

# Starting Special Duty Pay

**Introduction** This guide provides procedures for starting Special Duty Pay (SDP) (formally Special Duty Assignment Pay, SDAP) for members in Direct Access (DA).

**References**

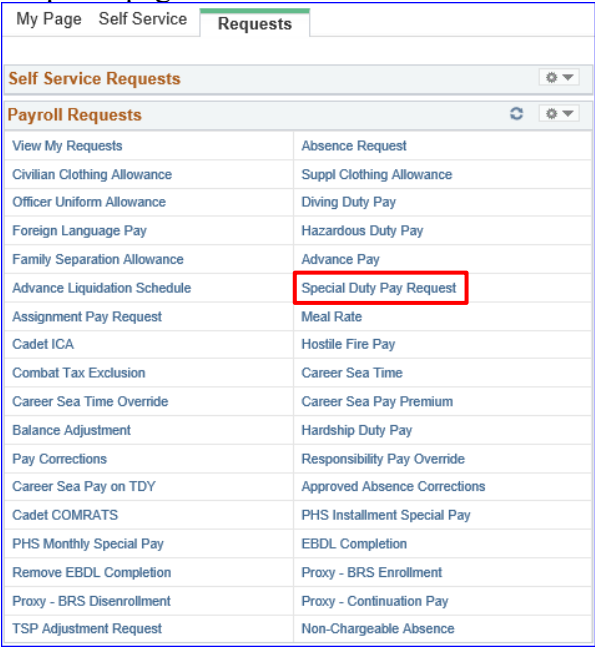
- (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
- (b) [Coast Guard Special Duty Pay \(SDP\), COMDTINST 1430.1 \(series\)](#)
- (c) [Assignment and Special Duty Pays, DoDI 1340.26](#)
- (d) [ACN 106/20 FY21 SPECIAL DUTY PAY \(SDP\) AND ASSIGNMENT PAY \(AP\)](#)

**Important Information** In the event that retroactive SDP is required, SPOs **MUST** include the [CG-2044 Special Duty Pay Worksheet](#) and all applicable source documentation when submitting a PPC Trouble Ticket.

**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 \(EABP\)](#)

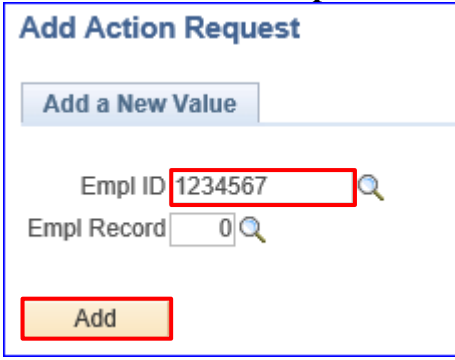
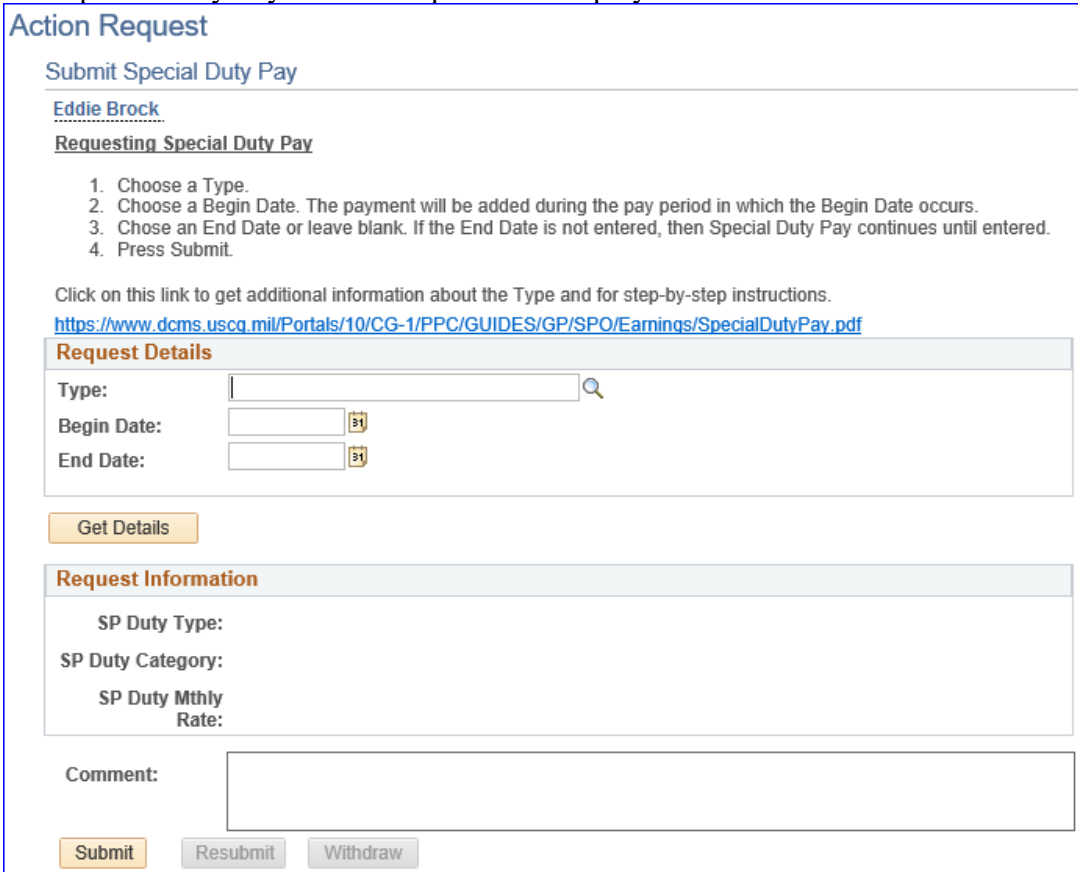
**Procedures** See below.

