

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).

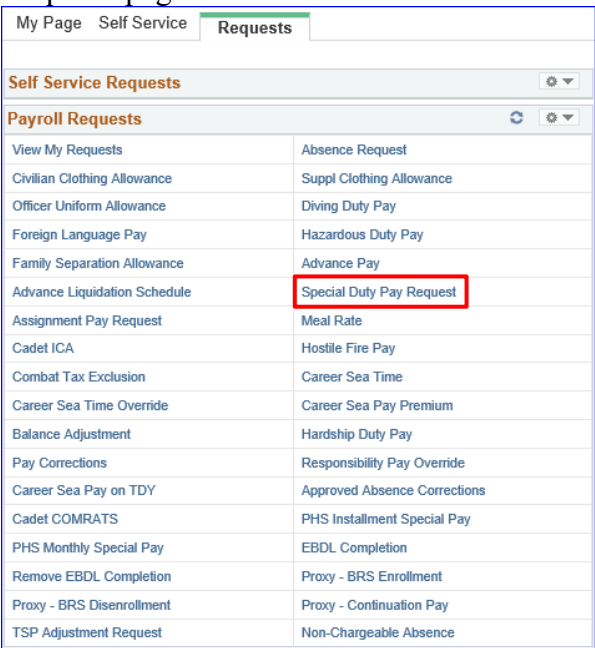
- References**
- (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
 - (b) [Coast Guard Special Duty Pay \(SDP\), COMDTINST 1430.1 \(series\)](#)
 - (c) [Assignment and Special Duty Pays, DoDI 1340.26](#)
 - (d) [ACN 104/19 FY20 Workforce Planning Team Results – Special Duty Pay \(SDP\) and 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 \(EABP\)](#)

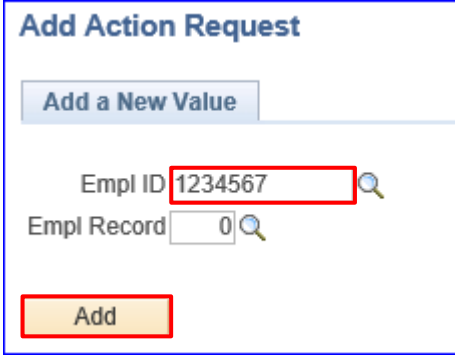
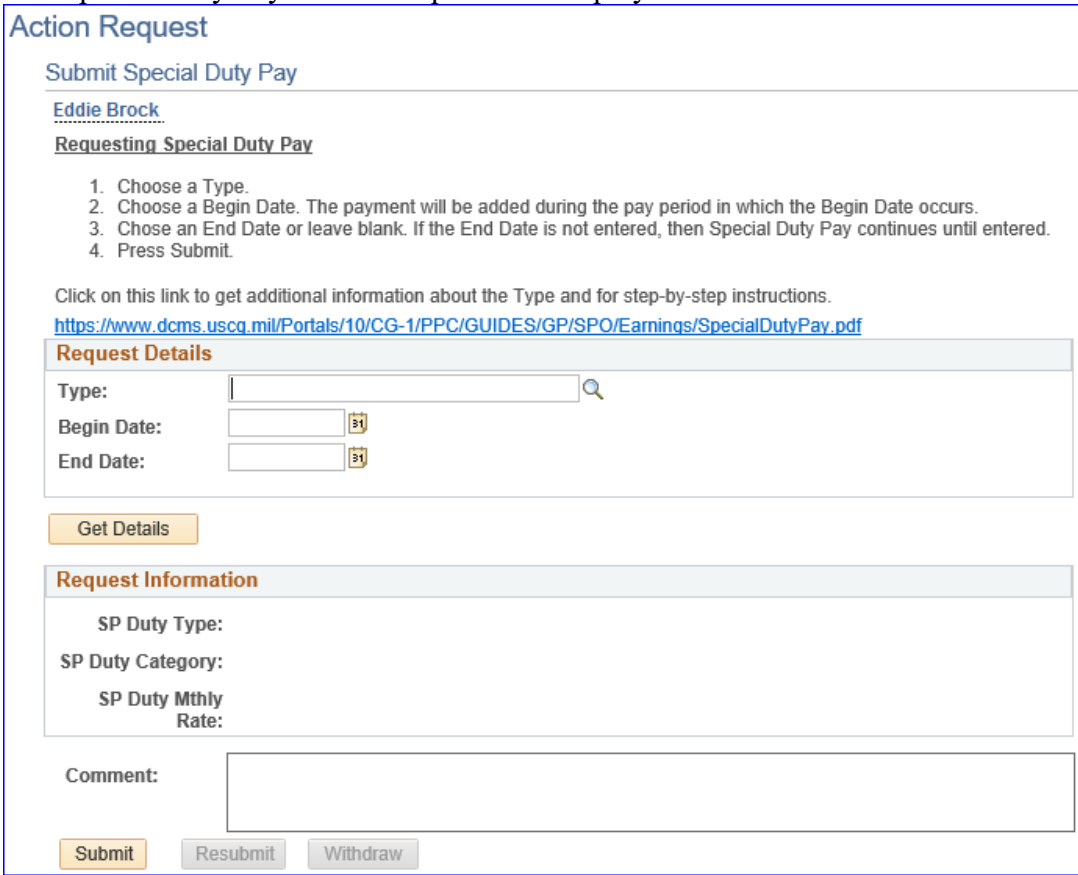
Procedures See below.

