

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 \(EABP\)](#)

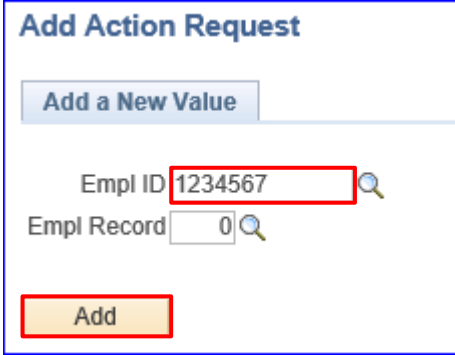
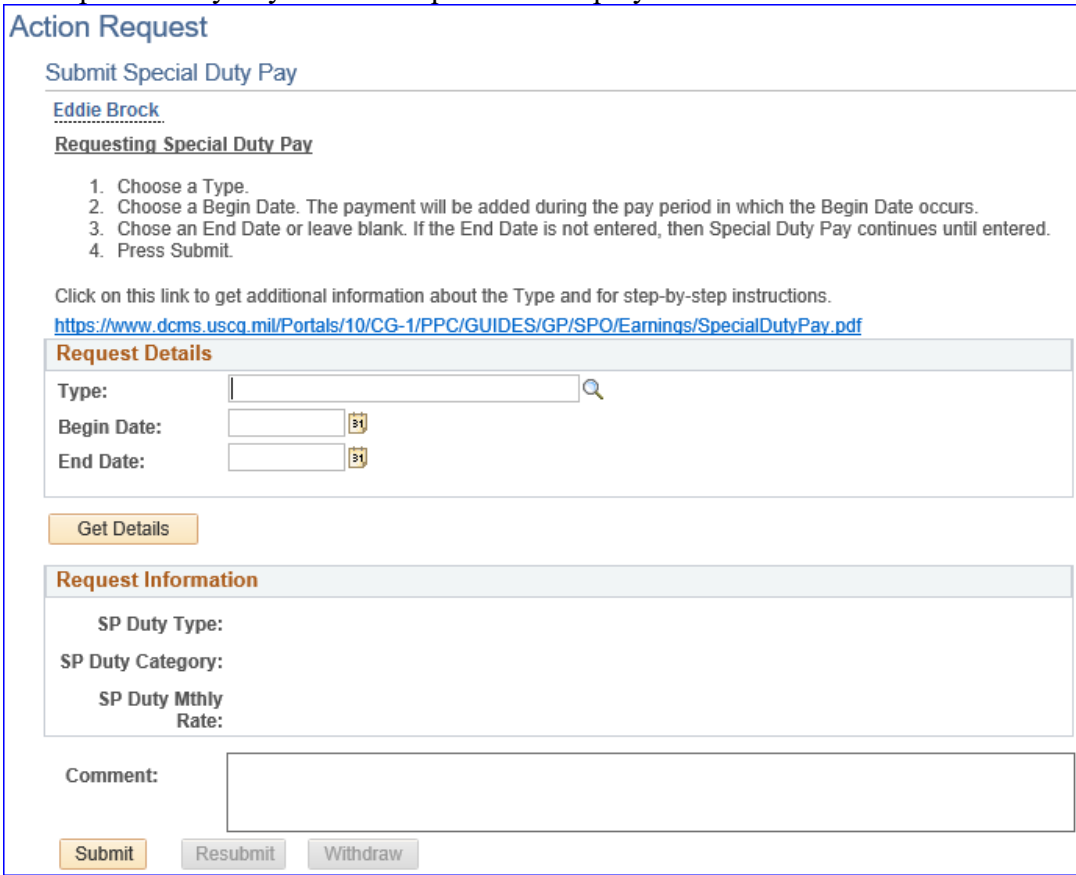
Procedures See below.

