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.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>From the Requests tab, select <strong>Responsibility Pay Override</strong> from the Payroll Requests pagelet.</td>
</tr>
</tbody>
</table>
### Starting Responsibility Pay, Continued

#### Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
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<tbody>
<tr>
<td>2</td>
<td>Enter the member’s Empl ID and click Add.</td>
</tr>
</tbody>
</table>

**Add Action Request**

- **Add a New Value**
  - **Empl ID**: 1234567
  - **Empl Record**: 0

- **Add**

| 3    | The Responsibility Pay Action Request page will display. |

**Action Request**

- **Submit Responsibility Pay on TDY**
- **Tarparvey, Argsen**
- Instructions for Responsibility Pay on TDY:
  1. Use this Action Request to stop Responsibility Pay in cases where two officers are concurrently assigned to the same position. The CB Pay Manual prescribe 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.

**Request Details**

- **Start/Stop:**
- **Begin Date:**
- **End Date:**

- **Get Details**

**Request Information**

- **Rate:**
- **Comment:**

- **Submit**

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Starting Responsibility Pay, Continued

Procedures, continued

<table>
<thead>
<tr>
<th>Step</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>4</strong></td>
<td>Using the Start/Stop drop-down, select <strong>Start</strong>.</td>
</tr>
<tr>
<td><img src="image1.png" alt="Request Details" /></td>
<td></td>
</tr>
<tr>
<td><strong>5</strong></td>
<td>Enter the <strong>Begin Date</strong>. Enter an <strong>End Date</strong> only if known (generally only entered for short-term authorization of responsibility pay, see <a href="#">Acting Commanding Officer</a> at the beginning of this guide).</td>
</tr>
<tr>
<td><img src="image2.png" alt="Request Details" /></td>
<td></td>
</tr>
<tr>
<td><strong>6</strong></td>
<td>The <strong>Request Information</strong> will populate with the monthly rate.</td>
</tr>
<tr>
<td><img src="image3.png" alt="Request Details" /></td>
<td>Rate: $100</td>
</tr>
</tbody>
</table>

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Starting Responsibility Pay, Continued

Procedures, continued

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<tbody>
<tr>
<td>7</td>
<td>Enter any <strong>comments</strong> as appropriate and click <strong>Submit</strong>.</td>
</tr>
</tbody>
</table>

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**Action Request**

Submit Responsibility Pay on TDY

Targaryen, Aegon

Instructions for Responsibility Pay on TDY

1. Use this Action Request to stop Responsibility Pay in cases where two officers are concurrently assigned to the same position. The CO 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.

---

**Request Details**

Start/Stop: Start

Begin Date: 03/01/2019

End Date: 

---

**Request Information**

Rate: $100

Comment: Include comments as appropriate, i.e. Assumption of Command 03/01/2019.

---

8 The Requests Status will update to **Pending** and the request will be routed to the SPO tree for approval.

---

**Request Status**: Pending

1

**Pending**

Multiple Approvers

CCHRSP for User's SPO

**Comments**

Aegon Targaryen at 03/04/2019 - 9:40 AM

Include comments as appropriate, i.e. Assumption of Command 03/01/2019.

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Starting Responsibility Pay, Continued

Procedures, continued

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<tr>
<td>9</td>
<td>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. To check the EABP: Select Element Assignment By Payee from the Pay Processing Shortcuts pagelet.</td>
</tr>
</tbody>
</table>

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<tbody>
<tr>
<td>10</td>
<td>Enter the member’s Empl ID and click Search. Enter any information you have and click Search. Leave fields blank for a list of all values.</td>
</tr>
</tbody>
</table>

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Starting Responsibility Pay, Continued

Procedures, continued

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<tbody>
<tr>
<td>11</td>
<td>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.</td>
</tr>
</tbody>
</table>

**Element Assignment By Payee**

- **Action**: Select Pay Calculation Results from the Pay Processing Shortcuts pagelet.

To check the Pay Calculation Results: Select **Pay Calculation Results** from the Pay Processing Shortcuts pagelet.

**Pay Processing Shortcuts**

- **Pay Calculation Results**
- **One Time (Positive Input)**

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Procedures, continued

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<tbody>
<tr>
<td>13</td>
<td><strong>Enter the member’s Empl ID and click Search.</strong> Select the most recent pay calendar from the Search Results.</td>
</tr>
</tbody>
</table>

**Results by Calendar Group**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Search Criteria**

- Empl ID begins with ➔ 1234567
- Empl Record ➔
- Calendar Group ID begins with ➔
- Name begins with ➔

[Search 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. |

**Note:** For more information on using EABP and Pay Calculation Results, see the Viewing Pay Processing Shortcuts guide.

| 15   | If the EABP is not built or the Pay Calculation Results do not display the entitlement correctly, submit a trouble ticket to PPC Customer Care. |