

Starting Responsibility Pay

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

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

Begin and End Dates Responsibility pay **starts** on the day of assumption of duty and **stops** on the actual day of relief from duty as commanding officer. At no time will responsibility pay be paid concurrently to more than one officer assigned the same vessel, except for the assumption date and the relief date.

Acting Commanding Officers An officer serving as an acting commanding officer for a period of less than 30 days is **not** entitled to responsibility pay. However, when it is known that the commanding officer will be absent for more than 30 days, authorization may be requested from Commandant (CG-1332) to pay responsibility pay to the acting commanding officer.


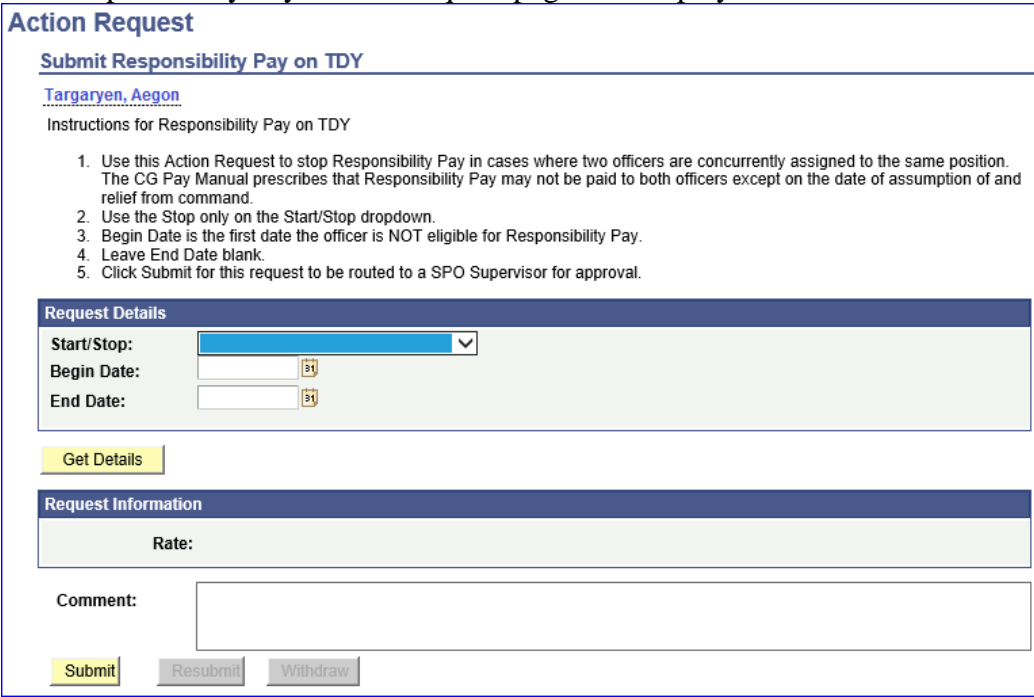
Procedures See below.

Step	Action
1	<p>From the Requests tab, select Responsibility Pay Override from the Payroll Requests pagelet.</p>  <p>The screenshot shows a web interface with a navigation bar containing 'My Page', 'Self Service', and 'Requests'. Below this is a 'Self Service Requests' section with a 'Payroll Requests' sub-section. A grid of links is displayed, including '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', 'SDAP', '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' (highlighted with a red box), 'Approved Absence Corrections', 'Cadet COMRATS', 'PHS Installment Special Pay', 'PHS Monthly Special Pay', 'EBDL Completion', 'Remove EBDL Completion', 'Proxy - BRS Enrollment', 'Proxy - BRS Disenrollment', and 'Proxy - Continuation Pay', 'Non-Chargeable Absence'.</p>

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Starting Responsibility Pay, Continued


