

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

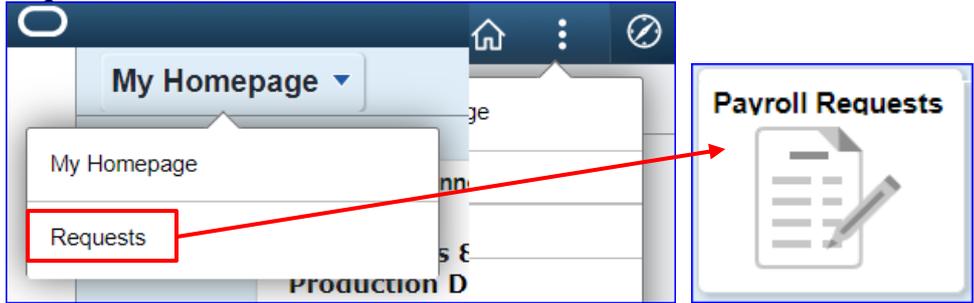
- (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
- (b) [Coast Guard Special Duty Pay \(SDP\), COMDTINST 1430.1 \(series\)](#)
- (c) [Assignment and Special Duty Pays, DoDI 1340.26](#)
- (d) [ALCOAST 478/22 - Update 1 - FY23 Special Duty Pay \(SPP\) And Assignment Pay \(AP\)](#)

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 \(EABP\)](#)

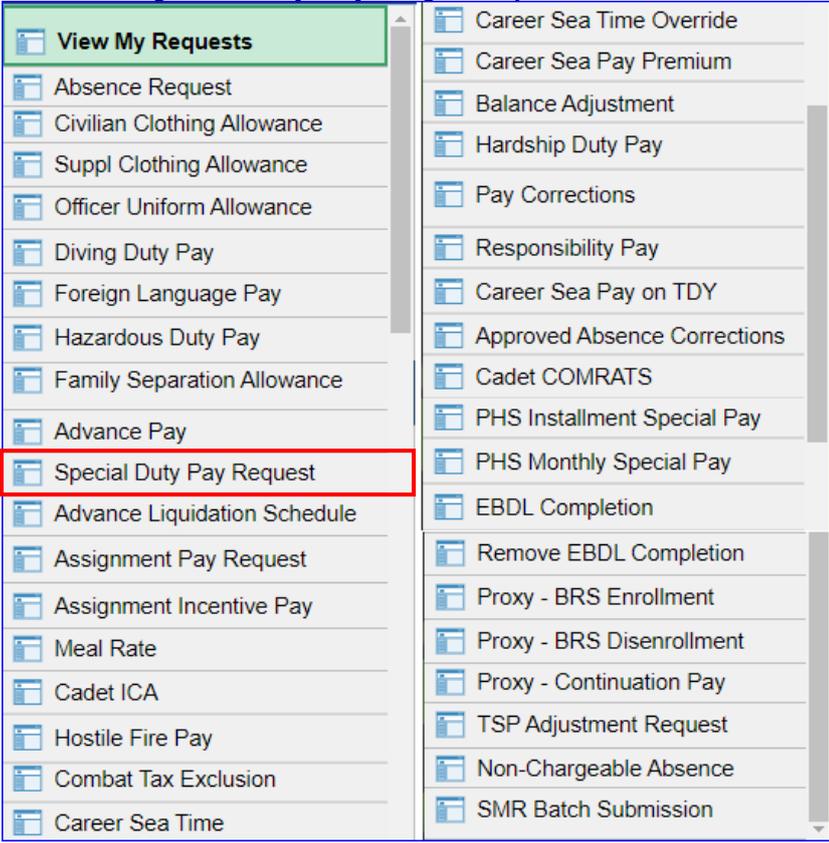
Procedures See below.

Step	Action
1	<p>Select Requests from the My Homepage drop-down. Click on the Payroll Requests Tile.</p> 

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Starting Special Duty Pay, Continued

