

Starting Responsibility Pay

Introduction This guide provides the procedures for a SPO to start 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.

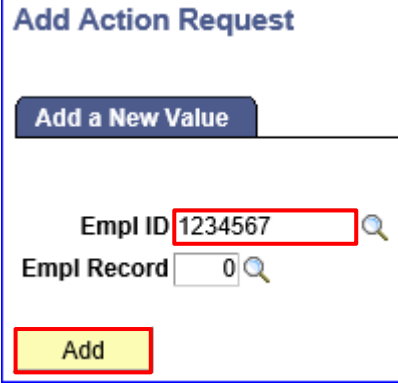
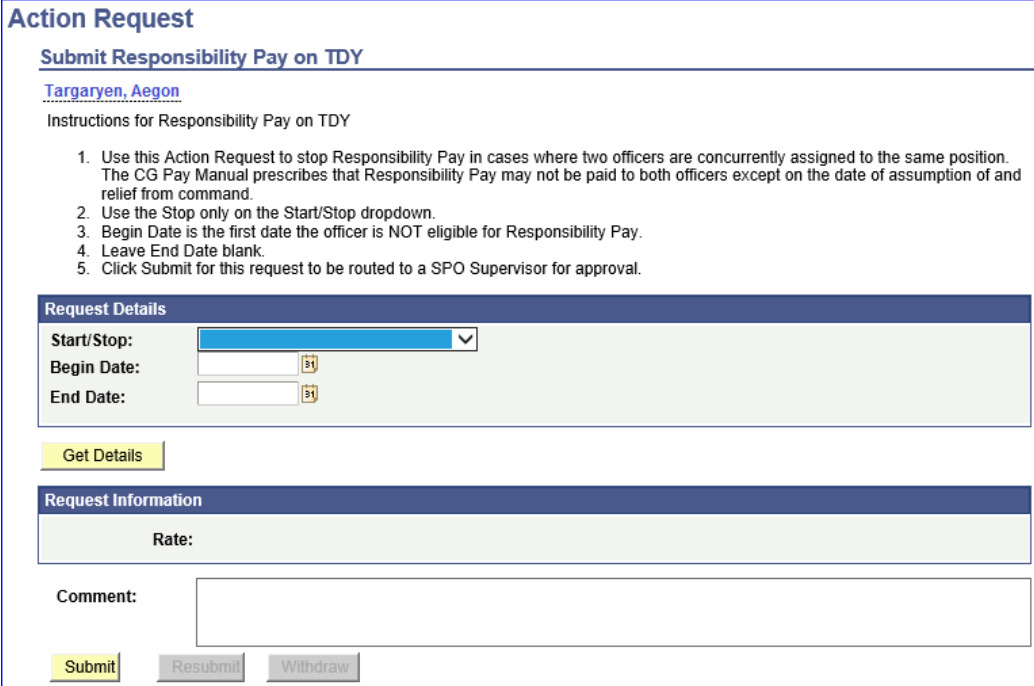
Procedures See below.

Step	Action
1	<p>From the Requests tab, select Responsibility Pay Override from the Payroll Requests pagelet.</p>  <p>The screenshot shows a web interface with a 'Requests' tab selected. Below the tab are two sections: 'Self Service Requests' and 'Payroll Requests'. The 'Payroll Requests' section contains a grid of links. The link 'Responsibility Pay Override' is highlighted with a red rectangular box.</p>

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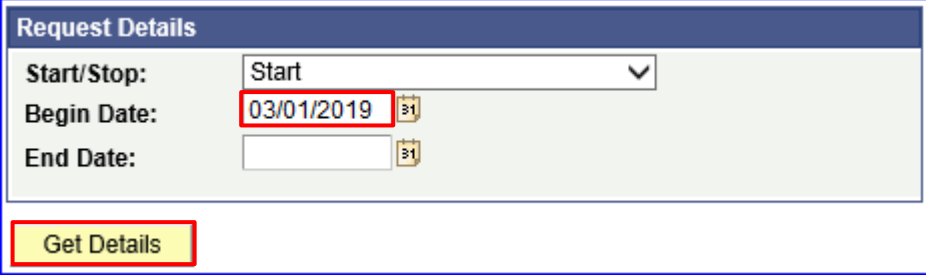
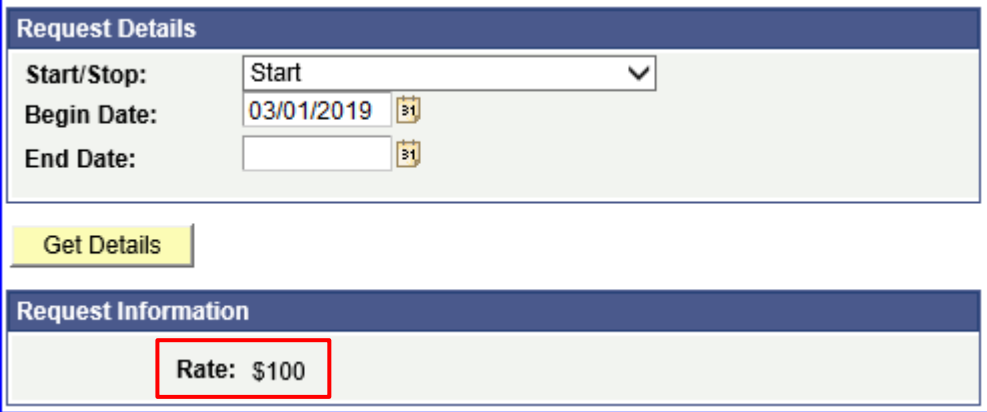
Procedures,
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Step	Action
2	<p>Enter the member's Empl ID and click Add.</p> 
3	<p>The Responsibility Pay Action Request page will display.</p> 

