

Stopping Responsibility Pay

Introduction This guide provides procedures for stopping 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.

Correcting Responsibility Pay If the Responsibility Pay **Begin Date** is incorrect, a PPC Trouble Ticket must be submitted with any supporting documentation (i.e. Commanding Officer’s Relief Letter with the correct effective dates) and PPC will manually adjust the Element Assignment By Payee (EABP). If the **End Date** is incorrect, complete the steps within this guide to correct/update the End Date.

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 \(EABP\)](#)

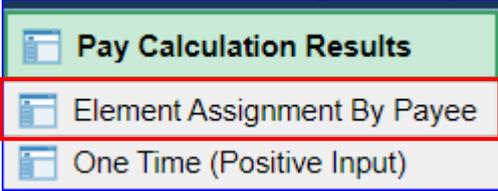
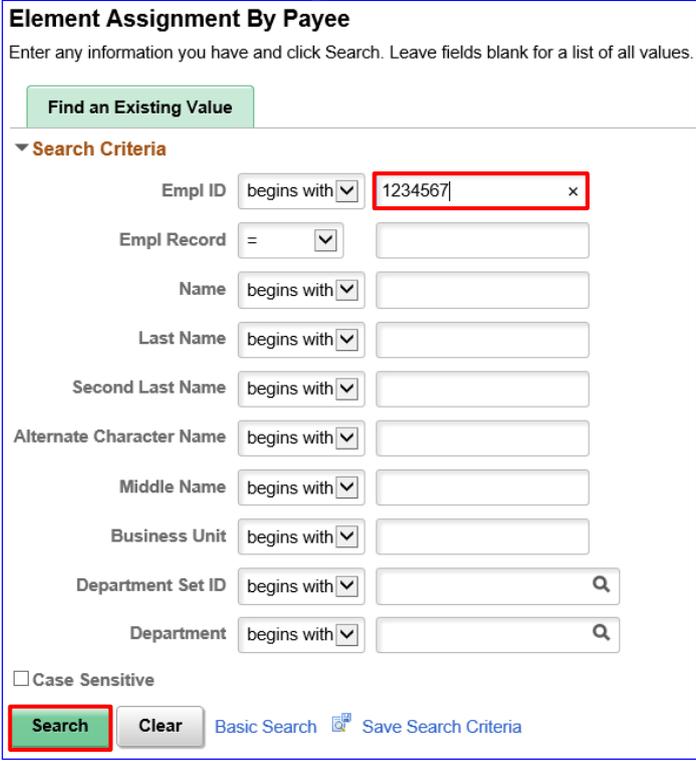
Procedure See below.

Step	Action
1	<p>Before stopping or correcting responsibility pay, it is important to determine the date the entitlement started. The start date can be found in the member’s Element Assignment By Payee (EABP).</p> <p>To review the EABP, click on the Pay Processing Shortcuts Tile.</p> <div data-bbox="338 1684 751 1917" style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Pay Processing Shortcuts</p>  </div>

Continued on next page

Stopping Responsibility Pay, Continued

Procedure,
continued

Step	Action
1.5	<p>Select the Element Assignment By Payee option.</p> 
2	<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"/> x</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"/> Q</p> <p>Department begins with <input type="text"/> Q</p> <p><input type="checkbox"/> Case Sensitive</p> <p>Search <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p>