Step	Action																																				
1	<p>From the Requests tab, select Special Duty Pay Request 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 1346 914 1991"> <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>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	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	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

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2	<p>Enter the member's Empl ID and click Add.</p>  <p>Add Action Request</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>Add</p>
3	<p>The Special Duty Pay Action Request will display.</p>  <p>Action Request</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"> 1. Choose a Type. 2. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs. 3. Chose an End Date or leave blank. If the End Date is not entered, then Special Duty Pay continues until entered. 4. Press Submit. <p>Click on this link to get additional information about the Type and for step-by-step instructions. https://www.dcms.uscq.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/SpecialDutyPay.pdf</p> <p>Request Details</p> <p>Type: <input type="text"/> </p> <p>Begin Date: <input type="text"/> </p> <p>End Date: <input type="text"/> </p> <p>Get Details</p> <p>Request Information</p> <p>SP Duty Type:</p> <p>SP Duty Category:</p> <p>SP Duty Mthly Rate:</p> <p>Comment: <input type="text"/></p> <p>Submit Resubmit Withdraw</p>

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Starting Special Duty Pay, Continued

Procedures,
continued

Step	Action
4	<p>Complete the following fields in the Request Details section:</p> <ul style="list-style-type: none"> • Type – using the lookup (magnifying glass), select the appropriate SDP. • Begin Date – enter the date the member became eligible for SDP. • End Date – this may be left blank. If the SDP is a temporary entitlement, enter an end date (see Note). <p>Click Get Details.</p> <p>Note: For Reserve members on long term active duty orders, leave the End Date blank. SDP will stop automatically upon RELAD.</p> <div data-bbox="336 801 1398 1675" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Special Duty Pay</p> <p><u>Eddie Brock</u> Requesting Special Duty Pay</p> <ol style="list-style-type: none"> 1. Choose a Type. 2. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs. 3. Choose an End Date or leave blank. If the End Date is not entered, then Special Duty Pay continues until entered. 4. Press Submit. <p>Click on this link to get additional information about the Type and for step-by-step instructions. https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/SpecialDutyPay.pdf</p> <p>Request Details</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> <p>Get Details</p> <p>Request Information</p> <p>SP Duty Type: SP Duty Category: SP Duty Mthly Rate:</p> <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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Starting Special Duty Pay, Continued

Procedures,
continued

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<p>4 (cont.)</p>	<p>The list of available Special Duty Pay types:</p> <div data-bbox="336 465 1369 2018" style="border: 1px solid black; padding: 5px;"> <p>Look Up Type x</p> <p style="text-align: right;">Help</p> <p>Search by: Special Duty Pay Type begins with <input type="text"/></p> <p> <input type="button" value="Look Up"/> <input type="button" value="Cancel"/> Advanced Lookup </p> <p>Search Results</p> <p>View 100 First 1-53 of 53 Last</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Special Duty Pay Type</th> <th style="text-align: left;">Description</th> <th style="text-align: left;">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/SPS-40E TECH</td><td>LVL4</td></tr> <tr><td>APMARK</td><td>PRECISION MARKSMAN - AVIATION (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>CDSEDSUP</td><td>CRYPTOLOGIC DIRECT SUPPORT ELEMENT (CDSE) MISSN SUPRVISR AFLOAT</td><td>LVL2</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>CGCYB1</td><td>CGCYBER CENTRAL SERVICE DESK BRANCH (CSDB)</td><td>LVL1</td></tr> <tr><td>CGCYB10</td><td>CGCYBER CSOC WATCH SUPERVISOR</td><td>LVL3</td></tr> <tr><td>CGCYB11</td><td>CGCYBER BATTLE WATCH CAPTAIN</td><td>LVL3</td></tr> <tr><td>CGCYB12</td><td>CGCYBER 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</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>CGCYB3</td><td>CGCYBER CYBERSECURITY OPERATIONS CENTER (CSOC)</td><td>LVL1</td></tr> <tr><td>COXNCV</td><td>NCV PURSUIT COXSWAIN - 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Procedures,
continued