Step	Action																																				
<b>1</b>	<p>From the Requests tab, select <b>Special Duty Pay Request</b> from the Payroll Requests pagelet.</p>  <p>The screenshot shows a web interface with a 'Requests' tab selected. Under 'Payroll Requests', there is a grid of request types. 'Special Duty Pay Request' is highlighted with a red rectangular box.</p> <table border="1" data-bbox="316 1361 914 2007"> <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><b>Special Duty Pay Request</b></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>Responsibility Pay Override</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	<b>Special Duty Pay Request</b>	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	Responsibility Pay Override	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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# Starting Special Duty Pay, Continued

Procedures,  
continued

Step	Action
2	<p>Enter the member's <b>Empl ID</b> and click <b>Add</b>.</p>  <p><b>Add Action Request</b></p> <p>Add a New Value</p> <p>Empl ID <input type="text" value="1234567"/> </p> <p>Empl Record <input type="text" value="0"/> </p> <p><b>Add</b></p>
3	<p>The Special Duty Pay Action Request will display.</p>  <p><b>Action Request</b></p> <p>Submit Special Duty Pay</p> <p><u>Eddie Brock</u></p> <p><b>Requesting Special Duty Pay</b></p> <ol style="list-style-type: none"> <li>1. Choose a Type.</li> <li>2. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs.</li> <li>3. Choose an End Date or leave blank. If the End Date is not entered, then Special Duty Pay continues until entered.</li> <li>4. Press Submit.</li> </ol> <p>Click on this link to get additional information about the Type and for step-by-step instructions.  <a href="https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/SpecialDutyPay.pdf">https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/SpecialDutyPay.pdf</a></p> <p><b>Request Details</b></p> <p>Type: <input type="text"/> </p> <p>Begin Date: <input type="text"/> </p> <p>End Date: <input type="text"/> </p> <p><b>Get Details</b></p> <p><b>Request Information</b></p> <p>SP Duty Type:</p> <p>SP Duty Category:</p> <p>SP Duty Mthly Rate:</p> <p>Comment: <input type="text"/></p> <p><b>Submit</b> <b>Resubmit</b> <b>Withdraw</b></p>

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# Starting Special Duty Pay, Continued

