

## Starting Responsibility Pay

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**Introduction** This guide provides the procedures for a SPO to start responsibility pay in Direct Access (DA).

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

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**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.

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**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.

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**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.

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**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:

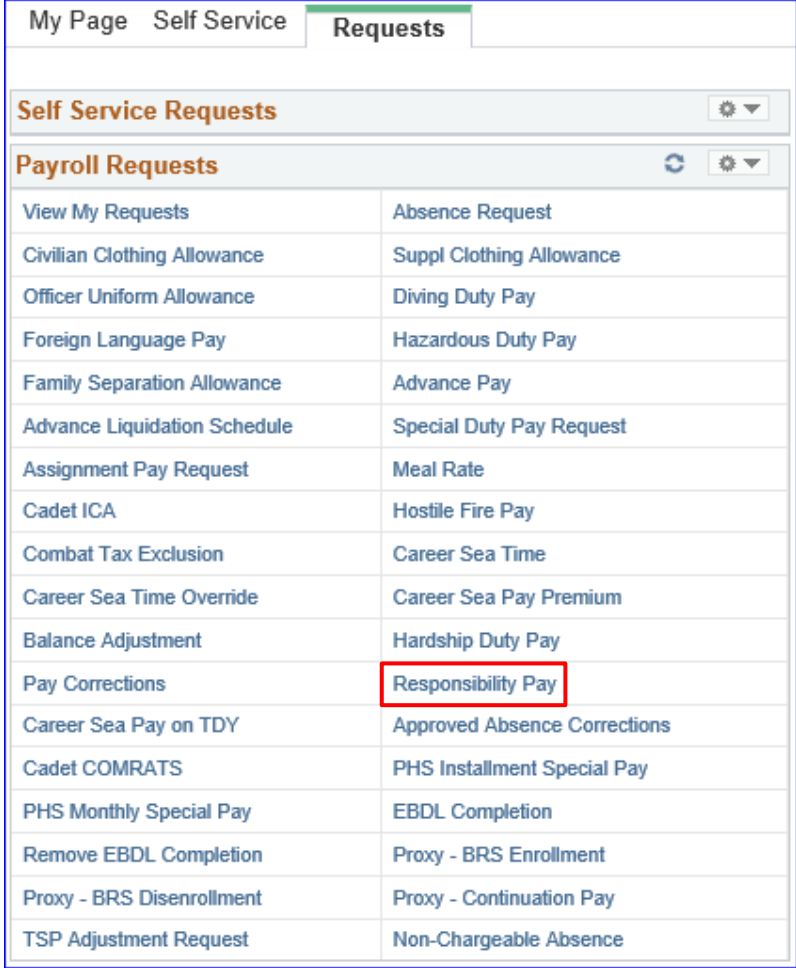
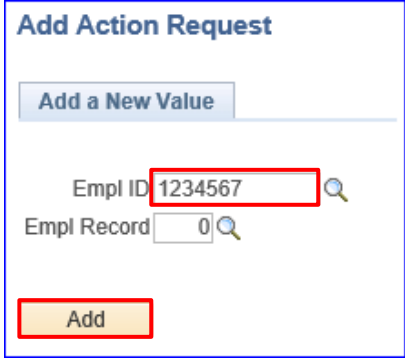
- [Pay Calculation Results](#)
- [One Time Positive Input \(OTPI\)](#)
- [Element Assignment by Payee \(EABP\)](#)

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# Starting Responsibility Pay, Continued

Procedures See below.