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Starting Responsibility Pay, Continued

Procedures,
continued

Step	Action
4	<p>Using the Start/Stop drop-down, select Start.</p> 
5	<p>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).</p> <p>Click Get Details.</p> 
6	<p>The Request Information will populate with the monthly rate.</p> 

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Starting Responsibility Pay, Continued


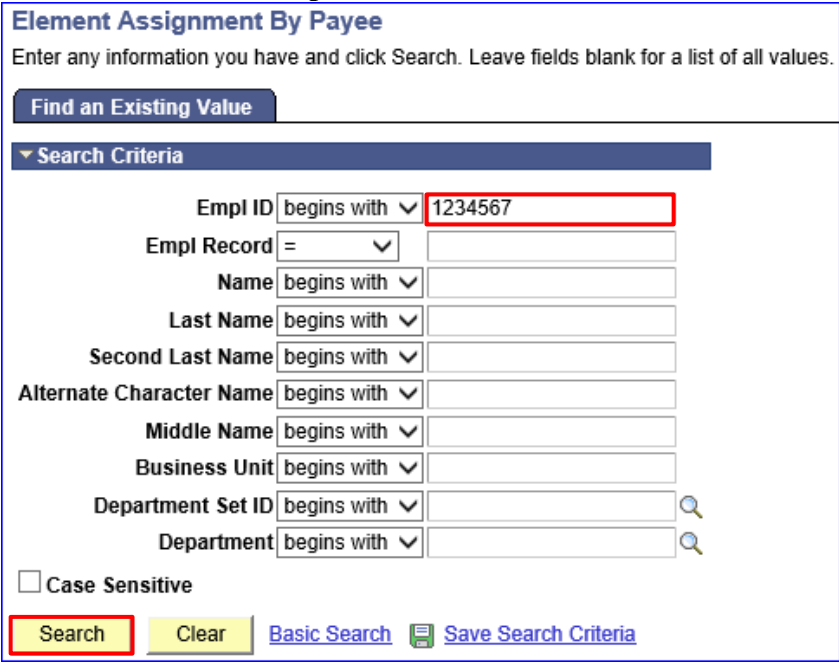
Procedures,
continued

Step	Action
7	<p>Enter any comments as appropriate and click Submit.</p> <div data-bbox="343 477 1385 1160"> <p>Action Request</p> <p><u>Submit Responsibility Pay on TDY</u></p> <p><u>Targaryen, Aegon</u></p> <p>Instructions for Responsibility Pay on TDY</p> <ol style="list-style-type: none"> 1. Use this Action Request to stop Responsibility Pay in cases where two officers are concurrently assigned to the same position. The CG Pay Manual prescribes that Responsibility Pay may not be paid to both officers except on the date of assumption of and relief from command. 2. Use the Stop only on the Start/Stop dropdown. 3. Begin Date is the first date the officer is NOT eligible for Responsibility Pay. 4. Leave End Date blank. 5. Click Submit for this request to be routed to a SPO Supervisor for approval. <div data-bbox="379 770 1380 902"> <p>Request Details</p> <p>Start/Stop: Start</p> <p>Begin Date: 03/01/2019</p> <p>End Date:</p> </div> <p>Get Details</p> <div data-bbox="379 960 1380 1039"> <p>Request Information</p> <p>Rate: \$100</p> </div> <p>Comment: Include comments as appropriate, i.e. Assumption of Command 03/01/2019.</p> <p>Submit Resubmit Withdraw</p> </div>
8	<p>The Requests Status will update to Pending and the request will be routed to the SPO tree for approval.</p> <div data-bbox="343 1272 1332 1675"> <p>Request Status: Pending View/Hide Comments</p> <p>1</p> <div data-bbox="368 1375 722 1487"> <p>Pending</p> <p> Multiple Approvers CGHRSUP for User's SPO</p> </div> <p>Comments</p> <p>Aegon Targaryen at 03/04/2019 - 9:40 AM Include comments as appropriate, i.e. Assumption of Command 03/01/2019.</p> </div>