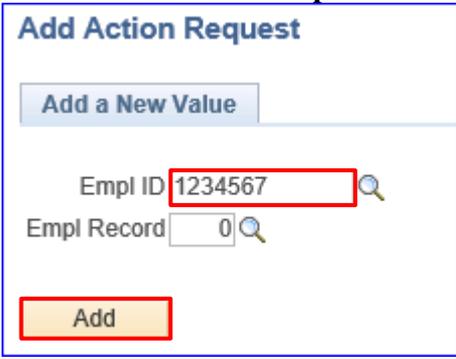
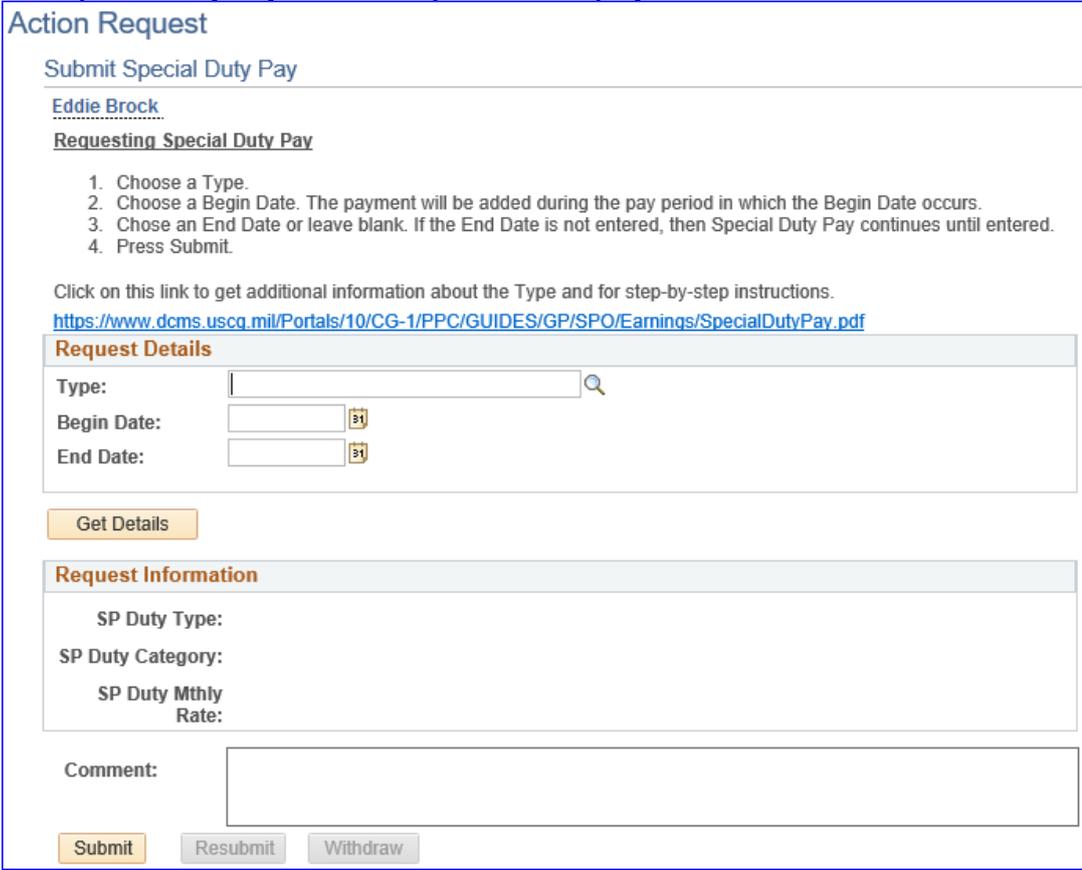
Procedures,
continued

Step	Action
1.5	<p>Select the Special Duty Pay Request option.</p> 

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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>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"/></p> <p>Begin Date: <input type="text" value="31"/></p> <p>End Date: <input type="text" value="31"/></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 (see Note 1). • End Date – this may be left blank. If the SDP is a temporary entitlement, enter an end date (see Note 2). <p>Click Get Details.</p> <p>Note 1: Do NOT 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) MUST be submitted through a customer service trouble ticket.</p> <p>Note 2: 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>Action Request</p> <p>Submit Special Duty Pay</p> <p>Eddie Brock</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. 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> <div style="border: 1px solid gray; padding: 5px;"> <p>Request Details</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 style="text-align: center;"><input style="border: 1px solid red;" type="button" value="Get Details"/></p> <div style="border: 1px solid gray; padding: 5px;"> <p>Request Information</p> <p>SP Duty Type:</p> <p>SP Duty Category:</p> <p>SP Duty Mthly Rate:</p> <p>Comment: <input style="width: 100%; height: 30px;" 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>

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Starting Special Duty Pay, Continued

Procedures,
continued

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<p>4 (cont.)</p>	<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 bar containing '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, etc., with their corresponding descriptions and categories (e.g., LVL3, LVL4, LVL2).</p> <table border="1"> <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) & 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 - 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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																																																																																																																																																																				

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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 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"/> </p> </div> <p style="text-align: center;"><input type="button" value="Get Details"/></p> <div style="border: 1px solid red; padding: 5px; margin: 10px 0;"> <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

