

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 Element Assignment By Payee (EABP).</p> <p>To review the EABP, select Element Assignment By Payee from the Pay Processing Shortcuts pagelet.</p> 

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Stopping Responsibility Pay, Continued

Procedure,
continued

Step	Action
2	<p data-bbox="339 495 954 524">Enter the member's Empl ID and click Search.</p> <div data-bbox="339 524 1035 1283"><p data-bbox="347 530 689 560">Element Assignment By Payee</p><p data-bbox="347 566 1031 589">Enter any information you have and click Search. Leave fields blank for a list of all values.</p><p data-bbox="368 613 588 645">Find an Existing Value</p><p data-bbox="352 663 504 685">▼ Search Criteria</p><p data-bbox="499 701 927 730">Empl ID begins with ▼ <input type="text" value="1234567"/> x</p><p data-bbox="456 752 927 781">Empl Record = ▼ <input type="text"/></p><p data-bbox="515 804 927 833">Name begins with ▼ <input type="text"/></p><p data-bbox="475 855 927 884">Last Name begins with ▼ <input type="text"/></p><p data-bbox="411 907 927 936">Second Last Name begins with ▼ <input type="text"/></p><p data-bbox="352 958 927 987">Alternate Character Name begins with ▼ <input type="text"/></p><p data-bbox="456 1010 927 1039">Middle Name begins with ▼ <input type="text"/></p><p data-bbox="448 1061 927 1090">Business Unit begins with ▼ <input type="text"/></p><p data-bbox="411 1113 954 1142">Department Set ID begins with ▼ <input type="text"/> <input type="button" value="Q"/></p><p data-bbox="467 1164 954 1193">Department begins with ▼ <input type="text"/> <input type="button" value="Q"/></p><p data-bbox="352 1200 491 1223"><input type="checkbox"/> Case Sensitive</p><p data-bbox="352 1238 863 1267"><input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/></p></div>

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Stopping Responsibility Pay, Continued

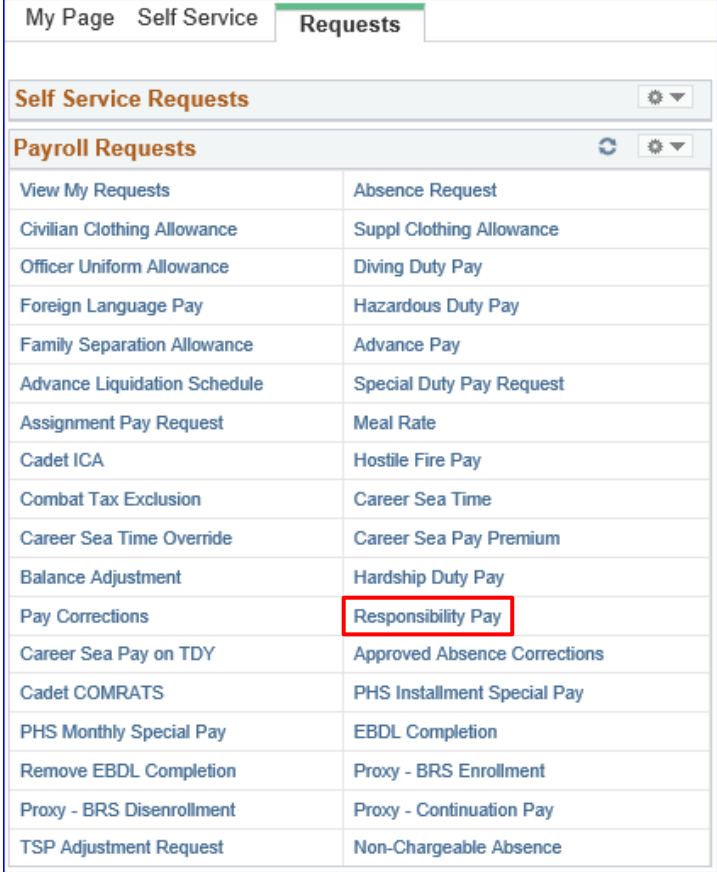
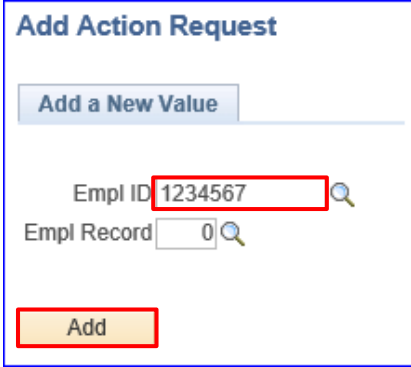
Procedure,
continued

