request	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
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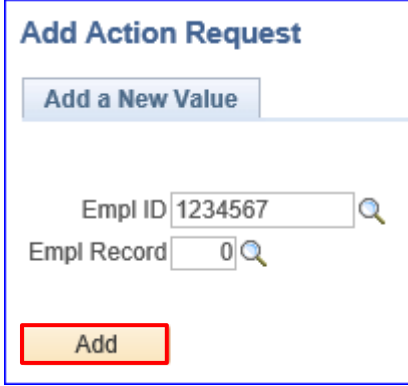
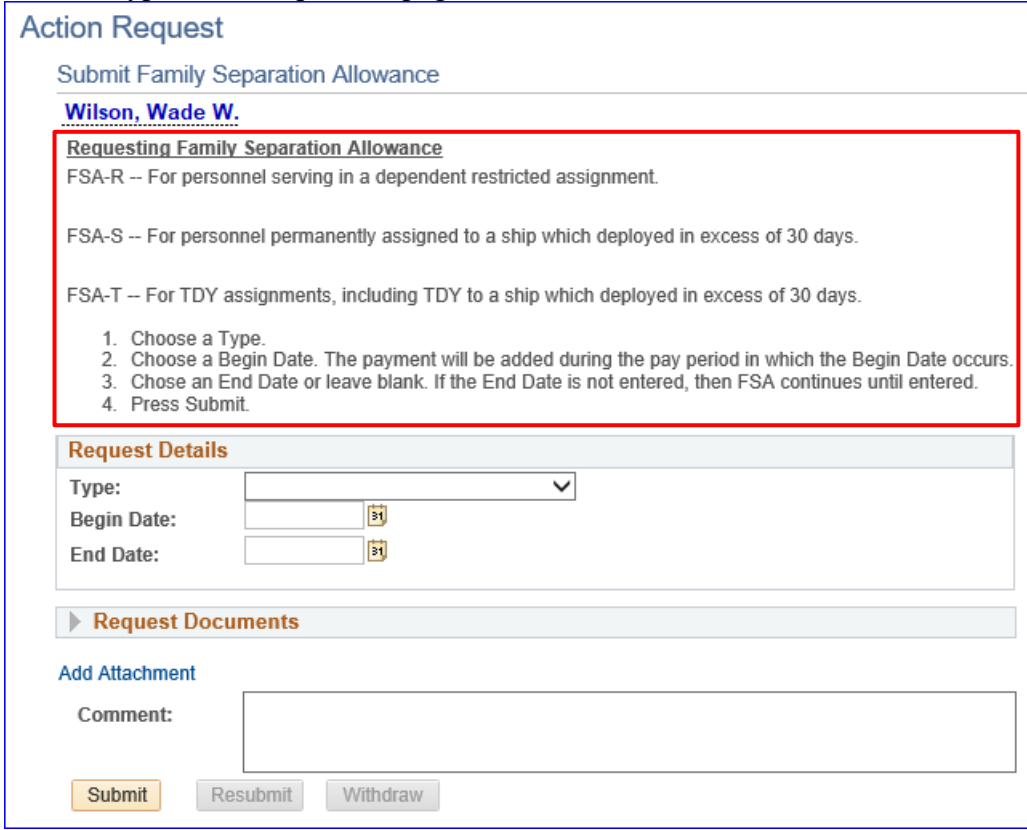
Procedures,
continued