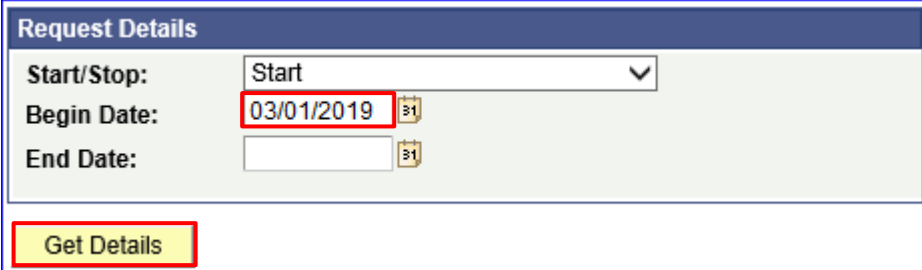
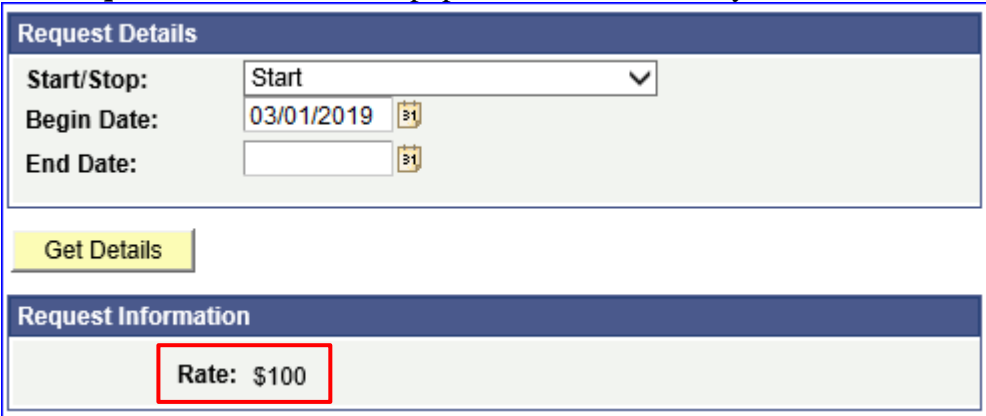
Procedures,
continued

Step	Action
2	<p>Enter the member's Empl ID and click Add.</p> 
3	<p>The Responsibility Pay Action Request page will display.</p> 

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Starting Responsibility Pay, Continued

Procedures,
continued

Step	Action
4	<p>Using the Start/Stop drop-down, select Start.</p> 
5	<p>Enter the Begin Date. Enter an End Date <u>only</u> if known (generally only entered for short-term authorization of responsibility pay, see Acting Commanding Officer at the beginning of this guide).</p> <p>Click Get Details.</p> 
6	<p>The Request Information will populate with the monthly rate.</p> 

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Starting Responsibility Pay, Continued


