Starting Responsibility Pay

Introduction	This guide provides the procedures for starting responsibility pay in Direct Access (DA).

Reference	(a) [Coast Guard Pay Manual, COMDTINST M7220.29 (series)](#)

Begin and End Dates	Responsibility pay **starts** on the day of assumption of duty and **stops** on the actual day of relief from duty as commanding officer. At no time will responsibility pay be paid concurrently to more than one officer assigned the same vessel, **except** for the assumption date and the relief date.

Acting Commanding Officers	An officer serving as an acting commanding officer for a period of less than 30 days is **not** entitled to responsibility pay. However, when it is known that the commanding officer will be absent for more than 30 days, authorization may be requested from Commandant (CG-1332) to pay responsibility pay to the acting commanding officer.

Important Information	If it is discovered that a member is erroneously receiving Responsibility pay that is **not** the result of an action request, it is important to submit a PPC Trouble Ticket (see [Submitting Trouble Tickets with Supporting Documents](#)) to have the Responsibility pay stopped and any overpayment recouped.

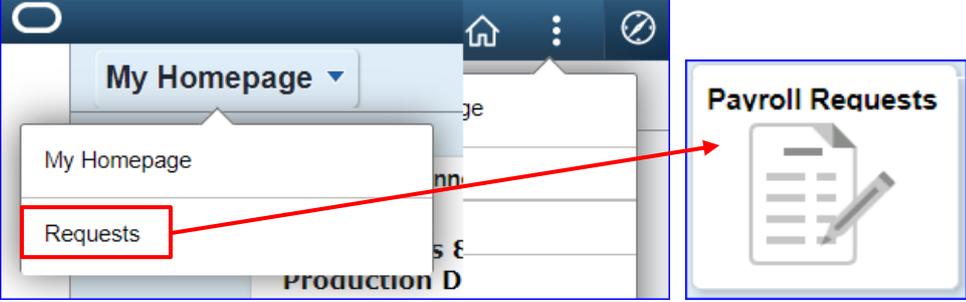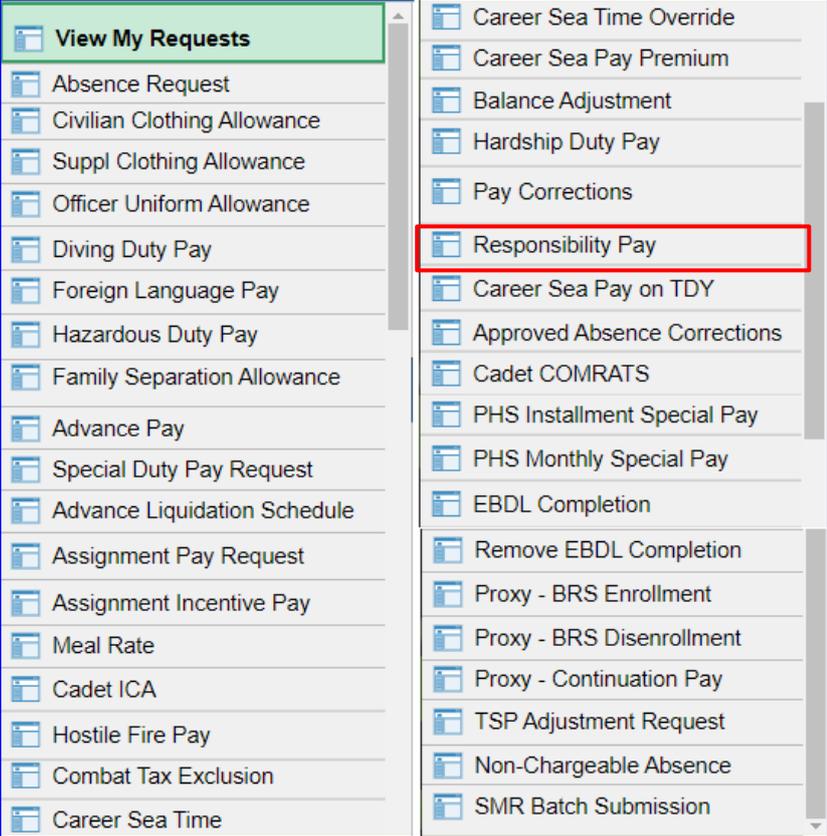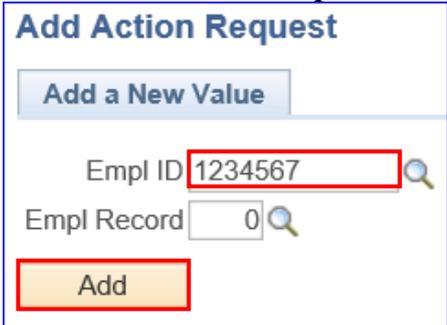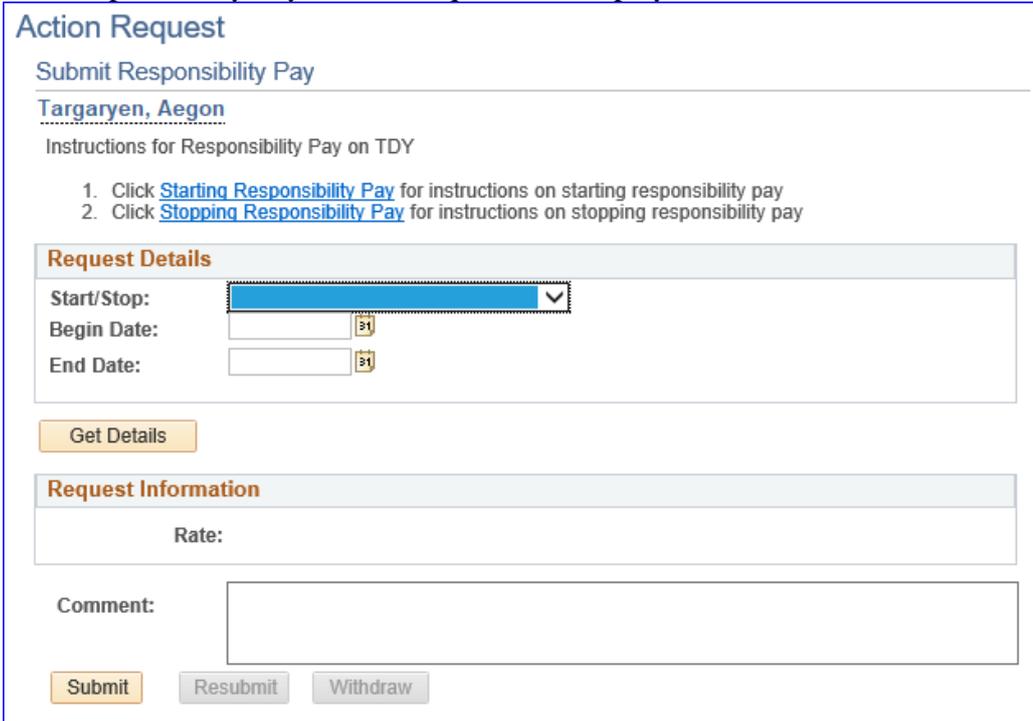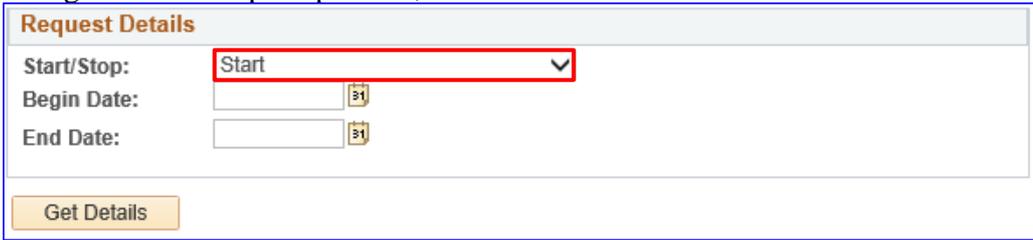|	
Auditing Standards	[Chapter 11.A of the 3PM](#) implemented a standard business process for submitting and validating pay transactions entered by Servicing Personnel Offices (SPOs). See the following user guides for navigating, identifying, and researching pay transactions: • [Pay Calculation Results](#) • [One Time Positive Input (OTPI)](#) • [Element Assignment by Payee (EABP)](#)

