

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).

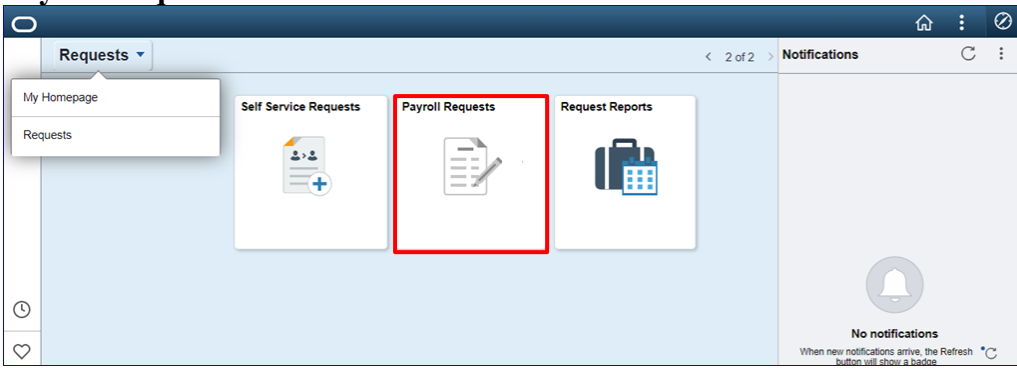
Continuation of FSA Continuation FSA is payable to a member who performs the same type of FSA duty within 30 days. See the [Coast Guard Pay Manual](#), Chapter 3.H.11.b. for specific examples for when a member is entitled.

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.

Pro-ration FSA is paid at a monthly rate of \$250.00. This monthly rate is pro-rated at 1/30th of the monthly rate for each day.

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

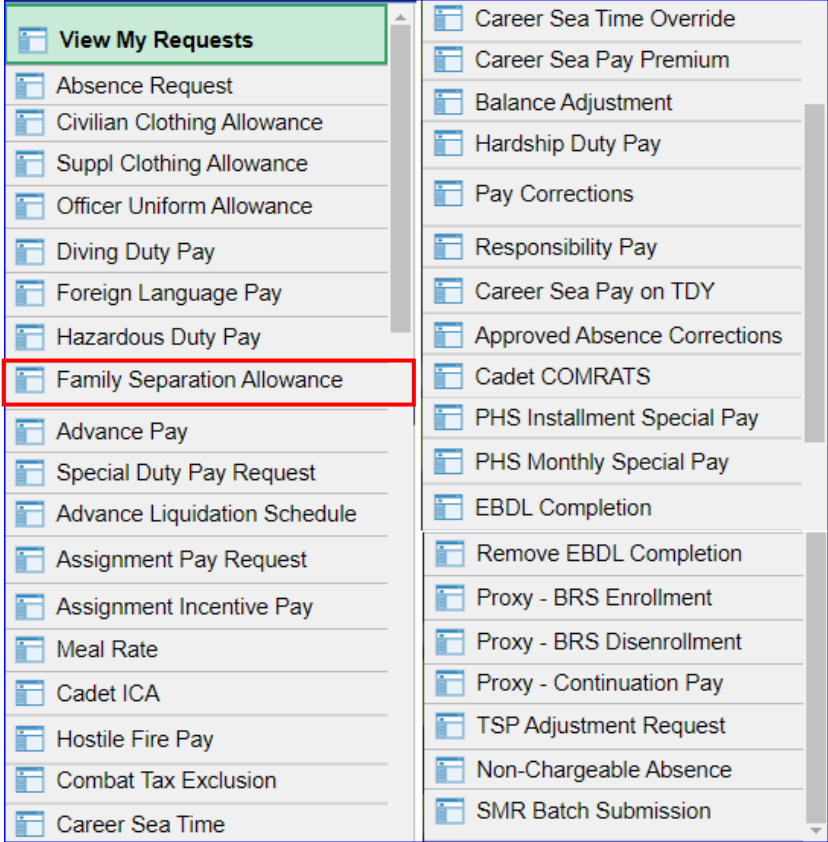
Procedures See below.