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Procedures,
continued

Step	Action
<p>9</p>	<p>Once the responsibility pay action request has been approved and has processed through a pay calculation (run nightly), it is important to check the member's Element Assignment By Payee (EABP) and Pay Calculations Results to ensure it has processed correctly.</p> <p>To check the EABP: Select Element Assignment By Payee from the Pay Processing Shortcuts pagelet.</p> 
<p>10</p>	<p>Enter the member's Empl ID and click Search.</p> 

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Starting Responsibility Pay, Continued

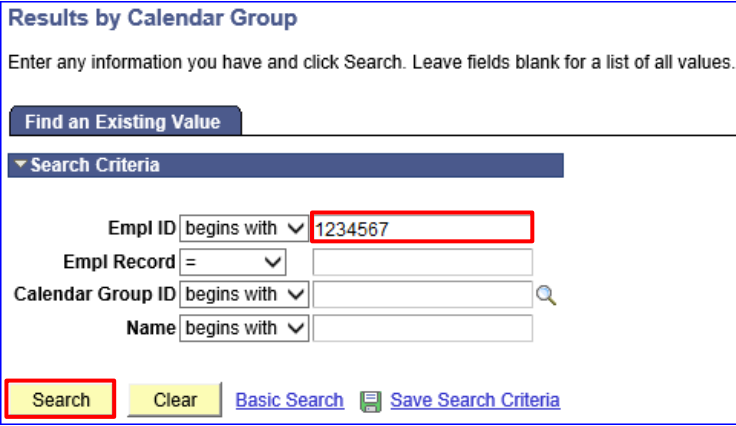

Procedures,
continued

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<p>11</p>	<p>A list of the member’s EABPs will display. Scroll through the list and locate the Element RSPLTY PAY. Ensure the Begin Date is correct.</p> <div data-bbox="343 510 1385 1406" style="border: 1px solid black; padding: 5px;"> <p>Element Assignment By Payee</p> <p>Aegon Targaryen ID 1234567 Empl Record 0</p> <p>Selection Criteria</p> <p>Category <input type="text"/> <input type="text"/></p> <p>Entry Type <input type="text"/> Element Name <input type="text"/></p> <p>As of Date <input type="text"/></p> <p>Select with Matching Criteria</p> <p>Clear</p> <hr/> <p>Assignments Personalize Find First 1-19 of 19 Last</p> <table border="1"> <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>CFC</td> <td>Combined Federal Campaign</td> <td>999</td> <td>01/01/2016</td> <td>12/31/2016</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>SAVINGS</td> <td>Savings</td> <td>999</td> <td>01/01/1998</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>1</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>5</td> </tr> <tr style="border: 2px solid red;"> <td>RSPLTY PAY</td> <td>Responsibility Pay</td> <td>999</td> <td>03/01/2019</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>FSA</td> <td>Family Separation Allowance</td> <td>999</td> <td>02/19/2015</td> <td>04/12/2015</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>FSA</td> <td>Family Separation Allowance</td> <td>999</td> <td>07/31/2018</td> <td>09/23/2018</td> <td><input checked="" type="checkbox"/></td> <td>2</td> </tr> <tr> <td>FSA</td> <td>Family Separation Allowance</td> <td>999</td> <td>01/04/2019</td> <td>04/07/2019</td> <td><input checked="" type="checkbox"/></td> <td>3</td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>09/01/2015</td> <td>09/30/2015</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>09/01/2015</td> <td>10/15/2015</td> <td><input checked="" type="checkbox"/></td> <td>2</td> </tr> </tbody> </table> <p>Add New Assignment Deduction Recipients</p> <p>Save Return to Search Previous in List Next in List Notify Refresh</p> </div>	Element Name	Description	*Process Order	Begin Date	End Date	Active	Instance	CFC	Combined Federal Campaign	999	01/01/2016	12/31/2016	<input checked="" type="checkbox"/>	1	SAVINGS	Savings	999	01/01/1998		<input checked="" type="checkbox"/>	1	TRICARE DEP	Tricare Dependent Dental	999	04/01/2018	03/31/2019	<input checked="" type="checkbox"/>	5	RSPLTY PAY	Responsibility Pay	999	03/01/2019		<input checked="" type="checkbox"/>	1	FSA	Family Separation Allowance	999	02/19/2015	04/12/2015	<input checked="" type="checkbox"/>	1	FSA	Family Separation Allowance	999	07/31/2018	09/23/2018	<input checked="" type="checkbox"/>	2	FSA	Family Separation Allowance	999	01/04/2019	04/07/2019	<input checked="" type="checkbox"/>	3	IN SRVC DEBT	In-Service Debt	999	09/01/2015	09/30/2015	<input checked="" type="checkbox"/>	1	IN SRVC DEBT	In-Service Debt	999	09/01/2015	10/15/2015	<input checked="" type="checkbox"/>	2
