

# Stopping Responsibility Pay

**Introduction** This guide provides procedures for a SPO to stop 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 EABP.</p> <p>To review the EABP, select <b>Element Assignment By Payee</b> from the Pay Processing Shortcuts pagelet.</p> 

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# Stopping Responsibility Pay, Continued

Procedure,  
continued

Step	Action
2	<p data-bbox="336 495 954 524">Enter the member's <b>Empl ID</b> and click <b>Search</b>.</p> <div data-bbox="331 524 1321 1496" style="border: 1px solid black; padding: 5px;"> <p data-bbox="336 533 826 568"><b>Element Assignment By Payee</b></p> <p data-bbox="336 584 1315 613">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <p data-bbox="363 629 687 689" style="background-color: #d9ead3; padding: 2px; text-align: center;">Find an Existing Value</p> <p data-bbox="344 701 564 730">▼ <b>Search Criteria</b></p> <p data-bbox="555 757 1163 801">Empl ID begins with ▼ <span style="border: 1px solid red; padding: 2px;">1234567</span></p> <p data-bbox="496 819 1163 864">Empl Record = ▼ <input type="text"/></p> <p data-bbox="580 882 1163 927">Name begins with ▼ <input type="text"/></p> <p data-bbox="521 945 1163 990">Last Name begins with ▼ <input type="text"/></p> <p data-bbox="429 1008 1163 1052">Second Last Name begins with ▼ <input type="text"/></p> <p data-bbox="344 1070 1163 1115">Alternate Character Name begins with ▼ <input type="text"/></p> <p data-bbox="496 1133 1163 1178">Middle Name begins with ▼ <input type="text"/></p> <p data-bbox="485 1196 1163 1240">Business Unit begins with ▼ <input type="text"/></p> <p data-bbox="432 1258 1206 1303">Department Set ID begins with ▼ <input type="text" value=""/> 🔍</p> <p data-bbox="509 1321 1206 1366">Department begins with ▼ <input type="text" value=""/> 🔍</p> <p data-bbox="344 1384 549 1413"><input type="checkbox"/> Case Sensitive</p> <p data-bbox="344 1429 1070 1489"> <span style="border: 1px solid red; padding: 2px; background-color: #d9ead3;">Search</span> <span style="margin-left: 10px; padding: 2px; background-color: #d9d9d9;">Clear</span> <span style="margin-left: 10px; color: #565656;">Basic Search</span> <span style="margin-left: 5px; font-size: 1em;">🔍</span> <span style="margin-left: 5px; color: #565656;">Save Search Criteria</span> </p> </div>

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# Stopping Responsibility Pay, Continued