Step	Action
5	<p>The Request Information section will populate with the SP Duty Type, SP Duty Category, and SP Duty Monthly Rate.</p> <div data-bbox="320 517 1398 1402" style="border: 1px solid blue; padding: 10px;"> <p>Action Request</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"> 1. Choose a Type. 2. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs. 3. Chose an End Date or leave blank. If the End Date is not entered, then Special Duty Pay continues until entered. 4. Press Submit. <p>Click on this link to get additional information about the Type and for step-by-step instructions. https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/SpecialDutyPay.pdf</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Request Details</p> <p>Type: <input type="text" value="CGCYB03"/> <input type="button" value="🔍"/></p> <p>Begin Date: <input type="text" value="10/04/2019"/> <input type="button" value="📅"/></p> <p>End Date: <input type="text"/> <input type="button" value="📅"/></p> </div> <p><input type="button" value="Get Details"/></p> <div style="border: 1px solid gray; padding: 5px;"> <p>Request Information</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><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>

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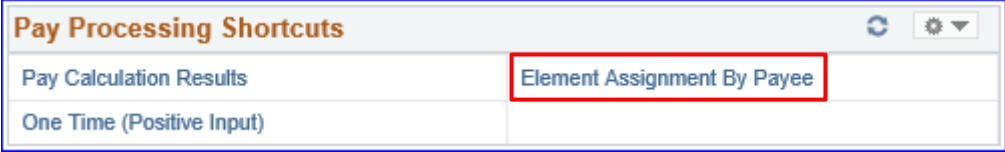
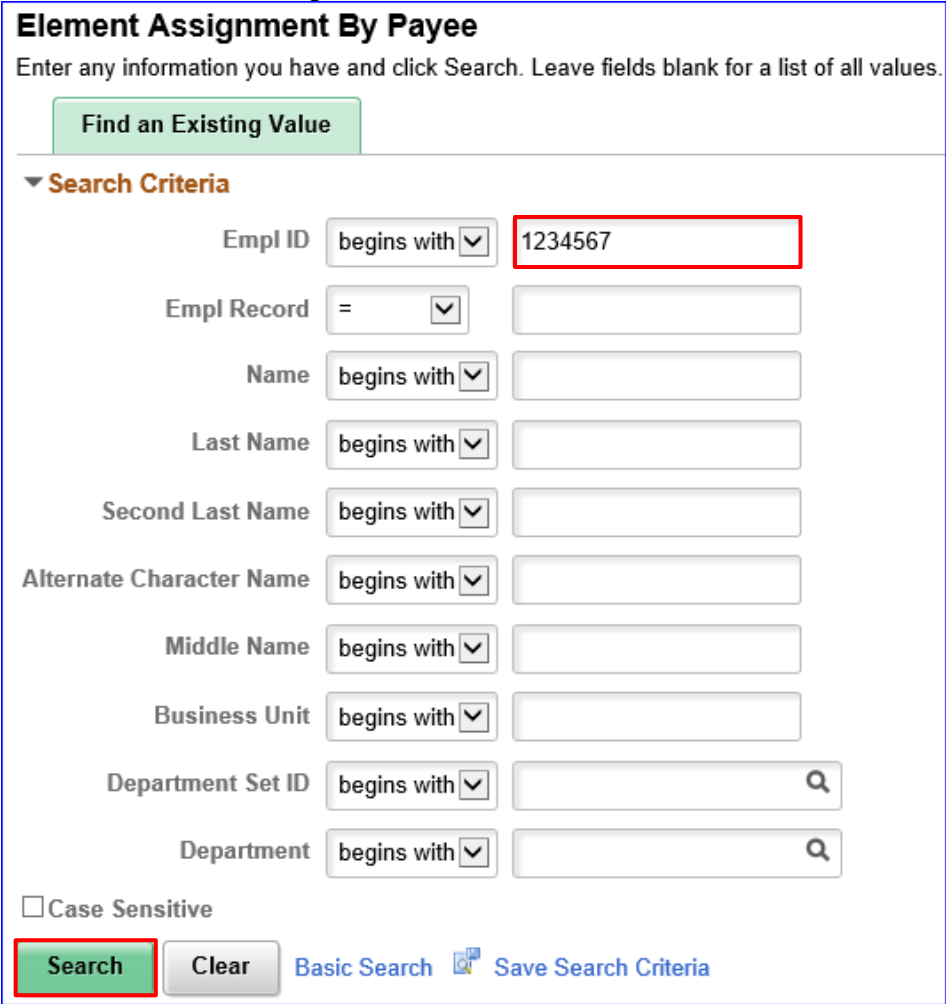
Procedures,
continued