Continued on next page

Stopping Responsibility Pay, Continued

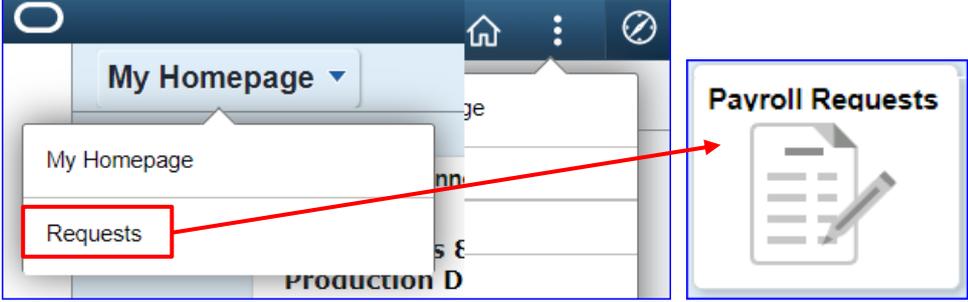
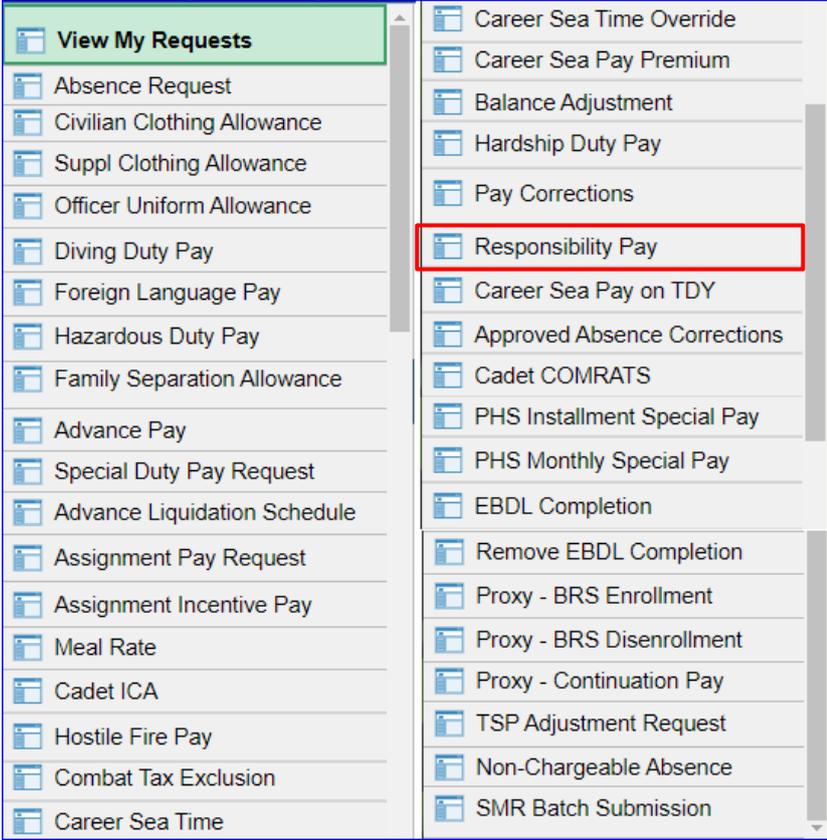
Procedure,
continued