Procedures,  
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Step	Action
4	<p>Complete the following fields in the Request Details section:</p> <ul style="list-style-type: none"> <li>• <b>Type</b> – using the lookup (magnifying glass), select the appropriate SDP.</li> <li>• <b>Begin Date</b> – enter the date the member became eligible for SDP (see Note 1).</li> <li>• <b>End Date</b> – this may be left blank. If the SDP is a temporary entitlement, enter an end date (see Note 2).</li> </ul> <p>Click <b>Get Details</b>.</p> <p><b>Note 1:</b> Do <b>NOT</b> enter a begin date prior to 10/1/2019. Special Duty Pay (SDP) became effective 10/1/2019. Any Retro requests to pay SDAP (Special Duty Assignment Pay) <b>MUST</b> be submitted through a customer service trouble ticket.</p> <p><b>Note 2:</b> For Reserve members on long term active duty orders, leave the End Date blank. SDP will stop automatically upon RELAD.</p> <div data-bbox="339 945 1398 1821" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p>Submit Special Duty Pay</p> <p><u>Eddie Brock</u></p> <p><u>Requesting Special Duty Pay</u></p> <ol style="list-style-type: none"> <li>1. Choose a Type.</li> <li>2. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs.</li> <li>3. Choose an End Date or leave blank. If the End Date is not entered, then Special Duty Pay continues until entered.</li> <li>4. Press Submit.</li> </ol> <p>Click on this link to get additional information about the Type and for step-by-step instructions.  <a href="https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/SpecialDutyPay.pdf">https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/SpecialDutyPay.pdf</a></p> <div style="border: 1px solid gray; padding: 5px;"> <p><b>Request Details</b></p> <p>Type: <input style="border: 1px solid red;" type="text" value="CGCYB03"/> <input type="button" value="🔍"/></p> <p>Begin Date: <input style="border: 1px solid red;" type="text" value="10/04/2019"/> <input type="button" value="📅"/></p> <p>End Date: <input style="border: 1px solid red;" type="text"/> <input type="button" value="📅"/></p> </div> <p><input style="border: 1px solid red;" type="button" value="Get Details"/></p> <div style="border: 1px solid gray; padding: 5px;"> <p><b>Request Information</b></p> <p>SP Duty Type:</p> <p>SP Duty Category:</p> <p>SP Duty Mthly Rate:</p> </div> <p>Comment: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>