Starting Responsibility Pay, Continued

Procedures   See below.

Step	Action
1	Select **Requests** from the My Homepage drop-down. Click on the **Payroll Requests** Tile.
1.5	Select the **Responsibility Pay** option.

Starting Responsibility Pay, Continued

Procedures,
continued

Step	Action
2	Enter the member's **Empl ID** and click **Add**. **Add Action Request** Add a New Value Empl ID 1234567 Empl Record 0 Add
3	The Responsibility Pay Action Request will display. **Action Request** Submit Responsibility Pay **Targaryen, Aegon** Instructions for Responsibility Pay on TDY 1. Click Starting Responsibility Pay for instructions on starting responsibility pay 2. Click Stopping Responsibility Pay for instructions on stopping responsibility pay **Request Details** Start/Stop: Begin Date: End Date: Get Details **Request Information** Rate: Comment: Submit Resubmit Withdraw
4	Using the Start/Stop drop-down, select **Start**. **Request Details** Start/Stop: Start Begin Date: End Date: Get Details

Starting Responsibility Pay, Continued

Procedures, continued

Step	Action
5	Enter the **Begin Date**. Enter an **End Date** <u>only</u> if known (generally only entered for short-term authorization of responsibility pay, see Acting Commanding Officer at the beginning of this guide). Click **Get Details**. **Request Details** Start/Stop: Start Begin Date: 07/17/2020 End Date: Get Details
6	The **Request Information** will populate with the monthly rate. **Request Details** Start/Stop: Start Begin Date: 07/17/2020 End Date: Get Details **Request Information** Rate: $100