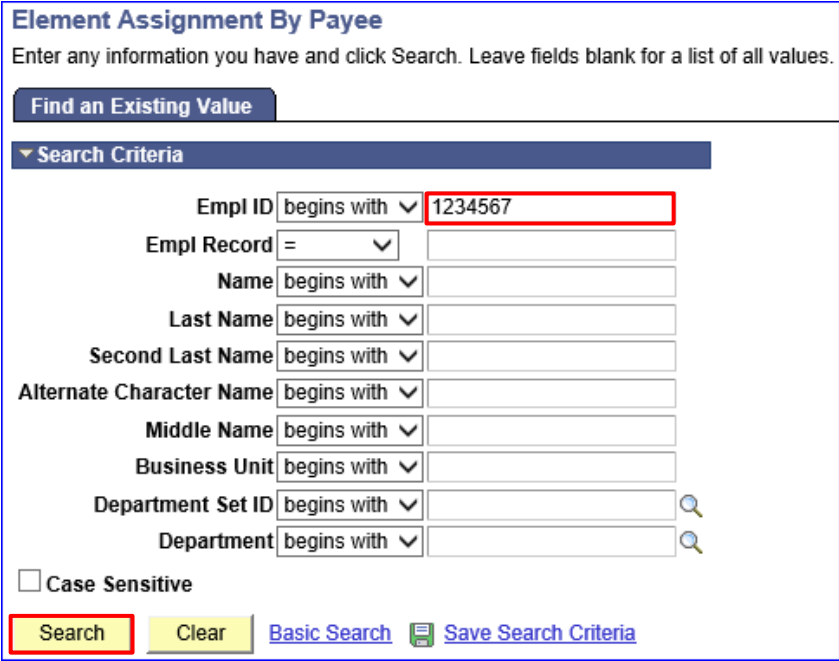
Procedures,
continued

Step	Action
7	<p>Enter any comments as appropriate and click Submit.</p> <div data-bbox="343 526 1385 1211" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Responsibility Pay on TDY</p> <p>Targaryen, Aegon</p> <p>Instructions for Responsibility Pay on TDY</p> <ol style="list-style-type: none"> 1. Use this Action Request to stop Responsibility Pay in cases where two officers are concurrently assigned to the same position. The CG Pay Manual prescribes that Responsibility Pay may not be paid to both officers except on the date of assumption of and relief from command. 2. Use the Stop only on the Start/Stop dropdown. 3. Begin Date is the first date the officer is NOT eligible for Responsibility Pay. 4. Leave End Date blank. 5. Click Submit for this request to be routed to a SPO Supervisor for approval. <div data-bbox="379 817 1380 952" style="border: 1px solid gray; padding: 5px;"> <p>Request Details</p> <p>Start/Stop: <input type="text" value="Start"/></p> <p>Begin Date: <input type="text" value="03/01/2019"/></p> <p>End Date: <input type="text"/></p> </div> <p><input type="button" value="Get Details"/></p> <div data-bbox="379 1008 1380 1086" style="border: 1px solid gray; padding: 5px;"> <p>Request Information</p> <p>Rate: \$100</p> </div> <p>Comment: <input style="border: 1px solid red;" type="text" value="Include comments as appropriate, i.e. Assumption of Command 03/01/2019."/></p> <p><input style="border: 1px solid red;" type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>
8	<p>The Requests Status will update to Pending and the request will be routed to the SPO tree for approval.</p> <div data-bbox="343 1321 1332 1720" style="border: 1px solid blue; padding: 5px;"> <p>Request Status: Pending View/Hide Comments</p> <p>1</p> <div data-bbox="367 1422 726 1534" style="border: 1px solid gray; padding: 5px;"> <p>Pending</p> <p> Multiple Approvers CGHRSUP for User's SPO</p> </div> <p>Comments</p> <p>Aegon Targaryen at 03/04/2019 - 9:40 AM Include comments as appropriate, i.e. Assumption of Command 03/01/2019.</p> </div>

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Starting Responsibility Pay, Continued