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4 (cont.)	<p>The list of all available Special Duty Pay types:</p>  <p>The screenshot shows a search window titled 'Look Up Type' with a search filter 'Special Duty Pay Type begins with'. Below the search bar are buttons for 'Look Up', 'Cancel', and 'Advanced Lookup'. The search results are displayed in a table with columns for 'Special Duty Pay Type', 'Description', and 'Special Duty Pay Category'. The results list various pay types such as ADVINT, ANSPS, APMARK, ATTCAST, CANINE, CDSED, CGCYB01 through CGCYB19, CGCYB3, COXHW, COXMSST, COXNCV, COXPSU, COXTACT, CQCI, D8, DDTL, DOGB2, DOGB0, DOGDTL, DOGDTL1, DV1HRT, HELORS, HONOR, IDFSO, ITDLDR, ITDMBR, MLEAIN1, MSRTTL, NCVCMU, NMLBSINT, NSF-RM, NSF-RS, NSF-RT, RECPRO, SMTGIN1, SMTCNAVY, and SURFCT, each with its corresponding category level (LVL1 through LVL5).</p> <table border="1" data-bbox="336 645 1123 1928"> <thead> <tr> <th>Special Duty Pay Type</th> <th>Description</th> <th>Special Duty Pay Category</th> </tr> </thead> <tbody> <tr><td>ADVINT</td><td>ADVANCED INTERDICTION COXSWAIN</td><td>LVL3</td></tr> <tr><td>ANSPS</td><td>AN/SP-40E TECH</td><td>LVL4</td></tr> <tr><td>APMARK</td><td>PRECISION MARKSMAN - AVIATION/HITRON/TACLET (PM-A)</td><td>LVL2</td></tr> <tr><td>ATTCAST</td><td>ATTC AVIATION SURVIVAL TECHNICIAN (AST) INSTRUCTORS</td><td>LVL2</td></tr> <tr><td>CANINE</td><td>CANINE EXPLOSIVE DETECTION HANDLERS</td><td>LVL1</td></tr> <tr><td>CDSED</td><td>CRYPTOLOGIC DIRECT SUPPORT ELEMENT (CDSE) OPS AFLOAT</td><td>LVL1</td></tr> <tr><td>CGCYB01</td><td>CGCYBER CGCG CNO</td><td>LVL3</td></tr> <tr><td>CGCYB02</td><td>CGCYBER CPT CLOSE ACCESS NETWORK OPERATOR</td><td>LVL3</td></tr> <tr><td>CGCYB03</td><td>CGCYBER CPT CYBER SECURITY ANALYSTS</td><td>LVL3</td></tr> <tr><td>CGCYB04</td><td>CGCYBER CPT INTERACTIVE OPERATOR</td><td>LVL3</td></tr> <tr><td>CGCYB05</td><td>CGCYBER CPT NETWORK INFRASTRUCTURE SERVICE SPECIALIST</td><td>LVL3</td></tr> <tr><td>CGCYB06</td><td>CGCYBER CPT SYSTEMS ARCHITECT</td><td>LVL3</td></tr> <tr><td>CGCYB07</td><td>CGCYBER CPT ALL SOURCE INTEL ANALYST</td><td>LVL3</td></tr> <tr><td>CGCYB08</td><td>CGCYBER CSOC INCIDENT RESPONDER</td><td>LVL2</td></tr> <tr><td>CGCYB09</td><td>CGCYBER CSOC INTELLIGENCE WATCH OFFICER</td><td>LVL1</td></tr> <tr><td>CGCYB10</td><td>CGCYBER CSOC WATCH SUPERVISOR</td><td>LVL3</td></tr> <tr><td>CGCYB12</td><td>CGCYBER CSOC DEPUTY BATTLE WATCH CAPTAIN</td><td>LVL2</td></tr> <tr><td>CGCYB13</td><td>CGCYBER EOC NETWORK WATCHSTANDERS</td><td>LVL2</td></tr> <tr><td>CGCYB14</td><td>CGCYBER EOC SYSTEM WATCHSTANDERS</td><td>LVL1</td></tr> <tr><td>CGCYB15</td><td>CGCYBER EOC WATCH SUPERVISOR</td><td>LVL3</td></tr> <tr><td>CGCYB16</td><td>CGCYBER CSDB FUNCTIONAL TEAM MANAGERS (FTM)</td><td>LVL3</td></tr> <tr><td>CGCYB17</td><td>CGCYBER NETWORK OPS SECURITY CENTER BATTLE WATCH CAPTAIN</td><td>LVL3</td></tr> <tr><td>CGCYB18</td><td>CGCYBER CSDB WATCH SUP (WS) &amp; FUNCTIONAL TEAM LEAD (FTL)</td><td>LVL2</td></tr> <tr><td>CGCYB19</td><td>CGCYBER CSDB ANALYST</td><td>LVL1</td></tr> <tr><td>CGCYB3</td><td>CGCYBER CYBERSECURITY OPERATIONS CENTER (CSOC) ANALYST</td><td>LVL1</td></tr> <tr><td>COXHW</td><td>HEAVY WEATHER CERTIFIED COXSWAIN</td><td>LVL1</td></tr> <tr><td>COXMSST</td><td>MSST TACTICAL COXSWAIN</td><td>LVL1</td></tr> <tr><td>COXNCV</td><td>NCV PURSUIT COXSWAIN - ASHORE(E5 AND BELOW)/AFLOAT</td><td>LVL2</td></tr> <tr><td>COXPSU</td><td>PSU TACTICAL COXSWAIN (Active Duty)</td><td>LVL1</td></tr> <tr><td>COXTACT</td><td>TACTICAL CERTIFIED COXSWAIN</td><td>LVL1</td></tr> <tr><td>CQCI</td><td>CLOSE QUARTERS COMBAT INSTRUCTOR (CQCI)</td><td>LVL3</td></tr> <tr><td>D8</td><td>D8 MARINE INSPECTORS ENGAGED IN CONDUCTING OCSALOOP INSPECTIONS</td><td>LVL1</td></tr> <tr><td>DDTL</td><td>DIVE DEPLOYABLE TEAM LEADER (DTL)</td><td>LVL2</td></tr> <tr><td>DOGB2</td><td>MSRT TACTICAL OPERATOR (MSRT-TO)</td><td>LVL2</td></tr> <tr><td>DOGB0</td><td>TACLET TACTICAL OPERATOR</td><td>LVL2</td></tr> <tr><td>DOGDTL</td><td>MSST DEPLOYABLE TEAM LEADER</td><td>LVL1</td></tr> <tr><td>DOGDTL1</td><td>TACLET DEPLOYABLE TEAM LEADER</td><td>LVL3</td></tr> <tr><td>DV1HRT</td><td>ATTC AND NDSTC (DIVE HRT)</td><td>LVL2</td></tr> <tr><td>HELORS</td><td>HELICOPTER RESCUE SWIMMER</td><td>LVL3</td></tr> <tr><td>HONOR</td><td>CEREMONIAL HONOR GUARD MEMBERS (ENLISTED AND OFFICERS)</td><td>LVL2</td></tr> <tr><td>IDFSO</td><td>INDEPEND DUTY FSO 140, 110 + 87 PB WITH FS-17 COMPETENCY</td><td>LVL3</td></tr> <tr><td>ITDLDR</td><td>MTB DEPLOYABLE TEAM LEADER</td><td>LVL2</td></tr> <tr><td>ITDMBR</td><td>MTB DEPLOYABLE TEAM MEMBER</td><td>LVL1</td></tr> <tr><td>MLEAIN1</td><td>NCV MLEA HIGH RISK TRAINING INSTRUCTOR/SAFETY OFFICER</td><td>LVL1</td></tr> <tr><td>MSRTTL</td><td>MSRT DEPLOYABLE TEAM LEADER (DTL) ENLISTED (E6 AND BELOW)</td><td>LVL3</td></tr> <tr><td>NCVCMU</td><td>NCV PURSUIT MISSION COMMANDER - 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CGCYB13	CGCYBER EOC NETWORK WATCHSTANDERS	LVL2																																																																																																																																																																				
CGCYB14	CGCYBER EOC SYSTEM WATCHSTANDERS	LVL1																																																																																																																																																																				
CGCYB15	CGCYBER EOC WATCH SUPERVISOR	LVL3																																																																																																																																																																				
CGCYB16	CGCYBER CSDB FUNCTIONAL TEAM MANAGERS (FTM)	LVL3																																																																																																																																																																				
CGCYB17	CGCYBER NETWORK OPS SECURITY CENTER BATTLE WATCH CAPTAIN	LVL3																																																																																																																																																																				
CGCYB18	CGCYBER CSDB WATCH SUP (WS) & FUNCTIONAL TEAM LEAD (FTL)	LVL2																																																																																																																																																																				
CGCYB19	CGCYBER CSDB ANALYST	LVL1																																																																																																																																																																				