Step	Action																																																										
3	<p>A list of the member's EABPs will display. Scroll through the list and locate the RSPLTY PAY element. In this example, the member's responsibility pay started on 06/14/2018.</p> <p>NOTE: If the member has been a commanding officer of a vessel in the past, there may be more than one instance of RSPLTY PAY but only one should be running at a time.</p> <div data-bbox="341 741 1362 1592" style="border: 1px solid black; padding: 10px;"> <p>Element Assignment By Payee</p> <p>Daenerys Targaryen 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: 40%;"></td> </tr> <tr> <td>Entry Type</td> <td>Element Name</td> <td style="text-align: right;"><input type="button" value="Select with Matching Criteria"/></td> </tr> <tr> <td>As of Date</td> <td></td> <td style="text-align: right;"><input type="button" value="Clear"/></td> </tr> </table> <p>Assignments</p> <p>1-18 of 18</p> <p>Elements Recipient</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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>TRICARE DEP</td> <td>Tricare Dependent Dental</td> <td>999</td> <td>04/01/2019</td> <td>03/31/2020</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">6</td> </tr> <tr> <td>FSA</td> <td>Family Separation Allowance</td> <td>999</td> <td>09/21/2018</td> <td>12/18/2018</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">1</td> </tr> <tr> <td>ADVANCE PYBK</td> <td>Liquidation of Advance</td> <td>999</td> <td>07/01/2018</td> <td>07/15/2019</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">2</td> </tr> <tr> <td>PPV</td> <td>Private Venture Housing</td> <td>999</td> <td>07/01/2018</td> <td>12/31/2018</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">1</td> </tr> <tr style="border: 2px solid red;"> <td>RSPLTY PAY</td> <td>Responsibility Pay</td> <td>999</td> <td>06/14/2018</td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">1</td> </tr> <tr> <td>TRICARE DEP</td> <td>Tricare Dependent Dental</td> <td>999</td> <td>04/01/2019</td> <td>03/31/2020</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">6</td> </tr> </tbody> </table> </div>	Category			Entry Type	Element Name	<input type="button" value="Select with Matching Criteria"/>	As of Date		<input type="button" value="Clear"/>	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	TRICARE DEP	Tricare Dependent Dental	999	04/01/2019	03/31/2020	<input checked="" type="checkbox"/>	6	FSA	Family Separation Allowance	999	09/21/2018	12/18/2018	<input checked="" type="checkbox"/>	1	ADVANCE PYBK	Liquidation of Advance	999	07/01/2018	07/15/2019	<input checked="" type="checkbox"/>	2	PPV	Private Venture Housing	999	07/01/2018	12/31/2018	<input checked="" type="checkbox"/>	1	RSPLTY PAY	Responsibility Pay	999	06/14/2018		<input checked="" type="checkbox"/>	1	TRICARE DEP	Tricare Dependent Dental	999	04/01/2019	03/31/2020	<input checked="" type="checkbox"/>	6
Category																																																											
Entry Type	Element Name	<input type="button" value="Select with Matching Criteria"/>																																																									
As of Date		<input type="button" value="Clear"/>																																																									
Element Name	Description	Process Order	Begin Date	End Date	Active	Instance																																																					
TRICARE DEP	Tricare Dependent Dental	999	04/01/2019	03/31/2020	<input checked="" type="checkbox"/>	6																																																					
FSA	Family Separation Allowance	999	09/21/2018	12/18/2018	<input checked="" type="checkbox"/>	1																																																					
ADVANCE PYBK	Liquidation of Advance	999	07/01/2018	07/15/2019	<input checked="" type="checkbox"/>	2																																																					
PPV	Private Venture Housing	999	07/01/2018	12/31/2018	<input checked="" type="checkbox"/>	1																																																					
RSPLTY PAY	Responsibility Pay	999	06/14/2018		<input checked="" type="checkbox"/>	1																																																					
TRICARE DEP	Tricare Dependent Dental	999	04/01/2019	03/31/2020	<input checked="" type="checkbox"/>	6																																																					

Continued on next page

Stopping Responsibility Pay, Continued

Procedure,
continued

Step	Action
<p>4</p>	<p>Select Requests from the My Homepage drop-down. Click on the Payroll Requests Tile.</p> 
<p>4.5</p>	<p>Select the Responsibility Pay option.</p> 