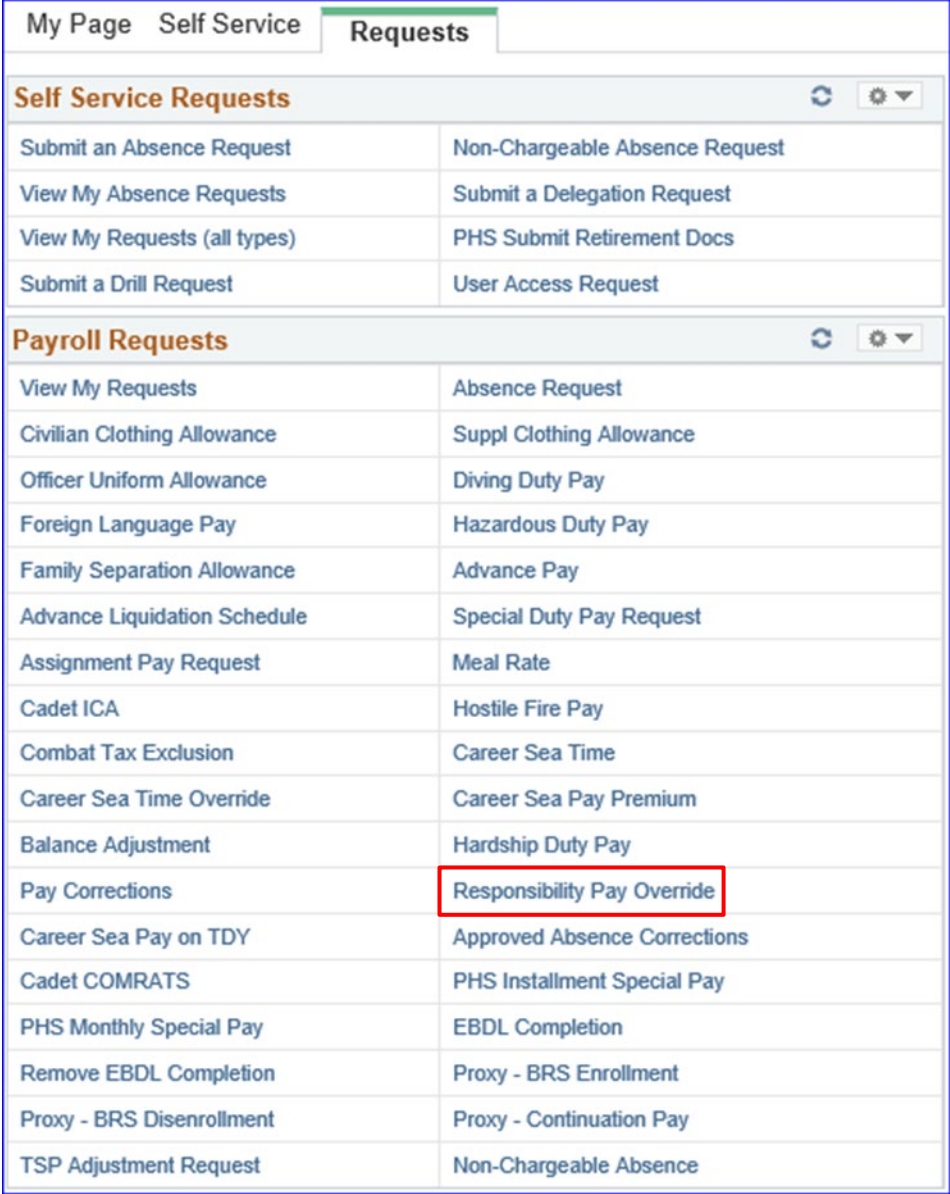
Procedure,  
continued

Step	Action																																												
3	<p>A list of the member’s EABPs will display. Scroll through the list and locate the <b>RSPLTY PAY</b> element. In this example, the member’s responsibility pay started on 05/01/2018.</p> <p><b>Note:</b> 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 <b>one</b> should be running at a time.</p> <div data-bbox="328 741 1382 1518" style="border: 1px solid black; padding: 5px;"> <p><b>Element Assignment By Payee</b></p> <p>Dwight K. Schrute ID 1234567 Empl Record 0</p> <p><b>Selection Criteria</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Category</td> <td style="width: 30%;"></td> <td rowspan="4" style="text-align: center; vertical-align: middle;"> <input type="button" value="Select with Matching Criteria"/>   <input type="button" value="Clear"/> </td> </tr> <tr> <td>Entry Type</td> <td>Element Name</td> </tr> <tr> <td>As of Date</td> <td></td> </tr> <tr> <td colspan="2"></td> </tr> </table> <p><b>Assignments</b></p> <p>1-40 of 40</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>FSA</td> <td>Family Separation Allowance</td> <td>999</td> <td>07/28/2019</td> <td>10/09/2019</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>SAVINGS</td> <td>Savings</td> <td>999</td> <td>07/01/2019</td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>RSPLTY PAY</td> <td>Responsibility Pay</td> <td>999</td> <td>05/24/2019</td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>OCONUS COLA</td> <td>OutConus COLA</td> <td>999</td> <td>05/11/2019</td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table> </div>	Category		<input type="button" value="Select with Matching Criteria"/>  <input type="button" value="Clear"/>	Entry Type	Element Name	As of Date				Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	FSA	Family Separation Allowance	999	07/28/2019	10/09/2019	<input checked="" type="checkbox"/>		SAVINGS	Savings	999	07/01/2019		<input checked="" type="checkbox"/>		RSPLTY PAY	Responsibility Pay	999	05/24/2019		<input checked="" type="checkbox"/>		OCONUS COLA	OutConus COLA	999	05/11/2019		<input checked="" type="checkbox"/>	
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## Stopping Responsibility Pay, Continued