Step	Action																																				
1	<p>From the Requests tab, select <b>Responsibility Pay</b> from the Payroll Requests pagelet.</p>  <p>The screenshot shows a web interface with tabs for 'My Page', 'Self Service', and 'Requests'. The 'Requests' tab is active. Below it is a 'Self Service Requests' section with a settings icon. Underneath is a 'Payroll Requests' section with a refresh icon and settings icon. A table lists various request types, with 'Responsibility Pay' highlighted in a red box.</p> <table border="1" data-bbox="336 685 1126 1462"> <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><b>Responsibility Pay</b></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> </table>	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	<b>Responsibility Pay</b>	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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2	<p>Enter the member's <b>Empl ID</b> and click <b>Add</b>.</p>  <p>The screenshot shows a form titled 'Add Action Request'. It has a button 'Add a New Value'. Below it are two input fields: 'Empl ID' with the value '1234567' and a search icon, and 'Empl Record' with the value '0' and a search icon. At the bottom is a yellow 'Add' button highlighted in a red box.</p>																																				

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# Starting Responsibility Pay, Continued

Procedures,  
continued

Step	Action
3	<p>The Responsibility Pay Action Request will display.</p> <div data-bbox="336 524 1370 1245" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p>Submit Responsibility Pay</p> <p><u>Targaryen, Aegon</u></p> <p>Instructions for Responsibility Pay on TDY</p> <ol style="list-style-type: none"> <li>1. Click <a href="#">Starting Responsibility Pay</a> for instructions on starting responsibility pay</li> <li>2. Click <a href="#">Stopping Responsibility Pay</a> for instructions on stopping responsibility pay</li> </ol> <div data-bbox="368 763 1350 925" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Request Details</b></p> <p>Start/Stop: <span style="border: 1px solid #ccc; padding: 2px;">▼</span></p> <p>Begin Date: <input type="text"/> <span style="font-size: small;">B1</span></p> <p>End Date: <input type="text"/> <span style="font-size: small;">B1</span></p> </div> <p style="text-align: center;"><input type="button" value="Get Details"/></p> <div data-bbox="368 994 1350 1182" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Request Information</b></p> <p>Rate: <input type="text"/></p> <p>Comment: <input style="width: 100%;" type="text"/></p> <p style="text-align: center;"> <input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/> </p> </div> </div>
4	<p>Using the Start/Stop drop-down, select <b>Start</b>.</p> <div data-bbox="336 1319 1370 1559" style="border: 1px solid blue; padding: 5px;"> <p><b>Request Details</b></p> <p>Start/Stop: <span style="border: 2px solid red; padding: 2px;">Start ▼</span></p> <p>Begin Date: <input type="text"/> <span style="font-size: small;">B1</span></p> <p>End Date: <input type="text"/> <span style="font-size: small;">B1</span></p> <p style="text-align: center;"><input type="button" value="Get Details"/></p> </div>

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## Starting Responsibility Pay, Continued

Procedures,  
continued

Step	Action
5	<p>Enter the <b>Begin Date</b>. Enter an <b>End Date</b> <u>only</u> 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).</p> <p>Click <b>Get Details</b>.</p> <div data-bbox="338 667 1369 909" style="border: 1px solid black; padding: 5px;"> <p><b>Request Details</b></p> <p>Start/Stop: Start ▾</p> <p>Begin Date: 07/17/2020 <small>31</small></p> <p>End Date: <input type="text"/> <small>31</small></p> <p><b>Get Details</b></p> </div>
6	<p>The <b>Request Information</b> will populate with the monthly rate.</p> <div data-bbox="338 983 1369 1328" style="border: 1px solid black; padding: 5px;"> <p><b>Request Details</b></p> <p>Start/Stop: Start ▾</p> <p>Begin Date: 07/17/2020 <small>31</small></p> <p>End Date: <input type="text"/> <small>31</small></p> <p><b>Get Details</b></p> <p><b>Request Information</b></p> <p>Rate: \$100</p> </div>

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# Starting Responsibility Pay, Continued