Step	Action
6	<p>Enter Comments as appropriate and click Submit.</p> <div data-bbox="320 479 1398 1361" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</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"> 1. Choose a Type. 2. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs. 3. Chose an End Date or leave blank. If the End Date is not entered, then Special Duty Pay continues until entered. 4. Press Submit. <p>Click on this link to get additional information about the Type and for step-by-step instructions. https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/SpecialDutyPay.pdf</p> <p>Request Details</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> <p><input type="button" value="Get Details"/></p> <p>Request Information</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>
7	<p>The Request Status will update to Pending.</p> <div data-bbox="320 1435 1342 1854" style="border: 1px solid blue; padding: 5px;"> <p>Special Duty Pay</p> <p>Request Status: Pending View/Hide Comments</p> <p>Approvers</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p>Pending</p> <p> Multiple Approvers CGHRSUP for User's SPO</p> </div> <p>Comments</p> <p>Eddie Brock at 10/11/19 - 9:14 AM Member has met all eligibility requirements 10/04/2019.</p> </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 Element Assignment By Payee from the Pay Processing Shortcuts pagelet.</p> <p>Note: For more information on navigating and reviewing EABPs, see the Element Assignment By Payee user guide.</p> 
9	<p>Enter the member's Empl ID and click Search.</p> 

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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 SP DUTY PAY.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Element Assignment By Payee</p> <p><u>Eddie Brock</u> ID 1234567 Empl Record 0</p> <p>Selection Criteria</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;">Select with Matching Criteria</td> </tr> <tr> <td>Entry Type</td> <td>Element Name</td> <td style="text-align: right;">Clear</td> </tr> <tr> <td>As of Date</td> <td></td> <td></td> </tr> </table> <p>Assignments</p> <p>🔍 1-20 of 20</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Element Name</th> <th style="width: 15%;">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> <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> <td style="border: 2px solid red;">SP DUTY PAY</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;">Deduction Recipients</p> <p>Add New Assignment</p> <p>Save Return to Search Notify Refresh</p> </div>	Category		Select with Matching Criteria	Entry Type	Element Name	Clear	As of Date			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	☑		SP DUTY PAY	Special Duty Pay	999	10/04/2019		☑	
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Starting Special Duty Pay, Continued

Procedures,
continued

Step	Action
11	<p>The Element Details should match the details noted in Step 5.</p> <p>Element Assignment By Payee</p> <hr/> <p>Element Detail</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>Assignment Process Detail</p> <p><input checked="" type="checkbox"/> Assignment Is Active Currency Code USD US Dollar</p> <p>Process Order 999 Begin Date 10/04/2019 End Date</p> <p><input type="checkbox"/> Allow Batch Update of End Date Previous End Date Updated in Payroll Run</p> <p>Calculation Information</p> <p>Calculation Rule</p> <p>Amount</p> <p>Amount Element</p> <p>Amount Value</p> <p>SP Duty Pay Element Overrides</p> <p>*Posn/Specialty Title CGCYB03</p> <p>*SDAP CATEGORY Special Duty/Assignment Pay 3</p> <p>Additional Overrides</p> <p>Frequency Option Use Element Frequency</p> <p>Frequency</p> <p>Generation Option Use Element Generation Control</p> <p>Generation Control</p> <p>OK Cancel Refresh</p>