Step	Action																					
2	<p>Enter the member's Empl ID and click the Empl Record Lookup (this is especially important for those members who may have more than one Employee Record in DA; i.e., a Reserve member who is also a Civilian employee).</p> <div data-bbox="347 589 756 972" style="border: 1px solid blue; padding: 5px;"> <p>Add Action Request</p> <p><input type="button" value="Add a New Value"/></p> <p>Empl ID <input type="text" value="1234567"/> <input type="button" value="🔍"/></p> <p>Empl Record <input type="text" value="0"/> <input type="button" value="🔍"/></p> <p><input type="button" value="Add"/></p> </div>																					
3	<p>If the member has more than one Employee Record, select the Last Name for the military record (indicated by the Salary Grade and Job Title).</p> <div data-bbox="347 1084 1377 1559" style="border: 1px solid blue; padding: 5px;"> <p>Look Up Empl Record ✕</p> <p style="text-align: right;">Help</p> <p>Search by: <input type="text" value="Last Name"/> <input type="button" value="▼"/> begins with <input type="text"/></p> <p><input type="button" value="Look Up"/> <input type="button" value="Cancel"/> Advanced Lookup</p> <p>Search Results</p> <p>View 100 First <input type="button" value="⏪"/> 1-2 of 2 <input type="button" value="⏩"/> Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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 style="border: 2px solid red;"> <td>WILSON</td> <td>0</td> <td>WADE</td> <td>ACG</td> <td>BASE DET STL SPO (PS)</td> <td>E6</td> <td>YN1</td> </tr> <tr> <td>WILSON</td> <td>1</td> <td>WADE</td> <td>ACG</td> <td>PPC MIL ACCT SUP BR</td> <td>08</td> <td>GS-8</td> </tr> </tbody> </table> </div>	Last Name	Empl Record	First Name	Company	Department	Salary Grade	Job Title	WILSON	0	WADE	ACG	BASE DET STL SPO (PS)	E6	YN1	WILSON	1	WADE	ACG	PPC MIL ACCT SUP BR	08	GS-8
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Family Separation Allowance, Continued

Procedures,
continued

Step	Action
4	<p>Once the correct Empl Record has been selected, click Add.</p> 
5	<p>The Family Separation Allowance Action Request page will display. Review the FSA types at the top of the page.</p> 

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Family Separation Allowance, Continued