CGCYB3	CGCYBER CYBERSECURITY OPERATIONS CENTER (CSOC) ANALYST	LVL1																																																																																																																																																																				
COXHW	HEAVY WEATHER CERTIFIED COXSWAIN	LVL1																																																																																																																																																																				
COXMSST	MSST TACTICAL COXSWAIN	LVL1																																																																																																																																																																				
COXNCV	NCV PURSUIT COXSWAIN - ASHORE(E5 AND BELOW)/AFLOAT	LVL2																																																																																																																																																																				
COXPSU	PSU TACTICAL COXSWAIN (Active Duty)	LVL1																																																																																																																																																																				
COXTACT	TACTICAL CERTIFIED COXSWAIN	LVL1																																																																																																																																																																				
CQCI	CLOSE QUARTERS COMBAT INSTRUCTOR (CQCI)	LVL3																																																																																																																																																																				
D8	D8 MARINE INSPECTORS ENGAGED IN CONDUCTING OCSALOOP INSPECTIONS	LVL1																																																																																																																																																																				
DDTL	DIVE DEPLOYABLE TEAM LEADER (DTL)	LVL2																																																																																																																																																																				
DOGB2	MSRT TACTICAL OPERATOR (MSRT-TO)	LVL2																																																																																																																																																																				
DOGB0	TACLET TACTICAL OPERATOR	LVL2																																																																																																																																																																				
DOGDTL	MSST DEPLOYABLE TEAM LEADER	LVL1																																																																																																																																																																				
DOGDTL1	TACLET DEPLOYABLE TEAM LEADER	LVL3																																																																																																																																																																				
DV1HRT	ATTC AND NDSTC (DIVE HRT)	LVL2																																																																																																																																																																				
HELORS	HELICOPTER RESCUE SWIMMER	LVL3																																																																																																																																																																				
HONOR	CEREMONIAL HONOR GUARD MEMBERS (ENLISTED AND OFFICERS)	LVL2																																																																																																																																																																				
IDFSO	INDEPEND DUTY FSO 140, 110 + 87 PB WITH FS-17 COMPETENCY	LVL3																																																																																																																																																																				
ITDLDR	MTB DEPLOYABLE TEAM LEADER	LVL2																																																																																																																																																																				
ITDMBR	MTB DEPLOYABLE TEAM MEMBER	LVL1																																																																																																																																																																				
MLEAIN1	NCV MLEA HIGH RISK TRAINING INSTRUCTOR/SAFETY OFFICER	LVL1																																																																																																																																																																				
MSRTTL	MSRT DEPLOYABLE TEAM LEADER (DTL) ENLISTED (E6 AND BELOW)	LVL3																																																																																																																																																																				
NCVCMU	NCV PURSUIT MISSION COMMANDER - AFLOAT (ENLISTED)	LVL2																																																																																																																																																																				
NMLBSINT	NATIONAL MOTOR LIFEBOAT SCHOOL SURFMAN INSTRUCTORS	LVL5																																																																																																																																																																				
NSF-RM	NSF NATIONAL STRIKE FORCE RESPONSE MEMBER	LVL1																																																																																																																																																																				
NSF-RS	NSF NATIONAL STRIKE FORCE RESPONSE SUPERVISOR	LVL3																																																																																																																																																																				
NSF-RT	NSF NATIONAL STRIKE FORCE RESPONSE TECHNICIAN	LVL2																																																																																																																																																																				
RECPRO	CGRC RECRUITING ASSIGNMENTS	LVL3																																																																																																																																																																				
SMTGIN1	SMTC/SMTD HIGH-RISK TRAINING INSTRUCTORS AND SCHOOL CHIEFS	LVL1																																																																																																																																																																				
SMTCNAVY	SMTC/SMDT NAVY DIVING SALVAGE TRAINING CENTER CG HRT INSTR	LVL2																																																																																																																																																																				
SURFCT	SURFMAN CERTIFIED (ENLISTED AND OFFICER)	LVL5																																																																																																																																																																				