Procedures,  
continued

Step	Action
7	<p>Enter any <b>comments</b> as appropriate and click <b>Submit</b>.</p> <div data-bbox="336 521 1370 1245" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p>Submit Responsibility Pay</p> <p><u>Targaryen, Aegon</u></p> <p>Instructions for Responsibility Pay on TDY</p> <ol style="list-style-type: none"> <li>1. Click <a href="#">Starting Responsibility Pay</a> for instructions on starting responsibility pay</li> <li>2. Click <a href="#">Stopping Responsibility Pay</a> for instructions on stopping responsibility pay</li> </ol> <div data-bbox="363 775 1359 936" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Request Details</b></p> <p>Start/Stop: Start <input type="button" value="v"/></p> <p>Begin Date: 07/17/2020 <input type="button" value="B1"/></p> <p>End Date: <input type="text"/> <input type="button" value="B1"/></p> </div> <p><input type="button" value="Get Details"/></p> <div data-bbox="363 1005 1359 1099" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Request Information</b></p> <p>Rate: \$100</p> </div> <p>Comment: <div data-bbox="555 1111 1362 1196" style="border: 2px solid red; padding: 2px;">Provide comments as appropriate, i.e. Assumed command on 07/17/2020.</div></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>
8	<p>The Request Status will update to <b>Pending</b> and the request will be routed to the SPO tree for approval.</p> <div data-bbox="336 1355 1326 1756" style="border: 1px solid blue; padding: 5px;"> <p>Request Status: <b>Pending</b> <input type="button" value="View/Hide Comments"/></p> <p>1</p> <div data-bbox="363 1458 716 1570" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Pending</b></p> <p><input type="button" value="Multiple Approvers"/> CGHRSUP for User's SPO</p> </div> <p><b>Comments</b></p> <p><b>Aegon Targaryen at 07/20/2020 - 1:30 PM</b></p> <p>Provide comments as appropriate, i.e. Assumed command on 07/17/2020.</p> </div>

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## Starting Responsibility Pay, Continued

Procedures,  
continued

Step	Action
<p><b>9</b></p>	<p>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.</p> <div data-bbox="336 595 1235 967" style="border: 1px solid black; padding: 5px;"> <p>Request Status <b>Approved</b> <span style="float: right;">View/Hide Comments</span></p> <p>1</p> <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px;"> <p><b>Approved</b></p> <p> <b>Tyrion Lannister</b> CGHSUP for User's SPO 07/20/20 - 1:39 PM</p> </div> <p><b>Comments</b></p> <p><b>Aegon Targaryen at 07/20/2020 - 1:30 PM</b> Provide comments as appropriate, i.e. Assumed command on 07/17/2020.</p> </div> <p>To review the EABP, select <b>Element Assignment By Payee</b> from the Pay Processing Shortcuts pagelet.</p> <div data-bbox="336 1077 1145 1227" style="border: 1px solid black; padding: 5px;"> <p><b>Pay Processing Shortcuts</b></p> <p>Pay Calculation Results <span style="float: right;"><b>Element Assignment By Payee</b></span></p> <p>One Time (Positive Input)</p> </div>
<p><b>10</b></p>	<p>Enter the member’s <b>Empl ID</b> and click <b>Search</b>.</p> <div data-bbox="336 1301 882 1895" style="border: 1px solid black; padding: 5px;"> <p><b>Element Assignment By Payee</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p><b>Find an Existing Value</b></p> <p><b>Search Criteria</b></p> <p>Empl ID begins with <input type="text" value="1234567"/> x</p> <p>Empl Record = <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p>Last Name begins with <input type="text"/></p> <p>Second Last Name begins with <input type="text"/></p> <p>Alternate Character Name begins with <input type="text"/></p> <p>Middle Name begins with <input type="text"/></p> <p>Business Unit begins with <input type="text"/></p> <p>Department Set ID begins with <input type="text"/> <input type="button" value="Q"/></p> <p>Department begins with <input type="text"/> <input type="button" value="Q"/></p> <p><input type="checkbox"/> Case Sensitive</p> <p><b>Search</b> <input type="button" value="Clear"/> <a href="#">Basic Search</a> <a href="#">Save Search Criteria</a></p> </div>

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# Starting Responsibility Pay, Continued