Step	Action
1	<p>After selecting Requests from the My Homepage drop-down, click on the Payroll Requests tile.</p> 

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Family Separation Allowance, Continued

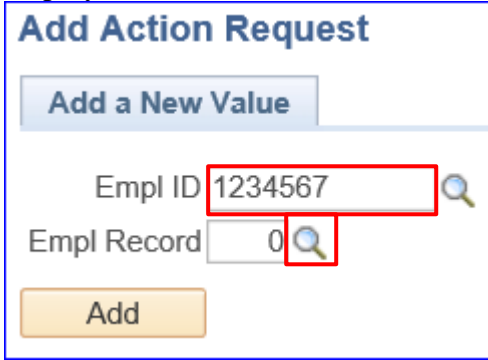
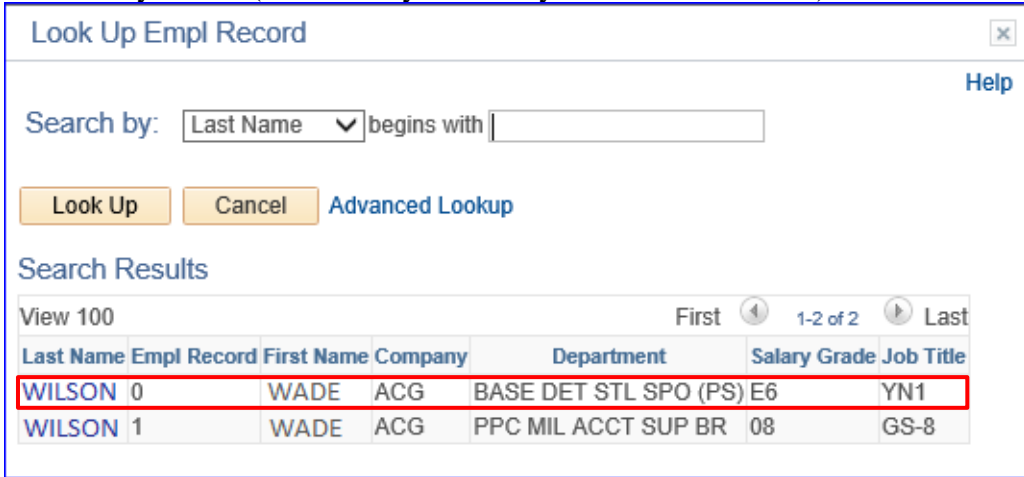
Procedures,
continued

Step	Action
<p>1.5</p>	<p>Select the Family Separation Allowance option.</p> 

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Family Separation Allowance, Continued

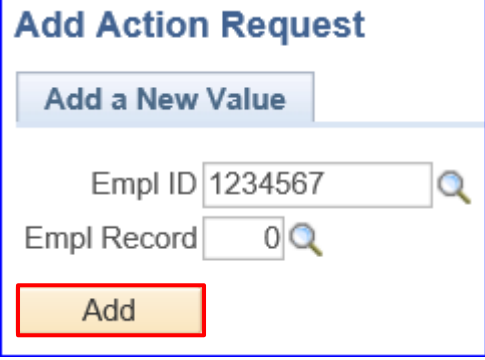
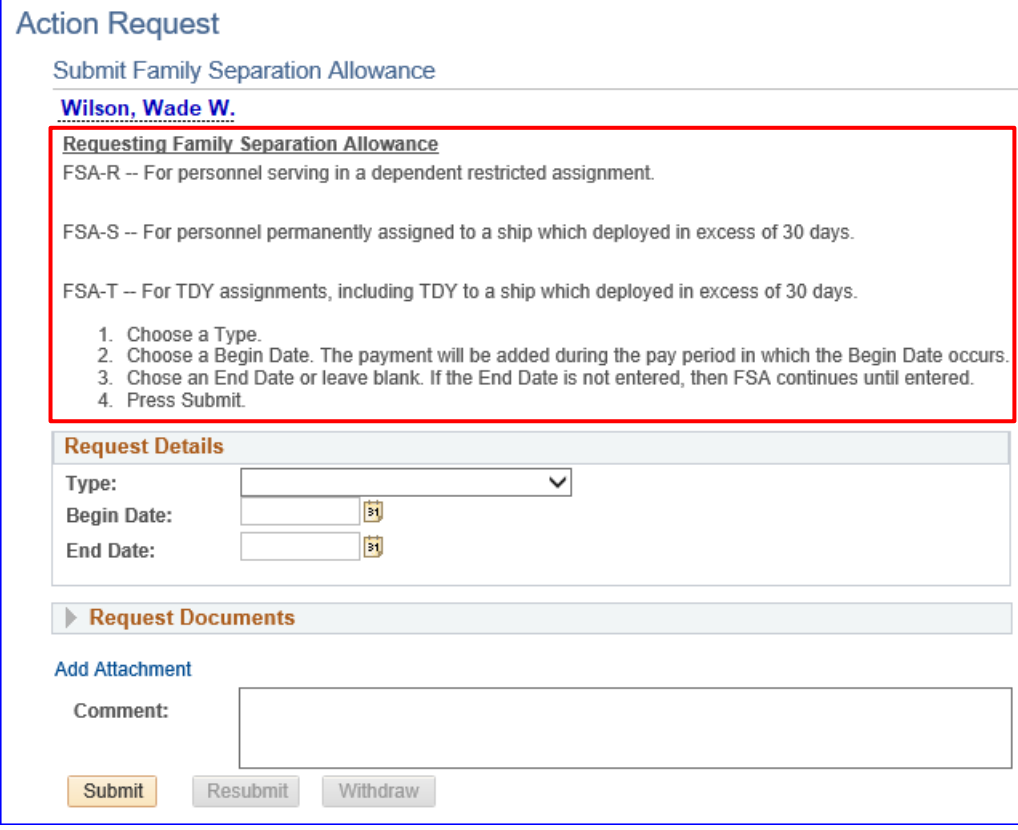
Procedures,
continued