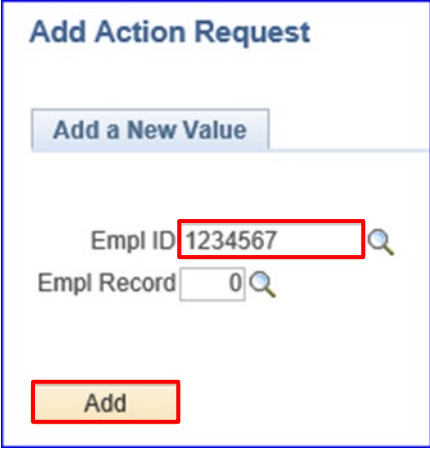
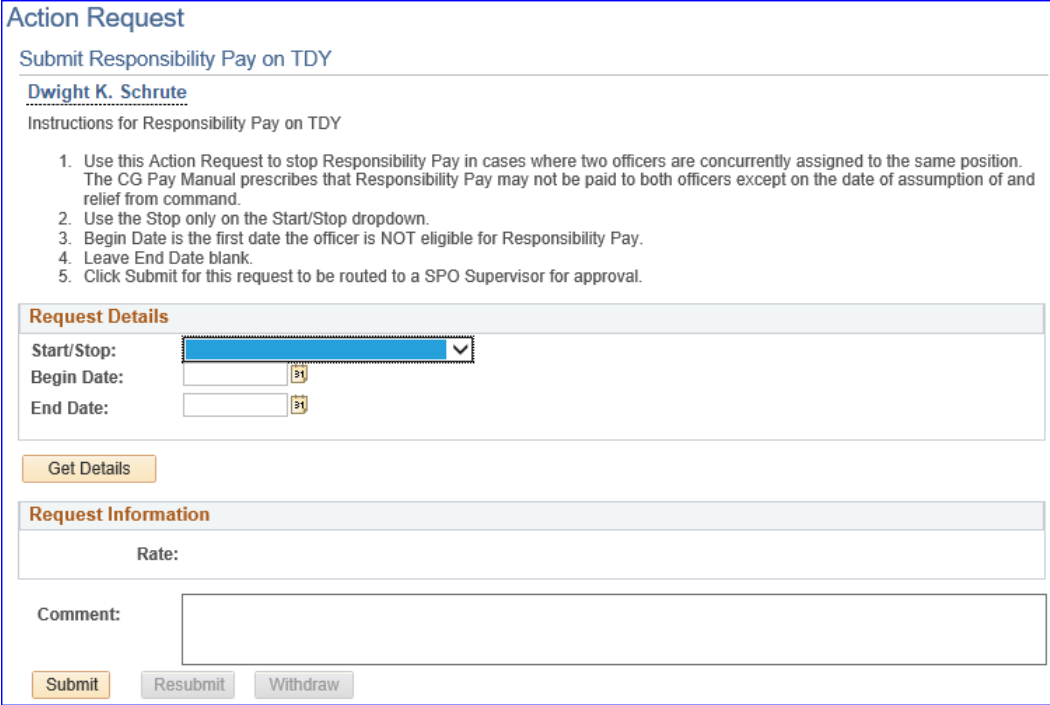
Procedure,  
continued

Step	Action
4	<p>To stop responsibility pay, go to the Requests tab and select <b>Responsibility Pay Override</b> 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 refresh and settings icon. It contains a grid of links: 'Submit an Absence Request', 'View My Absence Requests', 'View My Requests (all types)', 'Submit a Drill Request', 'Non-Chargeable Absence Request', 'Submit a Delegation Request', 'PHS Submit Retirement Docs', and 'User Access Request'. Below that is a 'Payroll Requests' section, also with a refresh and settings icon. It contains a grid of links: 'View My Requests', 'Civilian Clothing Allowance', 'Officer Uniform Allowance', 'Foreign Language Pay', 'Family Separation Allowance', 'Advance Liquidation Schedule', 'Assignment Pay Request', 'Cadet ICA', 'Combat Tax Exclusion', 'Career Sea Time Override', 'Balance Adjustment', 'Pay Corrections', 'Career Sea Pay on TDY', 'Cadet COMRATS', 'PHS Monthly Special Pay', 'Remove EBDL Completion', 'Proxy - BRS Disenrollment', 'TSP Adjustment Request', 'Absence Request', 'Suppl Clothing Allowance', 'Diving Duty Pay', 'Hazardous Duty Pay', 'Advance Pay', 'Special Duty Pay Request', 'Meal Rate', 'Hostile Fire Pay', 'Career Sea Time', 'Career Sea Pay Premium', 'Hardship Duty Pay', 'Responsibility Pay Override' (highlighted with a red box), 'Approved Absence Corrections', 'PHS Installment Special Pay', 'EBDL Completion', 'Proxy - BRS Enrollment', 'Proxy - Continuation Pay', and 'Non-Chargeable Absence'.</p>

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# Stopping Responsibility Pay, Continued