Continued on next page

Stopping Responsibility Pay, Continued

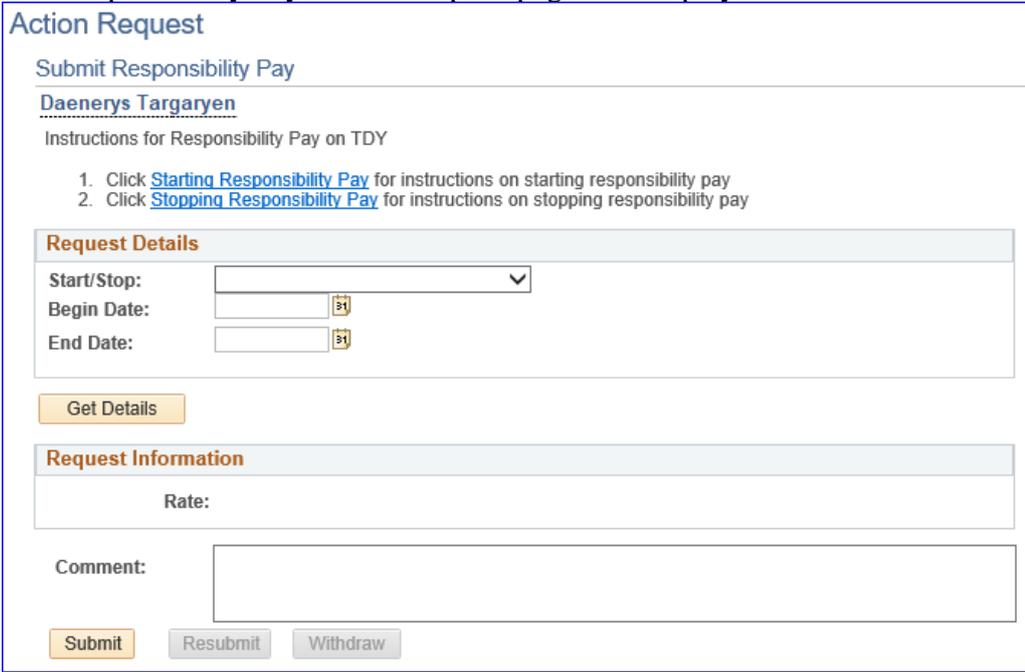
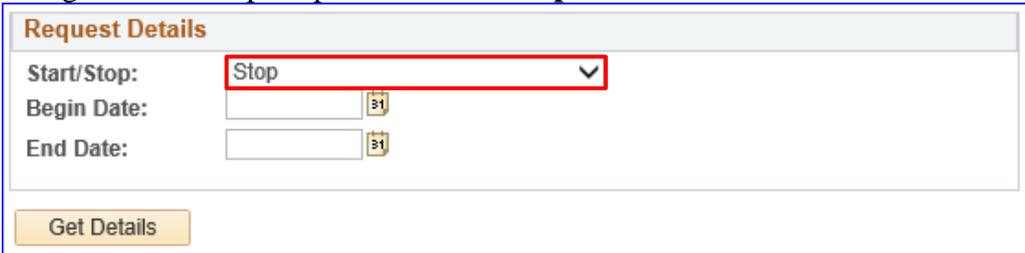
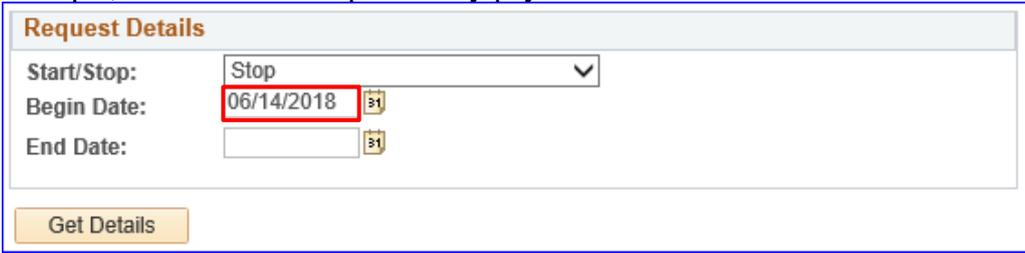
Procedure,
continued

Step	Action
5	<p data-bbox="339 495 919 524">Enter the member's Empl ID and click Add.</p> <div data-bbox="339 524 751 891"><p data-bbox="352 533 616 562">Add Action Request</p><p data-bbox="352 611 571 640">Add a New Value</p><p data-bbox="408 701 692 730">Empl ID <input data-bbox="491 701 667 730" type="text" value="1234567"/> </p><p data-bbox="360 741 584 770">Empl Record <input data-bbox="496 741 544 770" type="text" value="0"/> </p><p data-bbox="352 831 496 860">Add</p></div>