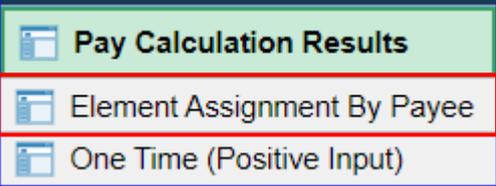
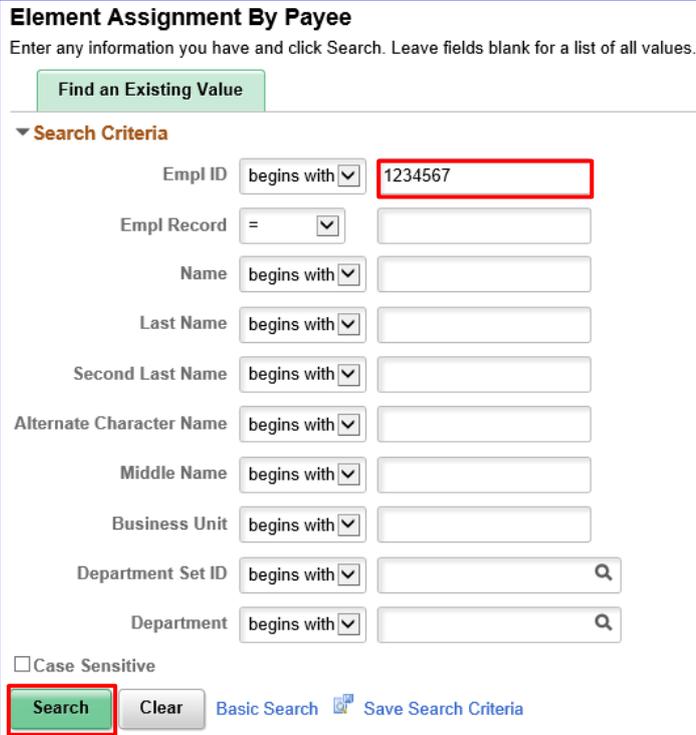
Procedures,
continued

Step	Action
6	<p>Enter Comments as appropriate and click Submit.</p> <div data-bbox="320 477 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> <div style="border: 1px solid #ccc; 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"/> </p> <p><input type="button" value="Get Details"/></p> </div> <div style="border: 1px solid #ccc; 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> <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 Pending.</p> <div data-bbox="320 1435 1342 1850" 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 #ccc; padding: 5px; margin-bottom: 5px;"> <p>Pending</p> <p> Multiple Approvers</p> <p>CGHRSUP for User's SPO</p> </div> <p>Comments</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Eddie Brock at 10/11/19 - 9:14 AM</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. Click on the Pay Processing Shortcuts Tile.</p> 
8.5	<p>Select the Element Assignment By Payee option.</p> 
9	<p>Enter the member's Empl ID and click Search.</p>  <p>Element Assignment By Payee Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p>Find an Existing Value</p> <p>▼ Search Criteria</p> <p>Empl ID begins with <input type="text" value="1234567"/></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><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></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 data-bbox="316 548 1401 1512" 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> <p>Category <input type="text"/> Element Name <input type="text"/> <input type="button" value="Select with Matching Criteria"/></p> <p>Entry Type <input type="text"/> <input type="button" value="Clear"/></p> <p>As of Date <input type="text"/></p> <p>Assignments</p> <p>1-20 of 20</p> <p>Elements Recipient</p> <table border="1"> <thead> <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><input checked="" type="checkbox"/></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><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>SAVINGS</td> <td>Savings</td> <td>999</td> <td>09/01/2003</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>SAVINGS</td> <td>Savings</td> <td>999</td> <td>09/01/2013</td> <td></td> <td><input checked="" type="checkbox"/></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><input checked="" type="checkbox"/></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><input checked="" type="checkbox"/></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><input checked="" type="checkbox"/></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><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>SP DUTY PAY</td> <td>Special Duty Pay</td> <td>999</td> <td>10/04/2019</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p><input type="button" value="Add New Assignment"/> Deduction Recipients</p> <p><input type="button" value="Save"/> <input type="button" value="Return to Search"/> <input type="button" value="Notify"/> <input type="button" value="Refresh"/></p> </div>	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	CFC	Combined Federal Campaign	999	01/01/2015	12/31/2015	<input checked="" type="checkbox"/>		OTHER	Other Allotment	999	11/01/2004	08/31/2015	<input checked="" type="checkbox"/>		SAVINGS	Savings	999	09/01/2003		<input checked="" type="checkbox"/>		SAVINGS	Savings	999	09/01/2013		<input checked="" type="checkbox"/>		TRICARE DEP	Tricare Dependent Dental	999	04/01/2018	03/31/2019	<input checked="" type="checkbox"/>		TRICARE DEP	Tricare Dependent Dental	999	04/01/2019		<input checked="" type="checkbox"/>		FSA	Family Separation Allowance	999	03/22/2015	04/25/2015	<input checked="" type="checkbox"/>		IN SRVC DEBT	In-Service Debt	999	05/01/2017	05/15/2017	<input checked="" type="checkbox"/>		SP DUTY PAY	Special Duty Pay	999	10/04/2019		<input checked="" type="checkbox"/>	
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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> <div 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> <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>▼ 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 style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> <input type="button" value="Refresh"/> </p> </div>