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 1348 914 1995"> <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
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																																				

Continued on next page

Starting Special Duty Pay, Continued




Procedures,
continued

Step	Action
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>

Continued on next page

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="339 801 1396 1680" 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>

Continued on next page

Starting Special Duty Pay, Continued

Procedures,
continued

Step	Action																																																																																																																														
<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 - ASHORE/AFLOAT</td><td>LVL2</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 AND INVESTIGATING OFFICERS</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>DOGBO</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>LVL1</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> </tbody> </table> </div>	Special Duty Pay Type	Description	Special Duty Pay Category	ADVINT	ADVANCED INTERDICTION COXSWAIN	LVL3	ANSPS	AN/SPS-40E TECH	LVL4	APMARK	PRECISION MARKSMAN - AVIATION (PM-A)	LVL2	ATTCAST	ATTC AVIATION SURVIVAL TECHNICIAN (AST) INSTRUCTORS	LVL2	CANINE	CANINE EXPLOSIVE DETECTION HANDLERS	LVL1	CDSED	CRYPTOLOGIC DIRECT SUPPORT ELEMENT (CDSE) OPS AFLOAT	LVL1	CDSEDSUP	CRYPTOLOGIC DIRECT SUPPORT ELEMENT (CDSE) MISSN SUPRVISR AFLOAT	LVL2	CGCYB01	CGCYBER CGCG CNO	LVL3	CGCYB02	CGCYBER CPT CLOSE ACCESS NETWORK OPERATOR	LVL3	CGCYB03	CGCYBER CPT CYBER SECURITY ANALYSTS	LVL3	CGCYB04	CGCYBER CPT INTERACTIVE OPERATOR	LVL3	CGCYB05	CGCYBER CPT NETWORK INFRASTRUCTURE SERVICE SPECIALIST	LVL3	CGCYB06	CGCYBER CPT SYSTEMS ARCHITECT	LVL3	CGCYB07	CGCYBER CPT ALL SOURCE INTEL ANALYST	LVL3	CGCYB08	CGCYBER CSOC INCIDENT RESPONDER	LVL2	CGCYB09	CGCYBER CSOC INTELLIGENCE WATCH OFFICER	LVL1	CGCYB1	CGCYBER CENTRAL SERVICE DESK BRANCH (CSDB)	LVL1	CGCYB10	CGCYBER CSOC WATCH SUPERVISOR	LVL3	CGCYB11	CGCYBER BATTLE WATCH CAPTAIN	LVL3	CGCYB12	CGCYBER DEPUTY BATTLE WATCH CAPTAIN	LVL2	CGCYB13	CGCYBER EOC NETWORK WATCHSTANDERS	LVL2	CGCYB14	CGCYBER EOC SYSTEM WATCHSTANDERS	LVL1	CGCYB15	CGCYBER EOC WATCH SUPERVISOR	LVL3	CGCYB16	CGCYBER CSDB FUNCTIONAL TEAM MANAGERS	LVL3	CGCYB17	CGCYBER NETWORK OPS SECURITY CENTER BATTLE WATCH CAPTAIN	LVL3	CGCYB3	CGCYBER CYBERSECURITY OPERATIONS CENTER (CSOC)	LVL1	COXNCV	NCV PURSUIT COXSWAIN - ASHORE/AFLOAT	LVL2	COXTACT	TACTICAL CERTIFIED COXSWAIN	LVL1	CQCI	CLOSE QUARTERS COMBAT INSTRUCTOR (CQCI)	LVL3	D8	D8 MARINE INSPECTORS AND INVESTIGATING OFFICERS	LVL1	DDTL	DIVE DEPLOYABLE TEAM LEADER (DTL)	LVL2	DOGB2	MSRT TACTICAL OPERATOR (MSRT-TO)	LVL2	DOGBO	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)	LVL1	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
Special Duty Pay Type	Description	Special Duty Pay Category																																																																																																																													
ADVINT	ADVANCED INTERDICTION COXSWAIN	LVL3																																																																																																																													
ANSPS	AN/SPS-40E TECH	LVL4																																																																																																																													
APMARK	PRECISION MARKSMAN - AVIATION (PM-A)	LVL2																																																																																																																													
ATTCAST	ATTC AVIATION SURVIVAL TECHNICIAN (AST) INSTRUCTORS	LVL2																																																																																																																													
CANINE	CANINE EXPLOSIVE DETECTION HANDLERS	LVL1																																																																																																																													
CDSED	CRYPTOLOGIC DIRECT SUPPORT ELEMENT (CDSE) OPS AFLOAT	LVL1																																																																																																																													
CDSEDSUP	CRYPTOLOGIC DIRECT SUPPORT ELEMENT (CDSE) MISSN SUPRVISR AFLOAT	LVL2																																																																																																																													
CGCYB01	CGCYBER CGCG CNO	LVL3																																																																																																																													