Continued on next page

Stopping Responsibility Pay, Continued

Procedure,
continued

Step	Action
6	<p>The Responsibility Pay Action Request page will display.</p> 
7	<p>Using the Start/Stop drop-down, select Stop.</p> 
8	<p>Enter the Begin Date. This will be the Begin Date obtained in Step 3. In this example, the member's responsibility pay started on 06/14/2018.</p> 

Continued on next page

Stopping Responsibility Pay, Continued

Procedure,
continued

Step	Action
9	<p>Enter the End Date (actual day of relief from command) and click Get Details.</p> <div data-bbox="341 524 1362 775" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <p>Start/Stop: Stop <input type="button" value="v"/></p> <p>Begin Date: 06/14/2018 <input type="button" value="B1"/></p> <p>End Date: 07/19/2020 <input type="button" value="B1"/></p> <hr/> <p>Get Details</p> </div>
10	<p>The Request Information section will populate with the monthly rate to be stopped.</p> <div data-bbox="341 887 1362 1256" style="border: 1px solid blue; padding: 5px;"> <p>Request Details</p> <p>Start/Stop: Stop <input type="button" value="v"/></p> <p>Begin Date: 06/14/2018 <input type="button" value="B1"/></p> <p>End Date: 07/19/2020 <input type="button" value="B1"/></p> <hr/> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <p>Rate: \$100</p> </div>

Continued on next page

Stopping Responsibility Pay, Continued

Procedure,
continued

Step	Action
11	<p>Enter any comments as appropriate and click Submit.</p> <div data-bbox="339 521 1366 1270" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Responsibility Pay</p> <p><u>Daenerys Targaryen</u></p> <p>Instructions for Responsibility Pay on TDY</p> <ol style="list-style-type: none"> Click Starting Responsibility Pay for instructions on starting responsibility pay Click Stopping Responsibility Pay for instructions on stopping responsibility pay <div data-bbox="368 779 1355 945" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Details</p> <p>Start/Stop: Stop <input type="button" value="v"/></p> <p>Begin Date: 06/14/2018 <input type="button" value="st"/></p> <p>End Date: 07/19/2020 <input type="button" value="st"/></p> </div> <p><input type="button" value="Get Details"/></p> <div data-bbox="368 1019 1355 1115" style="border: 1px solid #ccc; padding: 5px;"> <p>Request Information</p> <p>Rate: \$100</p> </div> <p>Comment: <input style="border: 2px solid red;" type="text" value="Enter comments as appropriate, i.e. Member was relieved of command."/></p> <p><input style="border: 2px solid red;" type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>
12	<p>The Request Status will update to Pending and the request will be routed to the SPO tree for approval.</p> <div data-bbox="339 1379 1323 1783" style="border: 1px solid blue; padding: 5px;"> <p>Request Status: Pending <input type="button" value="View/Hide Comments"/></p> <p>1</p> <div data-bbox="363 1480 716 1592" style="border: 1px solid #ccc; padding: 5px;"> <p>Pending</p> <p><input type="button" value="Clock"/> Multiple Approvers CGHRSUP for User's SPO</p> </div> <p>Comments</p> <p>Daenerys Targaryen at 07/21/2020 - 8:47 AM Enter comments as appropriate, i.e. Member was relieved of command.</p> </div>