Procedure,  
continued

Step	Action
5	<p>Enter the member's <b>Empl ID</b> and click <b>Add</b>.</p>  <p>The screenshot shows a form titled "Add Action Request". At the top is a button labeled "Add a New Value". Below it are two input fields: "Empl ID" with the value "1234567" and a search icon, and "Empl Record" with the value "0" and a search icon. At the bottom is a yellow "Add" button.</p>
6	<p>The Responsibility Pay Action Request page will display.</p>  <p>The screenshot shows the "Action Request" page. It includes a header "Action Request" and a sub-header "Submit Responsibility Pay on TDY". Below this is the name "Dwight K. Schrote" and "Instructions for Responsibility Pay on TDY". A list of five instructions is provided. Below the instructions is a "Request Details" section with a "Start/Stop" dropdown menu, "Begin Date" and "End Date" fields, and a "Get Details" button. The "Request Information" section includes a "Rate" field and a "Comment" text area. At the bottom are "Submit", "Resubmit", and "Withdraw" buttons.</p>

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## Stopping Responsibility Pay, Continued

Procedure,  
continued

Step	Action
7	<p>Using the Start/Stop drop-down, select <b>Stop</b>.</p> <div data-bbox="328 524 1385 775" style="border: 1px solid blue; padding: 5px;"> <p><b>Request Details</b></p> <p>Start/Stop: <span style="border: 1px solid red; padding: 2px;">Stop</span> ▼</p> <p>Begin Date: <input type="text"/> 31</p> <p>End Date: <input type="text"/> 31</p> <hr/> <p style="text-align: center;"><span style="border: 1px solid orange; padding: 2px;">Get Details</span></p> </div>
8	<p>Enter the <b>Begin Date</b>. In this example, the member's responsibility pay started on 05/01/2018 (this was the date provided on the member's EABP from Step 3).</p> <div data-bbox="328 882 1385 1133" style="border: 1px solid blue; padding: 5px;"> <p><b>Request Details</b></p> <p>Start/Stop: <span style="border: 1px solid gray; padding: 2px;">Stop</span> ▼</p> <p>Begin Date: <span style="border: 1px solid red; padding: 2px;">05/24/2019</span> 31</p> <p>End Date: <input type="text"/> 31</p> <hr/> <p style="text-align: center;"><span style="border: 1px solid orange; padding: 2px;">Get Details</span></p> </div>
9	<p>Enter the <b>End Date</b> (actual day of relief from command) and click <b>Get Details</b>.</p> <div data-bbox="328 1211 1385 1462" style="border: 1px solid blue; padding: 5px;"> <p><b>Request Details</b></p> <p>Start/Stop: <span style="border: 1px solid gray; padding: 2px;">Stop</span> ▼</p> <p>Begin Date: <span style="border: 1px solid gray; padding: 2px;">05/24/2019</span> 31</p> <p>End Date: <span style="border: 1px solid red; padding: 2px;">10/20/2019</span> 31</p> <hr/> <p style="text-align: center;"><span style="border: 1px solid red; padding: 2px;">Get Details</span></p> </div>

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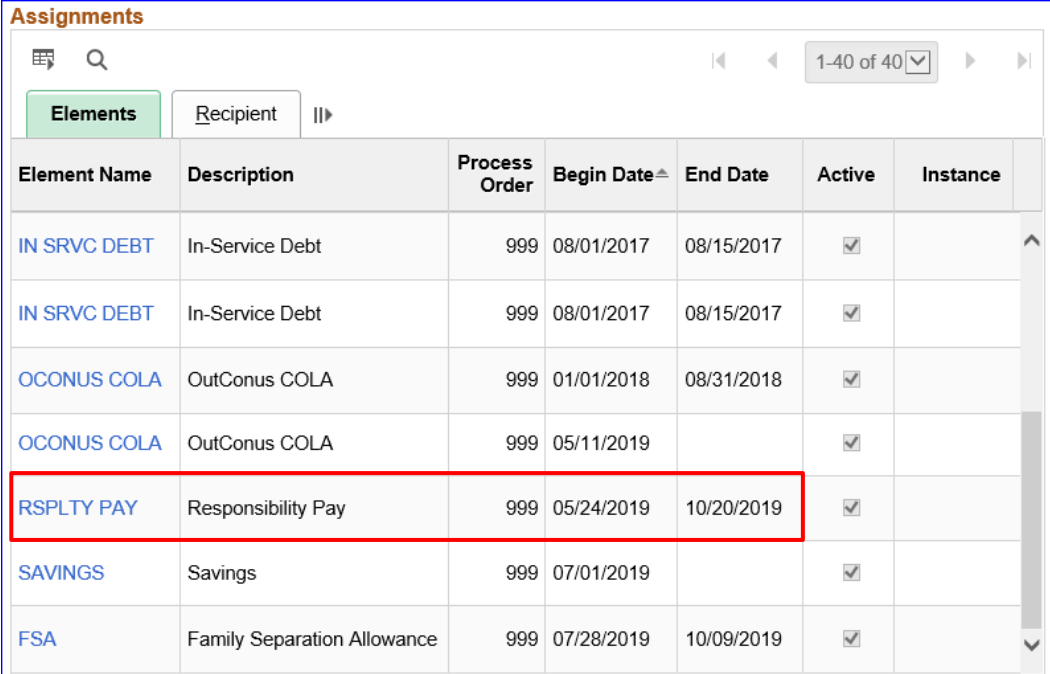
Procedure,  
continued