CGCYB02	CGCYBER CPT CLOSE ACCESS NETWORK OPERATOR	LVL3																																																																																																																													
CGCYB03	CGCYBER CPT CYBER SECURITY ANALYSTS	LVL3																																																																																																																													
CGCYB04	CGCYBER CPT INTERACTIVE OPERATOR	LVL3																																																																																																																													
CGCYB05	CGCYBER CPT NETWORK INFRASTRUCTURE SERVICE SPECIALIST	LVL3																																																																																																																													
CGCYB06	CGCYBER CPT SYSTEMS ARCHITECT	LVL3																																																																																																																													
CGCYB07	CGCYBER CPT ALL SOURCE INTEL ANALYST	LVL3																																																																																																																													
CGCYB08	CGCYBER CSOC INCIDENT RESPONDER	LVL2																																																																																																																													
CGCYB09	CGCYBER CSOC INTELLIGENCE WATCH OFFICER	LVL1																																																																																																																													
CGCYB1	CGCYBER CENTRAL SERVICE DESK BRANCH (CSDB)	LVL1																																																																																																																													
CGCYB10	CGCYBER CSOC WATCH SUPERVISOR	LVL3																																																																																																																													
CGCYB11	CGCYBER BATTLE WATCH CAPTAIN	LVL3																																																																																																																													
CGCYB12	CGCYBER DEPUTY BATTLE WATCH CAPTAIN	LVL2																																																																																																																													
CGCYB13	CGCYBER EOC NETWORK WATCHSTANDERS	LVL2																																																																																																																													
CGCYB14	CGCYBER EOC SYSTEM WATCHSTANDERS	LVL1																																																																																																																													
CGCYB15	CGCYBER EOC WATCH SUPERVISOR	LVL3																																																																																																																													
CGCYB16	CGCYBER CSDB FUNCTIONAL TEAM MANAGERS	LVL3																																																																																																																													
CGCYB17	CGCYBER NETWORK OPS SECURITY CENTER BATTLE WATCH CAPTAIN	LVL3																																																																																																																													
CGCYB3	CGCYBER CYBERSECURITY OPERATIONS CENTER (CSOC)	LVL1																																																																																																																													
COXNCV	NCV PURSUIT COXSWAIN - ASHORE/AFLOAT	LVL2																																																																																																																													
COXTACT	TACTICAL CERTIFIED COXSWAIN	LVL1																																																																																																																													
CQCI	CLOSE QUARTERS COMBAT INSTRUCTOR (CQCI)	LVL3																																																																																																																													
D8	D8 MARINE INSPECTORS AND INVESTIGATING OFFICERS	LVL1																																																																																																																													
DDTL	DIVE DEPLOYABLE TEAM LEADER (DTL)	LVL2																																																																																																																													
DOGB2	MSRT TACTICAL OPERATOR (MSRT-TO)	LVL2																																																																																																																													
DOGBO	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)	LVL1																																																																																																																													
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																																																																																																																													