Continued on next page

Stopping Responsibility Pay, Continued

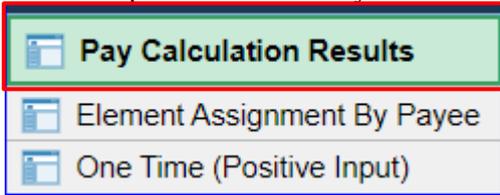
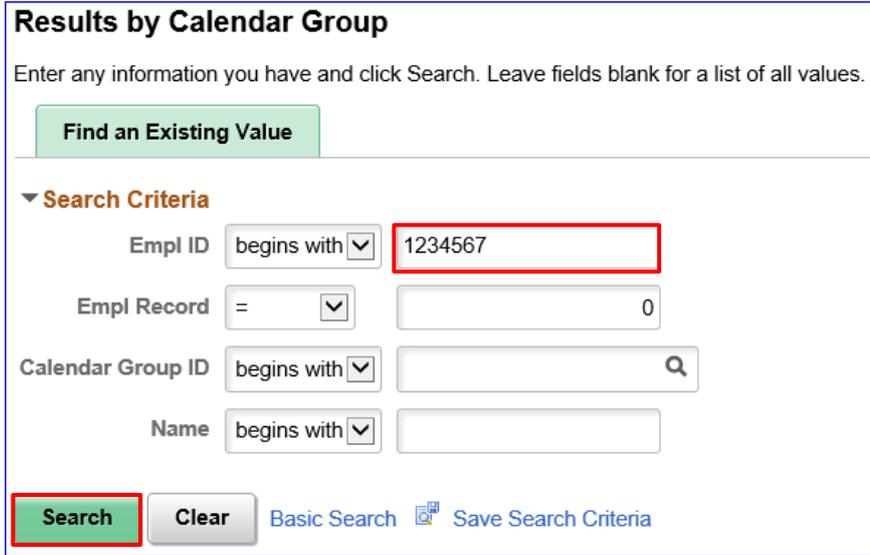
Procedure,
continued

Step	Action																																										
13	<p>Once the Responsibility Pay action request has been approved, it is important to review the member's EABP to ensure the information from the action request was captured correctly.</p> <div data-bbox="339 595 1326 999" style="border: 1px solid blue; padding: 5px;"> <p>Request Status: Approved View/Hide Comments</p> <p>1</p> <div style="border: 1px solid green; padding: 2px; margin-bottom: 5px;"> <p style="background-color: #e0f0e0; display: inline-block; padding: 2px;">Approved</p> <p style="margin: 0;"> ✓ Tyrion Lannister CGHRSUP for User's SPO 07/21/20 - 8:49 AM </p> </div> <p>Comments</p> <p>Daenerys Targaryen at 07/21/2020 - 8:47 AM Enter comments as appropriate, i.e. Member was relieved of command.</p> </div> <p>Repeat Steps 1-3 to view the EABP. In this example, an End Date is now populated with the End Date entered in Step 9.</p> <div data-bbox="339 1111 1366 1854" style="border: 1px solid blue; padding: 5px;"> <p>Element Assignment By Payee</p> <p>Daenerys Targaryen ID 1234567 Empl Record 0</p> <p>Selection Criteria</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;"> <p>Category</p> <p>Entry Type Element Name</p> <p>As of Date</p> <p style="text-align: right;"> <input type="button" value="Select with Matching Criteria"/> </p> <p style="text-align: right;"> <input type="button" value="Clear"/> </p> </div> <p>Assignments</p> <div style="border: 1px solid gray; padding: 5px;"> <p style="text-align: right;">1-18 of 18</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #e0e0e0;">Element Name</th> <th style="background-color: #e0e0e0;">Description</th> <th style="background-color: #e0e0e0;">Process Order</th> <th style="background-color: #e0e0e0;">Begin Date</th> <th style="background-color: #e0e0e0;">End Date</th> <th style="background-color: #e0e0e0;">Active</th> <th style="background-color: #e0e0e0;">Instance</th> </tr> </thead> <tbody> <tr> <td>FSA</td> <td>Family Separation Allowance</td> <td>999</td> <td>02/26/2019</td> <td>05/22/2019</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">2</td> </tr> <tr> <td>PPV</td> <td>Private Venture Housing</td> <td>999</td> <td>07/01/2018</td> <td>12/31/2018</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">1</td> </tr> <tr> <td>PPV</td> <td>Private Venture Housing</td> <td>999</td> <td>01/01/2019</td> <td>07/31/2020</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">2</td> </tr> <tr style="border: 2px solid red;"> <td>RSPLTY PAY</td> <td>Responsibility Pay</td> <td>999</td> <td>06/14/2018</td> <td>07/19/2020</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">1</td> </tr> <tr> <td>TRICARE DEP</td> <td>Tricare Dependent Dental</td> <td>999</td> <td>10/01/2014</td> <td>12/31/2014</td> <td style="text-align: center;">✓</td> <td style="text-align: center;">1</td> </tr> </tbody> </table> </div> </div>	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	FSA	Family Separation Allowance	999	02/26/2019	05/22/2019	✓	2	PPV	Private Venture Housing	999	07/01/2018	12/31/2018	✓	1	PPV	Private Venture Housing	999	01/01/2019	07/31/2020	✓	2	RSPLTY PAY	Responsibility Pay	999	06/14/2018	07/19/2020	✓	1	TRICARE DEP	Tricare Dependent Dental	999	10/01/2014	12/31/2014	✓	1
Element Name	Description	Process Order	Begin Date	End Date	Active	Instance																																					
FSA	Family Separation Allowance	999	02/26/2019	05/22/2019	✓	2																																					
PPV	Private Venture Housing	999	07/01/2018	12/31/2018	✓	1																																					
PPV	Private Venture Housing	999	01/01/2019	07/31/2020	✓	2																																					
RSPLTY PAY	Responsibility Pay	999	06/14/2018	07/19/2020	✓	1																																					
TRICARE DEP	Tricare Dependent Dental	999	10/01/2014	12/31/2014	✓	1																																					