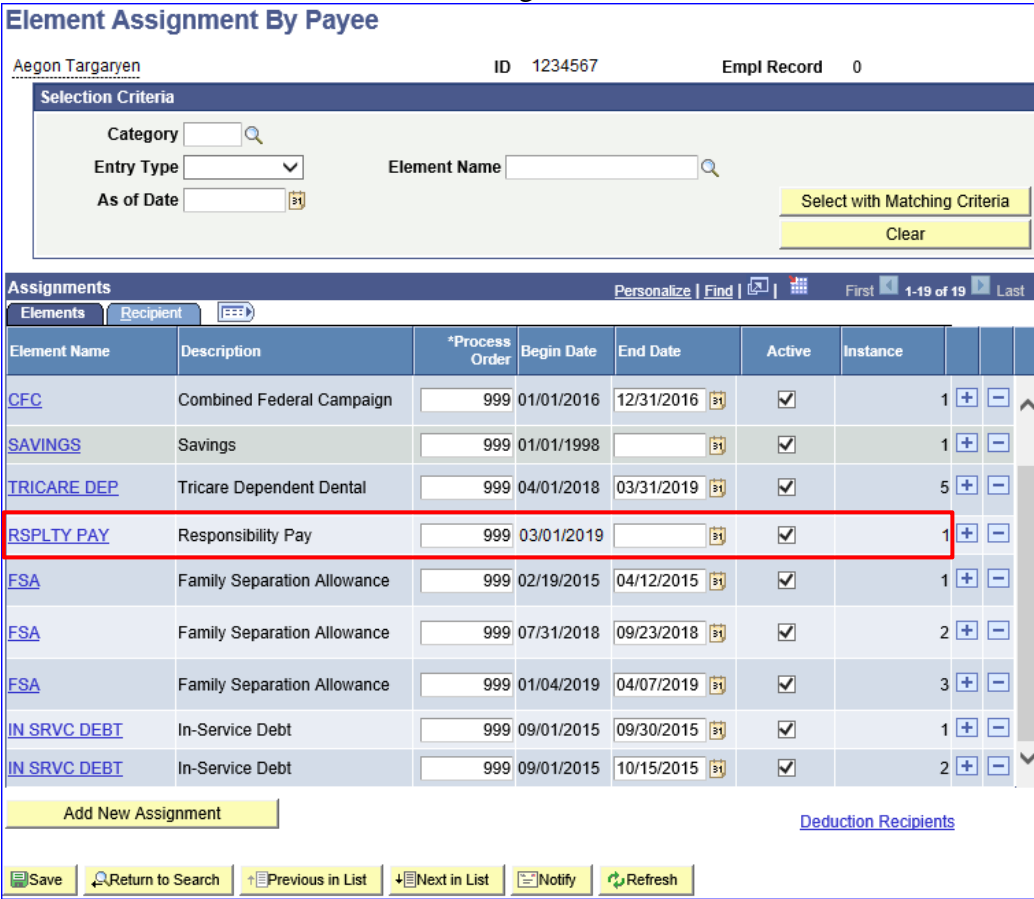

Procedures,
continued

Step	Action
<p>9</p>	<p>Once the responsibility pay action request has been approved and has processed through a pay calculation (run nightly), it is important to check the member's Element Assignment By Payee (EABP) and Pay Calculations Results to ensure it has processed correctly.</p> <p>To check the EABP: Select Element Assignment By Payee from the Pay Processing Shortcuts pagelet.</p> 
<p>10</p>	<p>Enter the member's Empl ID and click Search.</p> 

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Starting Responsibility Pay, Continued

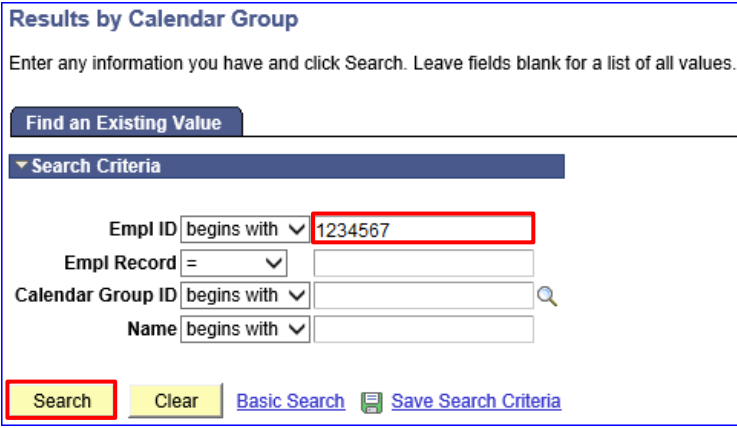

Procedures,
continued

Step	Action																																																																						
<p>11</p>	<p>A list of the member's EABPs will display. Scroll through the list and locate the Element RSPLTY PAY. Ensure the Begin Date is correct.</p>  <p>Element Assignment By Payee</p> <p>Aegon Targaryen ID 1234567 Empl Record 0</p> <p>Selection Criteria</p> <p>Category <input type="text"/> <input type="button" value="Q"/></p> <p>Entry Type <input type="text"/> Element Name <input type="text"/> <input type="button" value="Q"/></p> <p>As of Date <input type="text"/> <input type="button" value="B"/></p> <p><input type="button" value="Select with Matching Criteria"/></p> <p><input type="button" value="Clear"/></p> <p>Assignments Personalize Find First 1-19 of 19 Last</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>01/01/2016</td> <td>12/31/2016 <input type="button" value="B"/></td> <td><input checked="" type="checkbox"/></td> <td>1 <input type="button" value="+"/> <input 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<p>12</p>	<p>To check the Pay Calculation Results: Select Pay Calculation Results from the Pay Processing Shortcuts pagelet.</p>  <p>Pay Processing Shortcuts</p> <p>Pay Calculation Results Element Assignment By Payee</p> <p>One Time (Positive Input)</p>																																																																						

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Starting Responsibility Pay, Continued