Step	Action																																																										
3	<p>A list of the member’s EABPs will display. Scroll through the list and locate the 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="338 741 1362 1592" style="border: 1px solid black; padding: 5px;"> <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: center;"><input type="button" value="Select with Matching Criteria"/></td> </tr> <tr> <td>As of Date</td> <td></td> <td style="text-align: center;"><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>03/31/2019</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;">5</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	03/31/2019	<input checked="" type="checkbox"/>	5
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Stopping Responsibility Pay, Continued

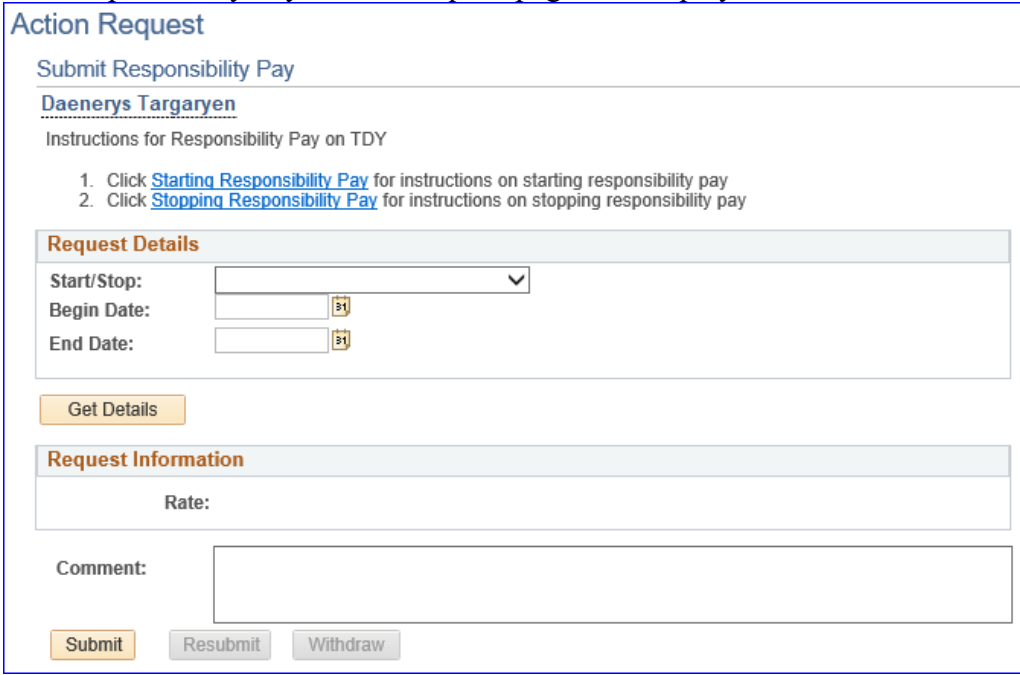
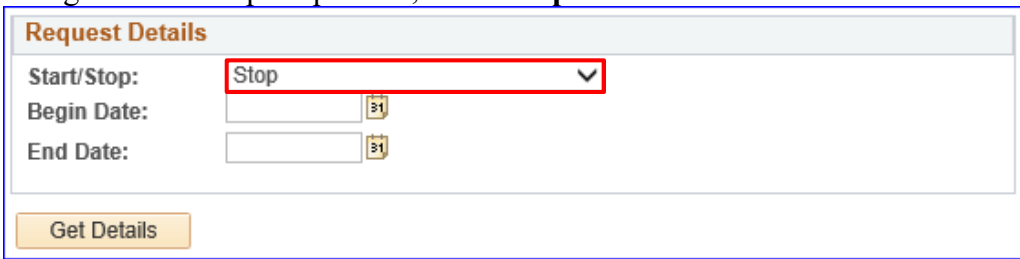
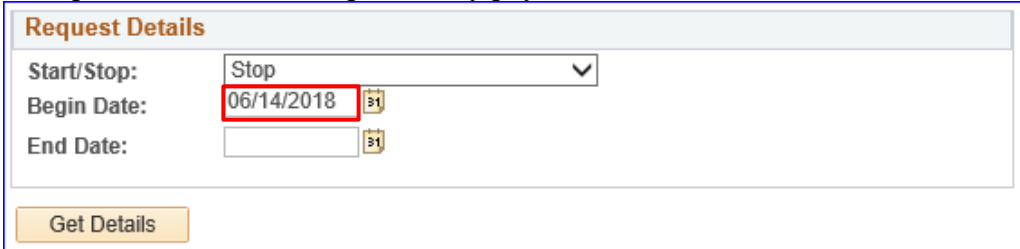
Procedure,
continued