Step	Action
<p><b>10</b></p>	<p>The <b>Request Information</b> section will populate with the monthly rate to be stopped.</p> <div data-bbox="328 562 1391 965" style="border: 1px solid blue; padding: 5px;"> <p><b>Request Details</b></p> <p>Start/Stop: <input type="text" value="Stop"/> ▼</p> <p>Begin Date: <input type="text" value="05/24/2019"/> <input type="text" value="31"/></p> <p>End Date: <input type="text" value="10/20/2019"/> <input type="text" value="31"/></p> <p><input type="button" value="Get Details"/></p> <p><b>Request Information</b></p> <p style="text-align: center;"><b>Rate: \$150</b></p> </div>
<p><b>11</b></p>	<p>Enter any <b>comments</b> as appropriate and click <b>Submit</b>.</p> <div data-bbox="328 1043 1382 1744" style="border: 1px solid blue; padding: 5px;"> <p><b>Action Request</b></p> <p>Submit Responsibility Pay on TDY</p> <p><u>Dwight K. Schrote</u></p> <p>Instructions for Responsibility Pay on TDY</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. Use the Stop only on the Start/Stop dropdown.</li> <li>3. Begin Date is the first date the officer is NOT eligible for Responsibility Pay.</li> <li>4. Leave End Date blank.</li> <li>5. Click Submit for this request to be routed to a SPO Supervisor for approval.</li> </ol> <div data-bbox="344 1346 1374 1480" style="border: 1px solid gray; padding: 5px;"> <p><b>Request Details</b></p> <p>Start/Stop: <input type="text" value="Stop"/> ▼</p> <p>Begin Date: <input type="text" value="05/24/2019"/> <input type="text" value="31"/></p> <p>End Date: <input type="text" value="10/20/2019"/> <input type="text" value="31"/></p> <p><input type="button" value="Get Details"/></p> </div> <div data-bbox="344 1543 1374 1621" style="border: 1px solid gray; padding: 5px;"> <p><b>Request Information</b></p> <p style="text-align: center;">Rate: \$150</p> </div> <p>Comment: <input style="border: 2px solid red;" type="text" value="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>

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## Stopping Responsibility Pay, Continued

Procedure,  
continued

Step	Action																																																															
12	<p>The Request Status will update to <b>Pending</b> and the request will be routed to the SPO tree for approval.</p> 																																																															
13	<p>Once the Responsibility Pay Override action request has been <b>approved</b>, it is important to confirm the change. <b>Repeat steps 1-3</b> to view the EABP. In this example, an End Date is now populated with the Stop Date entered in Step 9.</p>  <table border="1" data-bbox="328 1077 1382 1749"> <thead> <tr> <th colspan="7">Assignments</th> </tr> <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>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>08/01/2017</td> <td>08/15/2017</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>08/01/2017</td> <td>08/15/2017</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>OCONUS COLA</td> <td>OutConus COLA</td> <td>999</td> <td>01/01/2018</td> <td>08/31/2018</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>OCONUS COLA</td> <td>OutConus COLA</td> <td>999</td> <td>05/11/2019</td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr style="border: 2px solid red;"> <td>RSPLTY PAY</td> <td>Responsibility Pay</td> <td>999</td> <td>05/24/2019</td> <td>10/20/2019</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>SAVINGS</td> <td>Savings</td> <td>999</td> <td>07/01/2019</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>07/28/2019</td> <td>10/09/2019</td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table>	Assignments							Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	IN SRVC DEBT	In-Service Debt	999	08/01/2017	08/15/2017	<input checked="" type="checkbox"/>		IN SRVC DEBT	In-Service Debt	999	08/01/2017	08/15/2017	<input checked="" type="checkbox"/>		OCONUS COLA	OutConus COLA	999	01/01/2018	08/31/2018	<input checked="" type="checkbox"/>		OCONUS COLA	OutConus COLA	999	05/11/2019		<input checked="" type="checkbox"/>		RSPLTY PAY	Responsibility Pay	999	05/24/2019	10/20/2019	<input checked="" type="checkbox"/>		SAVINGS	Savings	999	07/01/2019		<input checked="" type="checkbox"/>		FSA	Family Separation Allowance	999	07/28/2019	10/09/2019	<input checked="" type="checkbox"/>	
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