Procedures,
continued

Step	Action																																																																								
13	<p>Enter the member's Empl ID and click Search. Select the most recent pay calendar from the Search Results.</p>  <p>Results by Calendar Group</p> <p>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 ▼ 1234567</p> <p>Empl Record = ▼</p> <p>Calendar Group ID begins with ▼</p> <p>Name begins with ▼</p> <p>Search Clear Basic Search Save Search Criteria</p>																																																																								
14	<p>Under the Earnings and Deductions tab, scroll to the most recent Calendar Information and then select View All. Scroll through the list and locate the RSPLTY PAY element.</p> <p>Note: For more information on using EABP and Pay Calculation Results, see the Viewing Pay Processing Shortcuts guide.</p>  <p>Calendar Group Results Earnings and Deductions Accumulators Supporting Elements</p> <p>Aegon Targaryen Employee Empl ID 1234567 Empl Record 0</p> <p>Calendar Group ID C119031 201903 On-Cycle AD End Month</p> <p>Calendar Information Find First 3 of 3 Last</p> <p>Calendar ID CG ACT 2019M03E Pay Group USCG</p> <p>Segment Number 1 Version 1 Revision 1</p> <p>Gross Result Value 8,681.89 USD Net Result Value 6,612.27 USD</p> <p>Earnings & Deductions Personalize Find View All First 1-22 of 22 Last</p> <table border="1"> <thead> <tr> <th>Element Type</th> <th>Element Name</th> <th>Amount</th> <th>Description</th> <th>Instance</th> <th>Slice Begin Date</th> <th>Slice End Date</th> <th>Resolution Details</th> </tr> </thead> <tbody> <tr> <td>Earnings</td> <td>BAH</td> <td>2416.500000</td> <td>Basic Allowance for Housing</td> <td></td> <td>03/16/2019</td> <td>03/31/2019</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BAS</td> <td>127.190000</td> <td>Basic Allow for Subsistence</td> <td></td> <td>03/16/2019</td> <td>03/31/2019</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BASIC PAY</td> <td>5420.700000</td> <td>Basic Pay</td> <td></td> <td>03/16/2019</td> <td>03/31/2019</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>CONUS COLA</td> <td>142.500000</td> <td>Conus COLA</td> <td></td> <td>03/16/2019</td> <td>03/31/2019</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>CSEAPAY</td> <td>375.000000</td> <td>Career Sea Pay</td> <td></td> <td>03/16/2019</td> <td>03/31/2019</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>FSA</td> <td>125.000000</td> <td>Family Separation Allowance</td> <td></td> <td>10/31/2019</td> <td>03/31/2019</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>RSPLTY PAY</td> <td>50.000000</td> <td>Responsibility Pay</td> <td></td> <td>10/31/2019</td> <td>03/31/2019</td> <td>Resolution Details</td> </tr> <tr> <td>Deduction</td> <td>ASSOC DUES</td> <td>7.500000</td> <td>Association Dues</td> <td></td> <td>10/31/2019</td> <td>03/31/2019</td> <td>Resolution Details</td> </tr> </tbody> </table>	Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details	Earnings	BAH	2416.500000	Basic Allowance for Housing		03/16/2019	03/31/2019	Resolution Details	Earnings	BAS	127.190000	Basic Allow for Subsistence		03/16/2019	03/31/2019	Resolution Details	Earnings	BASIC PAY	5420.700000	Basic Pay		03/16/2019	03/31/2019	Resolution Details	Earnings	CONUS COLA	142.500000	Conus COLA		03/16/2019	03/31/2019	Resolution Details	Earnings	CSEAPAY	375.000000	Career Sea Pay		03/16/2019	03/31/2019	Resolution Details	Earnings	FSA	125.000000	Family Separation Allowance		10/31/2019	03/31/2019	Resolution Details	Earnings	RSPLTY PAY	50.000000	Responsibility Pay		10/31/2019	03/31/2019	Resolution Details	Deduction	ASSOC DUES	7.500000	Association Dues		10/31/2019	03/31/2019	Resolution Details
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15	<p>If the EABP is not built or the Pay Calculation Results do not display the entitlement correctly, submit a trouble ticket to PPC Customer Care.</p>																																																																								