Continued on next page

Stopping Responsibility Pay, Continued

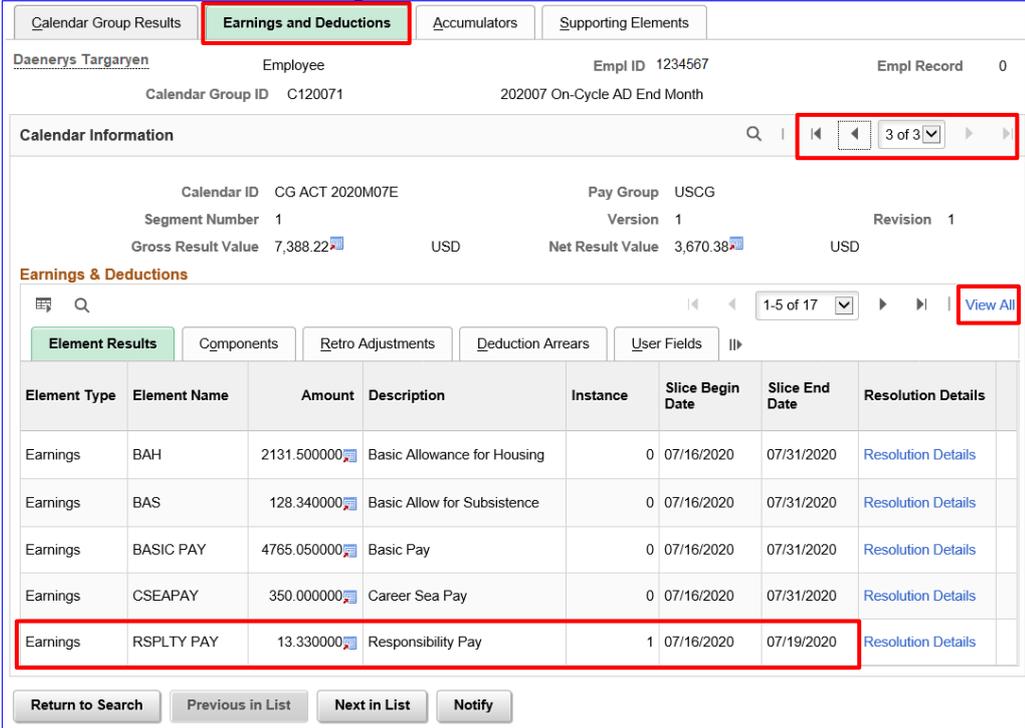
Procedure,
continued

Step	Action
14	<p>Once the action request has processed through a pay calculation (run nightly), it is important to review the member's pay calculation results to ensure it processed correctly for pay.</p> <p>To review the member's pay calculation results, select the Pay Calculation Results option from the Pay Processing Shortcuts tile.</p> 
15	<p>Enter the member's Empl ID and click Search. Select the most recent pay calendar from the Search Results.</p> 

Continued on next page

Stopping Responsibility Pay, Continued

Procedure,
continued

Step	Action																																																
16	<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. In this example, notice the Slice End Date indicates the End Date entered in Step 9.</p>  <p>The screenshot shows the 'Earnings and Deductions' tab selected. Under 'Calendar Information', the '3 of 3' dropdown is highlighted. In the 'Earnings & Deductions' section, the 'View All' button is highlighted. The table below shows the 'RSPLTY PAY' element highlighted in red.</p> <table border="1" data-bbox="355 994 1353 1301"> <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>2131.500000</td> <td>Basic Allowance for Housing</td> <td>0</td> <td>07/16/2020</td> <td>07/31/2020</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BAS</td> <td>128.340000</td> <td>Basic Allow for Subsistence</td> <td>0</td> <td>07/16/2020</td> <td>07/31/2020</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>BASIC PAY</td> <td>4765.050000</td> <td>Basic Pay</td> <td>0</td> <td>07/16/2020</td> <td>07/31/2020</td> <td>Resolution Details</td> </tr> <tr> <td>Earnings</td> <td>CSEAPAY</td> <td>350.000000</td> <td>Career Sea Pay</td> <td>0</td> <td>07/16/2020</td> <td>07/31/2020</td> <td>Resolution Details</td> </tr> <tr style="border: 2px solid red;"> <td>Earnings</td> <td>RSPLTY PAY</td> <td>13.330000</td> <td>Responsibility Pay</td> <td>1</td> <td>07/16/2020</td> <td>07/19/2020</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	2131.500000	Basic Allowance for Housing	0	07/16/2020	07/31/2020	Resolution Details	Earnings	BAS	128.340000	Basic Allow for Subsistence	0	07/16/2020	07/31/2020	Resolution Details	Earnings	BASIC PAY	4765.050000	Basic Pay	0	07/16/2020	07/31/2020	Resolution Details	Earnings	CSEAPAY	350.000000	Career Sea Pay	0	07/16/2020	07/31/2020	Resolution Details	Earnings	RSPLTY PAY	13.330000	Responsibility Pay	1	07/16/2020	07/19/2020	Resolution Details
Element Type	Element Name	Amount	Description	Instance	Slice Begin Date	Slice End Date	Resolution Details																																										
Earnings	BAH	2131.500000	Basic Allowance for Housing	0	07/16/2020	07/31/2020	Resolution Details																																										
Earnings	BAS	128.340000	Basic Allow for Subsistence	0	07/16/2020	07/31/2020	Resolution Details																																										
Earnings	BASIC PAY	4765.050000	Basic Pay	0	07/16/2020	07/31/2020	Resolution Details																																										
Earnings	CSEAPAY	350.000000	Career Sea Pay	0	07/16/2020	07/31/2020	Resolution Details																																										
Earnings	RSPLTY PAY	13.330000	Responsibility Pay	1	07/16/2020	07/19/2020	Resolution Details																																										