Continued on next page

# Starting Special Duty Pay, Continued

Procedures,  
continued

Step	Action
5	<p>The <b>Request Information</b> section will populate with the SP Duty Type, SP Duty Category, and SP Duty Monthly Rate.</p> <div data-bbox="320 512 1398 1397" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p>Submit Special Duty Pay</p> <p><u>Eddie Brock</u></p> <p><b>Requesting Special Duty Pay</b></p> <ol style="list-style-type: none"> <li>1. Choose a Type.</li> <li>2. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs.</li> <li>3. Chose an End Date or leave blank. If the End Date is not entered, then Special Duty Pay continues until entered.</li> <li>4. Press Submit.</li> </ol> <p>Click on this link to get additional information about the Type and for step-by-step instructions.  <a href="https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/SpecialDutyPay.pdf">https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/SpecialDutyPay.pdf</a></p> <div data-bbox="352 848 1385 1010" style="border: 1px solid gray; padding: 5px;"> <p><b>Request Details</b></p> <p>Type: <input type="text" value="CGCYB03"/> </p> <p>Begin Date: <input type="text" value="10/04/2019"/> </p> <p>End Date: <input type="text" value=""/> </p> </div> <p style="text-align: center;"><input type="button" value="Get Details"/></p> <div data-bbox="352 1077 1385 1254" style="border: 1px solid gray; padding: 5px; border: 2px solid red;"> <p><b>Request Information</b></p> <p>SP Duty Type: CGCYBER CPT Cyber Security Ana</p> <p>SP Duty Category: LVL3</p> <p>SP Duty Mthly Rate: \$225</p> </div> <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>