Continued on next page

Starting Special Duty Pay, Continued

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 1393 1400" style="border: 1px solid blue; padding: 10px;"> <p>Action Request</p> <p>Submit Special Duty Pay</p> <p><u>Eddie Brock</u></p> <p>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. 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"/> </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 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 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

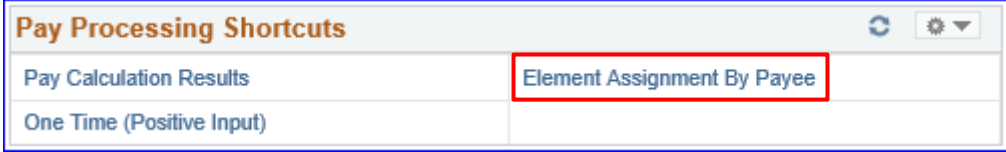
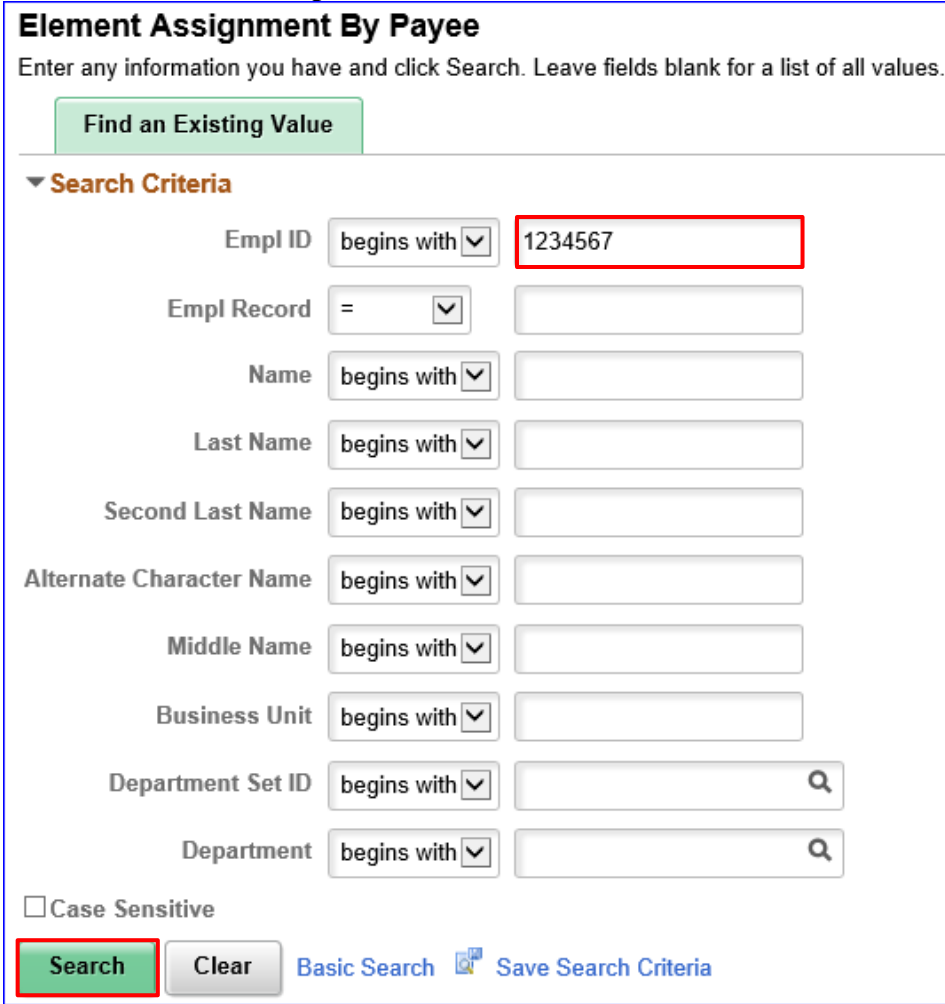
Procedures,
continued

Step	Action
6	<p>Enter Comments as appropriate and click Submit.</p> <div data-bbox="320 477 1393 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: <div style="border: 2px solid red; padding: 2px;">Member has met all eligibility requirements 10/04/2019.</div></p> <p><input 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 1339 1852" 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> <div style="border: 1px solid gray; padding: 5px;"> <p>Eddie Brock at 10/11/19 - 9:14 AM Member has met all eligibility requirements 10/04/2019.</p> </div> </div>

Continued on next page

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> 

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 SP DUTY PAY.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Element Assignment By Payee</p> <p>Eddie Brock ID 1234567 Empl Record 0</p> <p>Selection Criteria</p> <table style="width: 100%; border: 1px solid gray;"> <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: 20%;">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		☑	
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		☑																																																																											

Continued on next page

Starting Special Duty Pay, Continued

Procedures,
continued

Step	Action
11	<p>The Element Details should match the details noted in Step 5.</p> <div data-bbox="320 477 1398 1529" style="border: 1px solid blue; padding: 5px;"> <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> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Refresh"/> </p> </div>