Starting Responsibility Pay, Continued

Procedures,
continued

Step	Action
7	Enter any **comments** as appropriate and click **Submit**. **Action Request** Submit Responsibility Pay **Targaryen, Aegon** Instructions for Responsibility Pay on TDY 1. Click Starting Responsibility Pay for instructions on starting responsibility pay 2. Click Stopping Responsibility Pay for instructions on stopping responsibility pay **Request Details** Start/Stop: Start Begin Date: 07/17/2020 End Date: Get Details **Request Information** Rate: $100 Comment: Provide comments as appropriate, i.e. Assumed command on 07/17/2020. Submit Resubmit Withdraw
8	The Request Status will update to **Pending** and the request will be routed to the SPO tree for approval. **Request Status: Pending** View/Hide Comments 1 **Pending** Multiple Approvers CGHRSUP for User's SPO **Comments** Aegon Targaryen at 07/20/2020 - 1:30 PM Provide comments as appropriate, i.e. Assumed command on 07/17/2020.

Starting Responsibility Pay, Continued

Procedures,
continued

Step	Action
9	Once the Responsibility Pay action request has been approved, it is important to review the member's Element Assignment By Payee (EABP) to ensure the information from the action request was captured correctly. To review the EABP, select the **Element Assignment By Payee** option from the Pay Processing Shortcuts tile.
10	Enter the member's **Empl ID** and click **Search**.

Starting Responsibility Pay, Continued

Procedures, continued

Step	Action
11	A list of the member's EABPs will display. Scroll through the list and locate the Element **RSPLTY PAY**. Ensure the Date(s) match the information entered in Step 5. **Element Assignment By Payee** Aegon Targaryen　　ID 1234567　　Empl Record 0 **Selection Criteria** Category Entry Type　　Element Name　　[Select with Matching Criteria] As of Date　　[Clear] **Assignments**　　1-21 of 21 [Elements] [Recipient] | Element Name▲	Description	Process Order	Begin Date▾	End Date	Active	Instance
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RSPLTY PAY	Responsibility Pay	999	07/17/2020		✔	1
TRICARE DEP	Tricare Dependent Dental	999	04/01/2020		✔	7
CFC	Combined Federal Campaign	999	03/01/2020	03/31/2020	✔	6
TRICARE DEP	Tricare Dependent Dental	999	04/01/2019	03/31/2020	✔	6	
12	Once the action request has processed through a pay calculation (run nightly), it is **important** to review the member's Pay Calculation Results to ensure it processed for pay correctly. To review the Pay Calculation Results, select **Pay Calculation Results** option from the Pay Processing Shortcuts tile. ▣ **Pay Calculation Results** ▣ Element Assignment By Payee ▣ One Time (Positive Input)

Starting Responsibility Pay, Continued

Procedures,
continued

Step	Action
13	Enter the member's **Empl ID** and click **Search**. Select the most recent pay calendar from the Search Results. **Results by Calendar Group** Enter any information you have and click Search. Leave fields blank for a list of all values. Find an Existing Value ▼ Search Criteria Empl ID [begins with ▽] [1234567] Empl Record [= ▽] [0] Calendar Group ID [begins with ▽] [🔍] Name [begins with ▽] [ ] [Search] [Clear] Basic Search 🗗 Save Search Criteria
14	Under the **Earnings and Deductions** tab, scroll to the most recent **Calendar Information** and then select **View All**. Scroll through the list and locate the **RSPLTY PAY** element. In this example, notice the **Slice Begin Date** indicates the Start Date entered in Step 5. Calendar Group Results | **Earnings and Deductions** | Accumulators | Supporting Elements Aegon Targaryen Employee Empl ID 1234567 Empl Record 0 Calendar Group ID C120071 202007 On-Cycle AD End Month **Calendar Information** 🔍 | ⏮ ◀ 3 of 3 ▽ ▶ ⏭ Calendar ID CG ACT 2020M07E Pay Group USCG Segment Number 1 Version 1 Revision 1 Gross Result Value 5,911.76 USD Net Result Value 4,212.05 USD **Earnings & Deductions** 🔍 ⏮ ◀ 1-5 of 18 ▽ ▶ ⏭ | View All **Element Results** | Components | Retro Adjustments | Deduction Arrears | User Fields | ‖▶ | Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details
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Earnings	BAH	1098.000000	Basic Allowance for Housing	0	07/16/2020	07/31/2020	Resolution Details
Earnings	BAS	128.340000	Basic Allow for Subsistence	0	07/16/2020	07/31/2020	Resolution Details
Earnings	BASIC PAY	4638.750000	Basic Pay	0	07/16/2020	07/31/2020	Resolution Details
Earnings	RSPLTY PAY	46.670000	Responsibility Pay	1	07/17/2020	07/31/2020	Resolution Details
Deduction	ASSOC DUES	6.000000	Association Dues	1	07/16/2020	07/31/2020	Resolution Details	 [Return to Search] [Previous in List] [Next in List] [Notify]