*Continued on next page*

# Starting Special Duty Pay, Continued


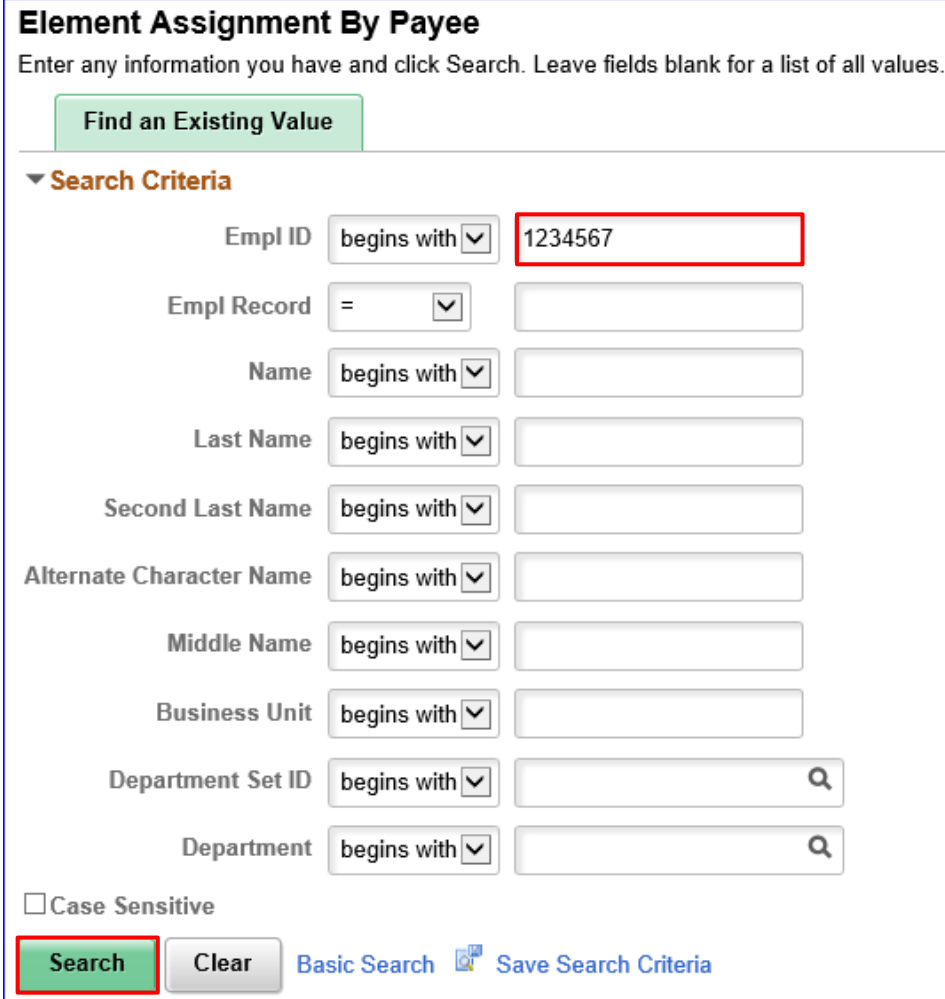
Procedures,  
continued

Step	Action
6	<p>Enter <b>Comments</b> as appropriate and click <b>Submit</b>.</p> <div data-bbox="320 477 1398 1361" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p>Submit Special Duty Pay</p> <p><u>Eddie Brock</u></p> <p><u>Requesting Special Duty Pay</u></p> <ol style="list-style-type: none"> <li>1. Choose a Type.</li> <li>2. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs.</li> <li>3. Chose an End Date or leave blank. If the End Date is not entered, then Special Duty Pay continues until entered.</li> <li>4. Press Submit.</li> </ol> <p>Click on this link to get additional information about the Type and for step-by-step instructions.  <a href="https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/SpecialDutyPay.pdf">https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/SpecialDutyPay.pdf</a></p> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Request Details</b></p> <p>Type: <input type="text" value="CGCYB03"/> </p> <p>Begin Date: <input type="text" value="10/04/2019"/> </p> <p>End Date: <input type="text"/> </p> <p><input type="button" value="Get Details"/></p> </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Request Information</b></p> <p>SP Duty Type: CGCYBER CPT Cyber Security Ana</p> <p>SP Duty Category: LVL3</p> <p>SP Duty Mthly Rate: \$225</p> <p>Comment: <input style="border: 2px solid red;" type="text" value="Member has met all eligibility requirements 10/04/2019."/></p> <p><input style="border: 2px solid red;" type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div> </div>
7	<p>The Request Status will update to <b>Pending</b>.</p> <div data-bbox="320 1435 1342 1850" style="border: 1px solid blue; padding: 5px;"> <p><b>Special Duty Pay</b></p> <p>Request Status: <span style="border: 2px solid red; padding: 2px;">Pending</span> <span style="float: right;"> View/Hide Comments</span></p> <p>Approvers</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p><b>Pending</b></p> <p> <b>Multiple Approvers</b></p> <p>CGHRSUP for User's SPO</p> </div> <p>Comments</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Eddie Brock at 10/11/19 - 9:14 AM</b></p> <p>Member has met all eligibility requirements 10/04/2019.</p> </div> </div>

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# Starting Special Duty Pay, Continued

Procedures,  
continued

Step	Action
8	<p>Once the Special Duty Pay Action Request has been approved, an Element Assignment By Payee (EABP) for SDP will be generated. To view the EABP, select <b>Element Assignment By Payee</b> from the Pay Processing Shortcuts pagelet.</p> <p><b>Note:</b> For more information on navigating and reviewing EABPs, see the <a href="#">Element Assignment By Payee</a> user guide.</p> 
9	<p>Enter the member's <b>Empl ID</b> and click <b>Search</b>.</p> 