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<p>12</p>	<p>To check the Pay Calculation Results: Select Pay Calculation Results from the Pay Processing Shortcuts pagelet.</p> <div data-bbox="343 1518 1225 1668" style="border: 1px solid black; padding: 5px;"> <p>Pay Processing Shortcuts</p> <table border="1"> <tr> <td style="border: 2px solid red;">Pay Calculation Results</td> <td>Element Assignment By Payee</td> </tr> <tr> <td>One Time (Positive Input)</td> <td></td> </tr> </table> </div>	Pay Calculation Results	Element Assignment By Payee	One Time (Positive Input)																																																																			
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13	<p>Enter the member's Empl ID and click Search. Select the most recent pay calendar from the Search Results.</p>  <p>Results by Calendar Group</p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with ▼ 1234567</p> <p>Empl Record = ▼</p> <p>Calendar Group ID begins with ▼</p> <p>Name begins with ▼</p> <p>Search Clear Basic Search Save Search Criteria</p>																																																																								
14	<p>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.</p> <p>Note: For more information on using EABP and Pay Calculation Results, see the Viewing Pay Processing Shortcuts guide.</p>  <p>Calendar Group Results Earnings and Deductions Accumulators Supporting Elements</p> <p>Aegon Targaryen Employee Empl ID 1234567 Empl Record 0</p> <p>Calendar Group ID C119031 201903 On-Cycle AD End Month</p> <p>Calendar Information Find First 3 of 3 Last</p> <p>Calendar ID CG ACT 2019M03E Pay Group USCG</p> <p>Segment Number 1 Version 1 Revision 1</p> <p>Gross Result Value 8,681.89 USD Net Result Value 6,612.27 USD</p> <p>Earnings & Deductions Personalize Find View All First 1-22 of 22 Last</p> <table border="1"> <thead> <tr> <th>Element Type</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>Instance</th> <th>Slice Begin Date</th> <th>Slice End Date</th> <th>Resolution Details</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>BAH</td> <td>2416.500000</td> <td>Basic Allowance for Housing</td> <td></td> <td>03/16/2019</td> <td>03/31/2019</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BAS</td> <td>127.190000</td> <td>Basic Allow for Subsistence</td> <td></td> <td>03/16/2019</td> <td>03/31/2019</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BASIC PAY</td> <td>5420.700000</td> <td>Basic Pay</td> <td></td> <td>03/16/2019</td> <td>03/31/2019</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>CONUS COLA</td> <td>142.500000</td> <td>Conus COLA</td> <td></td> <td>03/16/2019</td> <td>03/31/2019</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>CSEAPAY</td> <td>375.000000</td> <td>Career Sea Pay</td> <td></td> <td>03/16/2019</td> <td>03/31/2019</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>FSA</td> <td>125.000000</td> <td>Family Separation Allowance</td> <td></td> <td>103/16/2019</td> <td>03/31/2019</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>RSPLTY PAY</td> <td>50.000000</td> <td>Responsibility Pay</td> <td></td> <td>103/16/2019</td> <td>03/31/2019</td> <td>Resolution Details</td> </tr> <tr> <td>Deduction</td> <td>ASSOC DUES</td> <td>7.500000</td> <td>Association Dues</td> <td></td> <td>103/16/2019</td> <td>03/31/2019</td> <td>Resolution Details</td> </tr> </tbody> </table>	Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details	Earnings	BAH	2416.500000	Basic Allowance for Housing		03/16/2019	03/31/2019	Resolution Details	Earnings	BAS	127.190000	Basic Allow for Subsistence		03/16/2019	03/31/2019	Resolution Details	Earnings	BASIC PAY	5420.700000	Basic Pay		03/16/2019	03/31/2019	Resolution Details	Earnings	CONUS COLA	142.500000	Conus COLA		03/16/2019	03/31/2019	Resolution Details	Earnings	CSEAPAY	375.000000	Career Sea Pay		03/16/2019	03/31/2019	Resolution Details	Earnings	FSA	125.000000	Family Separation Allowance		103/16/2019	03/31/2019	Resolution Details	Earnings	RSPLTY PAY	50.000000	Responsibility Pay		103/16/2019	03/31/2019	Resolution Details	Deduction	ASSOC DUES	7.500000	Association Dues		103/16/2019	03/31/2019	Resolution Details
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