Procedures,  
continued

Step	Action																																												
<p><b>11</b></p>	<p>A list of the member’s EABPs will display. Scroll through the list and locate the Element <b>RSPLTY PAY</b>. Ensure the Date(s) match the information entered in Step 5.</p> <div data-bbox="338 595 1369 1263" style="border: 1px solid black; padding: 5px;"> <p><b>Element Assignment By Payee</b></p> <p>Aegon Targaryen ID 1234567 Empl Record 0</p> <p><b>Selection Criteria</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Category</td> <td style="width: 30%;"></td> <td rowspan="4" style="text-align: right; vertical-align: middle;"> <input type="button" value="Select with Matching Criteria"/>   <input type="button" value="Clear"/> </td> </tr> <tr> <td>Entry Type</td> <td>Element Name</td> </tr> <tr> <td>As of Date</td> <td></td> </tr> <tr> <td colspan="2"></td> </tr> </table> <p><b>Assignments</b></p> <p>1-21 of 21</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Element Name</th> <th style="width: 25%;">Description</th> <th style="width: 10%;">Process Order</th> <th style="width: 10%;">Begin Date</th> <th style="width: 10%;">End Date</th> <th style="width: 10%;">Active</th> <th style="width: 10%;">Instance</th> </tr> </thead> <tbody> <tr style="border: 2px solid red;"> <td>RSPLTY PAY</td> <td>Responsibility Pay</td> <td>999</td> <td>07/17/2020</td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">1</td> </tr> <tr> <td>TRICARE DEP</td> <td>Tricare Dependent Dental</td> <td>999</td> <td>04/01/2020</td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">7</td> </tr> <tr> <td>CFC</td> <td>Combined Federal Campaign</td> <td>999</td> <td>03/01/2020</td> <td>03/31/2020</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">6</td> </tr> <tr> <td>TRICARE DEP</td> <td>Tricare Dependent Dental</td> <td>999</td> <td>04/01/2019</td> <td>03/31/2020</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">6</td> </tr> </tbody> </table> </div>	Category		<input type="button" value="Select with Matching Criteria"/>  <input type="button" value="Clear"/>	Entry Type	Element Name	As of Date				Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	RSPLTY PAY	Responsibility Pay	999	07/17/2020		<input checked="" type="checkbox"/>	1	TRICARE DEP	Tricare Dependent Dental	999	04/01/2020		<input checked="" type="checkbox"/>	7	CFC	Combined Federal Campaign	999	03/01/2020	03/31/2020	<input checked="" type="checkbox"/>	6	TRICARE DEP	Tricare Dependent Dental	999	04/01/2019	03/31/2020	<input checked="" type="checkbox"/>	6
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<p><b>12</b></p>	<p>Once the action request has processed through a pay calculation (run nightly), it is <b>important</b> to review the member’s Pay Calculation Results to ensure it processed for pay correctly.</p> <p>To review the Pay Calculation Results, select <b>Pay Calculation Results</b> from the Pay Processing Shortcuts pagelet.</p> <div data-bbox="338 1518 1241 1682" style="border: 1px solid black; padding: 5px;"> <p><b>Pay Processing Shortcuts</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border: 2px solid red;">Pay Calculation Results</td> <td style="width: 50%;">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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# Starting Responsibility Pay, Continued