*Continued on next page*

# Starting Special Duty Pay, Continued

Procedures,  
continued

Step	Action																																																																																			
10	<p>A list of the member's EABPs will display. Special Duty Pay is generally located towards the bottom of the list. To view the details of the Special Duty Pay element, click <b>SP DUTY PAY</b>.</p> <div data-bbox="316 548 1396 1512" style="border: 1px solid black; padding: 5px;"> <p><b>Element Assignment By Payee</b></p> <p>Eddie Brock 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 style="width: 20%; text-align: right;"><b>Select with Matching Criteria</b></td> </tr> <tr> <td>Entry Type</td> <td>Element Name</td> <td style="text-align: right;"><b>Clear</b></td> </tr> <tr> <td>As of Date</td> <td></td> <td></td> </tr> </table> <p><b>Assignments</b></p> <p>1-20 of 20</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Elements</th> <th>Recipient</th> <th colspan="2"></th> </tr> <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>01/01/2015</td> <td>12/31/2015</td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>OTHER</td> <td>Other Allotment</td> <td>999</td> <td>11/01/2004</td> <td>08/31/2015</td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>SAVINGS</td> <td>Savings</td> <td>999</td> <td>09/01/2003</td> <td></td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>SAVINGS</td> <td>Savings</td> <td>999</td> <td>09/01/2013</td> <td></td> <td style="text-align: center;">✓</td> <td></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 style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>TRICARE DEP</td> <td>Tricare Dependent Dental</td> <td>999</td> <td>04/01/2019</td> <td></td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>FSA</td> <td>Family Separation Allowance</td> <td>999</td> <td>03/22/2015</td> <td>04/25/2015</td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>05/01/2017</td> <td>05/15/2017</td> <td style="text-align: center;">✓</td> <td></td> </tr> <tr style="border: 2px solid red;"> <td><b>SP DUTY PAY</b></td> <td>Special Duty Pay</td> <td>999</td> <td>10/04/2019</td> <td></td> <td style="text-align: center;">✓</td> <td></td> </tr> </tbody> </table> <p style="text-align: right;"><a href="#">Deduction Recipients</a></p> <p><b>Add New Assignment</b></p> <p>Save Return to Search Notify Refresh</p> </div>	Category		<b>Select with Matching Criteria</b>	Entry Type	Element Name	<b>Clear</b>	As of Date			Elements	Recipient			Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	CFC	Combined Federal Campaign	999	01/01/2015	12/31/2015	✓		OTHER	Other Allotment	999	11/01/2004	08/31/2015	✓		SAVINGS	Savings	999	09/01/2003		✓		SAVINGS	Savings	999	09/01/2013		✓		TRICARE DEP	Tricare Dependent Dental	999	04/01/2018	03/31/2019	✓		TRICARE DEP	Tricare Dependent Dental	999	04/01/2019		✓		FSA	Family Separation Allowance	999	03/22/2015	04/25/2015	✓		IN SRVC DEBT	In-Service Debt	999	05/01/2017	05/15/2017	✓		<b>SP DUTY PAY</b>	Special Duty Pay	999	10/04/2019		✓	
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# Starting Special Duty Pay, Continued

Procedures,  
continued

Step	Action
11	<p>The <b>Element Details</b> should match the details noted in Step 5.</p> <div style="border: 1px solid blue; padding: 5px;"> <p><b>Element Assignment By Payee</b></p> <hr/> <p><b>Element Detail</b></p> <p>Employee ID 1234567      Empl Record 0      Name <u>Eddie Brock</u></p> <p>Element Name SP DUTY PAY      Special Duty Pay      Instance 1</p> <p><b>Assignment Process Detail</b></p> <p><input checked="" type="checkbox"/> Assignment Is Active      Currency Code USD      US Dollar</p> <p>Process Order 999      <span style="border: 1px solid red; padding: 2px;">Begin Date 10/04/2019</span>      End Date</p> <p><input type="checkbox"/> Allow Batch Update of End Date      Previous End Date Updated in Payroll Run</p> <p>▼ <b>Calculation Information</b></p> <p>Calculation Rule</p> <p>Amount</p> <p>Amount Element</p> <p>Amount Value</p> <p>▼ <b>SP Duty Pay Element Overrides</b></p> <div style="border: 1px solid red; padding: 2px; margin: 5px 0;"> <p>*Posn/Specialty Title CGCYB03</p> <p>*SDAP CATEGORY Special Duty/Assignment Pay 3</p> </div> <p>▼ <b>Additional Overrides</b></p> <p>Frequency Option Use Element Frequency</p> <p>Frequency</p> <p>Generation Option Use Element Generation Control</p> <p>Generation Control</p> <p style="text-align: center;"> <input type="button" value="OK"/>    <input type="button" value="Cancel"/>    <input type="button" value="Refresh"/> </p> </div>