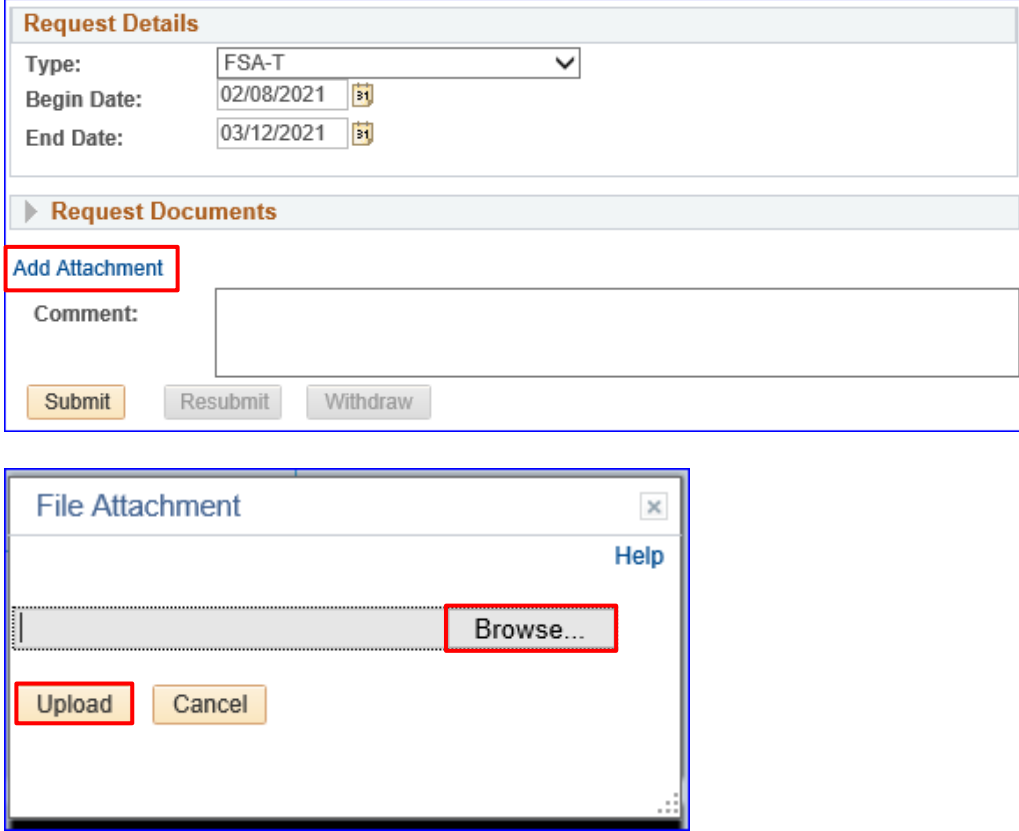
Procedures,
continued

Step	Action
6	<p>Select the appropriate FSA Type from the drop-down.</p> <div data-bbox="347 479 1366 651" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <p>Type: FSA-T ▼</p> <p>Begin Date: <input type="text"/> <small>31</small></p> <p>End Date: <input type="text"/> <small>31</small></p> <div style="border: 1px solid red; padding: 2px; margin-left: 150px;"> <p>FSA-R</p> <p>FSA-S</p> <p style="background-color: #e0f0ff;">FSA-T</p> </div> </div>
7	<p>Enter the Begin Date.</p> <div data-bbox="347 721 1366 896" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <p>Type: FSA-T ▼</p> <p>Begin Date: 02/08/2021 <small>31</small></p> <p>End Date: <input type="text"/> <small>31</small></p> </div>
8	<p>Enter the End Date, if known. If the End Date is left blank, follow the steps provided in the Pay Corrections Action Request guide to stop FSA at a later date.</p> <div data-bbox="347 1048 1366 1223" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <p>Type: FSA-T ▼</p> <p>Begin Date: 02/08/2021 <small>31</small></p> <p>End Date: 03/12/2021 <small>31</small></p> </div>

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Family Separation Allowance, Continued

Procedures,
continued

Step	Action
9	<p>The FSA worksheet may be attached to the action request: Click Add Attachment, then select Browse to search for the document. Click Upload.</p>  <p>The screenshot shows a web interface for adding an attachment to a request. The top section, titled "Request Details", includes a dropdown menu for "Type" (set to "FSA-T"), and date pickers for "Begin Date" (02/08/2021) and "End Date" (03/12/2021). Below this is a section titled "Request Documents" with an "Add Attachment" button highlighted in red. Underneath is a "Comment:" text area and three buttons: "Submit", "Resubmit", and "Withdraw". A "File Attachment" dialog box is open, showing a file name field with a "Browse..." button highlighted in red, and "Upload" and "Cancel" buttons at the bottom, with "Upload" also highlighted in red.</p>

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Family Separation Allowance, Continued

Procedures,
continued

Step	Action								
<p>10</p>	<p>Enter any Comments for the SPO Auditor, then click Submit.</p> <div data-bbox="349 479 1377 1368" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Family Separation Allowance</p> <p><u>Wilson, Wade W.</u> <u>Requesting Family Separation Allowance</u> 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. Chose an End Date or leave blank. If the End Date is not entered, then FSA continues until entered. 4. Press Submit. <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Request Details</p> <p>Type: <input type="text" value="FSA-T"/></p> <p>Begin Date: <input type="text" value="02/08/2021"/> <input type="button" value="B1"/></p> <p>End Date: <input type="text" value="03/12/2021"/> <input type="button" value="B1"/></p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <p>Request Documents</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 70%;">Description</th> <th style="width: 15%;">View Attachment</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>1 WWilson_FSAT.docx</td> <td style="text-align: center;">View Attachment</td> <td style="text-align: center;"><input type="button" value="+"/> <input type="button" value="-"/></td> </tr> </tbody> </table> <p>Add Attachment</p> <p>Comment: <div style="border: 2px solid red; height: 30px; width: 100%;"></div></p> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div> </div>		Description	View Attachment		<input type="checkbox"/>	1 WWilson_FSAT.docx	View Attachment	<input type="button" value="+"/> <input type="button" value="-"/>
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<p>11</p>	<p>Once submitted, the action request status will update to Pending and will be routed to the SPO tree.</p> <div data-bbox="349 1480 1337 1720" style="border: 1px solid blue; padding: 5px;"> <p>Request Status Pending</p> <p>Approvers</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p>Pending</p> <p><input type="button" value="Multiple Approvers"/> CGHRSUP for User's SPO</p> </div> </div>								