Procedures,  
continued

Step	Action																																																
13	<p>Enter the member's <b>Empl ID</b> and click <b>Search</b>. Select the most recent pay calendar from the Search Results.</p> <div data-bbox="336 557 1074 1032" style="border: 1px solid black; padding: 5px;"> <p><b>Results by Calendar Group</b></p> <p>Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p style="background-color: #e0f0e0; padding: 2px; display: inline-block;">Find an Existing Value</p></div> <div data-bbox="336 712 927 1032" style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p><b>Search Criteria</b></p> <p>Empl ID begins with <input type="text" value="1234567"/></p> <p>Empl Record = <input type="text" value="0"/></p> <p>Calendar Group ID begins with <input type="text"/></p> <p>Name begins with <input type="text"/></p> <p><span style="border: 1px solid red; padding: 2px;">Search</span> <span style="border: 1px solid gray; padding: 2px;">Clear</span> <a href="#">Basic Search</a> <a href="#">Save Search Criteria</a></p> </div>																																																
14	<p>Under the <b>Earnings and Deductions</b> tab, scroll to the most recent <b>Calendar Information</b> and then select <b>View All</b>. Scroll through the list and locate the <b>RSPLTY PAY</b> element. In this example, notice the <b>Slice Begin Date</b> indicates the Start Date entered in Step 5.</p> <div data-bbox="336 1211 1369 1912" style="border: 1px solid black; padding: 5px;"> <p>Calendar Group Results <span style="border: 1px solid red; padding: 2px;"><b>Earnings and Deductions</b></span> <span style="border: 1px solid gray; padding: 2px;">Accumulators</span> <span style="border: 1px solid gray; padding: 2px;">Supporting Elements</span></p> <p>Aegon Targaryen Employee Empl ID 1234567 Empl Record 0</p> <p>Calendar Group ID C120071 202007 On-Cycle AD End Month</p> <p>Calendar Information <span style="float: right;">3 of 3</span></p> <p>Calendar ID CG ACT 2020M07E Pay Group USCG</p> <p>Segment Number 1 Version 1 Revision 1</p> <p>Gross Result Value 5,911.76 USD Net Result Value 4,212.05 USD</p> <p><b>Earnings &amp; Deductions</b> <span style="float: right;">1-5 of 18 <span style="border: 1px solid red; padding: 2px;">View All</span></span></p> <p><span style="border: 1px solid green; padding: 2px;">Element Results</span> <span style="border: 1px solid gray; padding: 2px;">Components</span> <span style="border: 1px solid gray; padding: 2px;">Retro Adjustments</span> <span style="border: 1px solid gray; padding: 2px;">Deduction Arrears</span> <span style="border: 1px solid gray; padding: 2px;">User Fields</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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>1098.000000</td> <td>Basic Allowance for Housing</td> <td>0</td> <td>07/16/2020</td> <td>07/31/2020</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Earnings</td> <td>BAS</td> <td>128.340000</td> <td>Basic Allow for Subsistence</td> <td>0</td> <td>07/16/2020</td> <td>07/31/2020</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Earnings</td> <td>BASIC PAY</td> <td>4638.750000</td> <td>Basic Pay</td> <td>0</td> <td>07/16/2020</td> <td>07/31/2020</td> <td><a href="#">Resolution Details</a></td> </tr> <tr style="border: 2px solid red;"> <td>Earnings</td> <td>RSPLTY PAY</td> <td>46.670000</td> <td>Responsibility Pay</td> <td>1</td> <td>07/17/2020</td> <td>07/31/2020</td> <td><a href="#">Resolution Details</a></td> </tr> <tr> <td>Deduction</td> <td>ASSOC DUES</td> <td>6.000000</td> <td>Association Dues</td> <td>1</td> <td>07/16/2020</td> <td>07/31/2020</td> <td><a href="#">Resolution Details</a></td> </tr> </tbody> </table> <p><span style="border: 1px solid gray; padding: 2px;">Return to Search</span> <span style="border: 1px solid gray; padding: 2px;">Previous in List</span> <span style="border: 1px solid gray; padding: 2px;">Next in List</span> <span style="border: 1px solid gray; padding: 2px;">Notify</span></p> </div>	Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details	Earnings	BAH	1098.000000	Basic Allowance for Housing	0	07/16/2020	07/31/2020	<a href="#">Resolution Details</a>	Earnings	BAS	128.340000	Basic Allow for Subsistence	0	07/16/2020	07/31/2020	<a href="#">Resolution Details</a>	Earnings	BASIC PAY	4638.750000	Basic Pay	0	07/16/2020	07/31/2020	<a href="#">Resolution Details</a>	Earnings	RSPLTY PAY	46.670000	Responsibility Pay	1	07/17/2020	07/31/2020	<a href="#">Resolution Details</a>	Deduction	ASSOC DUES	6.000000	Association Dues	1	07/16/2020	07/31/2020	<a href="#">Resolution Details</a>
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