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> 
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> 

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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

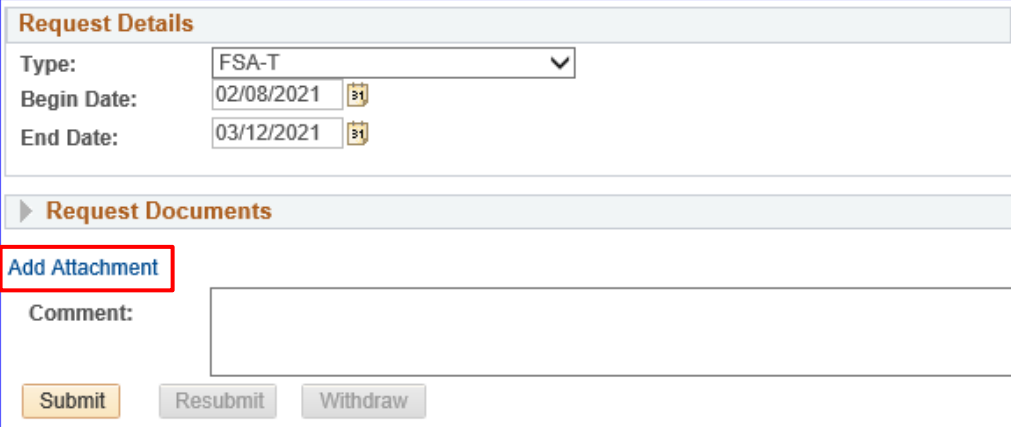
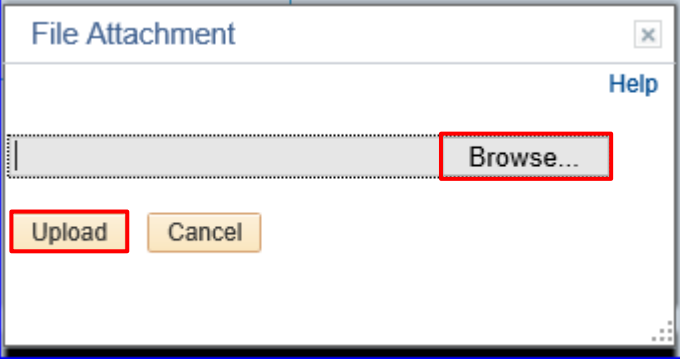
Procedures,
continued

Step	Action
6	<p>Select the appropriate FSA Type from the drop-down.</p> <div data-bbox="347 479 1375 651" style="border: 1px solid black; 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 1375 898" style="border: 1px solid black; 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 1375 1234" style="border: 1px solid black; 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>  

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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="347 479 1380 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></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. 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-bottom: 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="text" value="31"/></p> <p>End Date: <input type="text" value="03/12/2021"/> <input type="text" value="31"/></p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;">Request Documents</th> <th style="text-align: right;">View Attachment</th> </tr> <tr> <th style="width: 5%;"></th> <th style="width: 70%;">Description</th> <th style="width: 25%;"></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>1 WWilson_FSAT.docx</td> <td style="text-align: right;">View Attachment <input type="button" value="+"/> <input type="button" value="-"/></td> </tr> </tbody> </table> <p>Add Attachment</p> <p>Comment: <input style="border: 2px solid red;" type="text"/></p> <p style="text-align: center;"> <input style="border: 1px solid red;" type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div>	Request Documents		View Attachment		Description		<input type="checkbox"/>	1 WWilson_FSAT.docx	View Attachment <input type="button" value="+"/> <input type="button" value="-"/>
Request Documents		View Attachment								
	Description									
<input type="checkbox"/>	1 WWilson_FSAT.docx	View Attachment <input type="button" value="+"/> <input type="button" value="-"/>								
<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="347 1476 1337 1715" 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>									