Step	Action
4	<p>To stop responsibility pay, go to the Requests tab and select Responsibility Pay from the Payroll Requests pagelet.</p>  <p>The screenshot shows a web interface with tabs for 'My Page', 'Self Service', and 'Requests'. The 'Requests' tab is active. Below it are sections for 'Self Service Requests' and 'Payroll Requests'. The 'Payroll Requests' section contains a grid of links. The link 'Responsibility Pay' is highlighted with a red rectangular box.</p>
5	<p>Enter the member's Empl ID and click Add.</p>  <p>The screenshot shows a form titled 'Add Action Request'. It has a button '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 of the form is a button labeled 'Add', which is highlighted with a red rectangular box.</p>

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Stopping Responsibility Pay, Continued

Procedure,
continued

Step	Action
6	<p>The Responsibility Pay Action Request page will display.</p>  <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"> 1. Click Starting Responsibility Pay for instructions on starting responsibility pay 2. Click Stopping Responsibility Pay for instructions on stopping responsibility pay <p>Request Details</p> <p>Start/Stop: <input type="text" value=""/></p> <p>Begin Date: <input type="text" value=""/></p> <p>End Date: <input type="text" value=""/></p> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <p>Rate: <input type="text" value=""/></p> <p>Comment: <input type="text" value=""/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p>
7	<p>Using the Start/Stop drop-down, select Stop.</p>  <p>Request Details</p> <p>Start/Stop: <input type="text" value="Stop"/></p> <p>Begin Date: <input type="text" value=""/></p> <p>End Date: <input type="text" value=""/></p> <p><input type="button" value="Get Details"/></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>  <p>Request Details</p> <p>Start/Stop: <input type="text" value="Stop"/></p> <p>Begin Date: <input type="text" value="06/14/2018"/></p> <p>End Date: <input type="text" value=""/></p> <p><input type="button" value="Get Details"/></p>

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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="341 521 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="B"/></p> <p>End Date: 07/19/2020 <input type="button" value="B"/></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="B"/></p> <p>End Date: 07/19/2020 <input type="button" value="B"/></p> <hr/> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <p>Rate: \$100</p> </div>

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Stopping Responsibility Pay, Continued

Procedure,
continued

Step	Action
11	<p>Enter any comments as appropriate and click Submit.</p> <div data-bbox="338 521 1366 1272" 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 1353 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 1021 1353 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="338 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 1482 718 1594" 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>

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Stopping Responsibility Pay, Continued

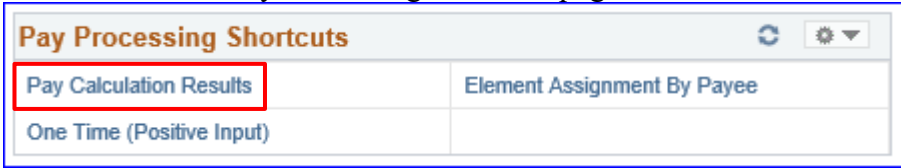
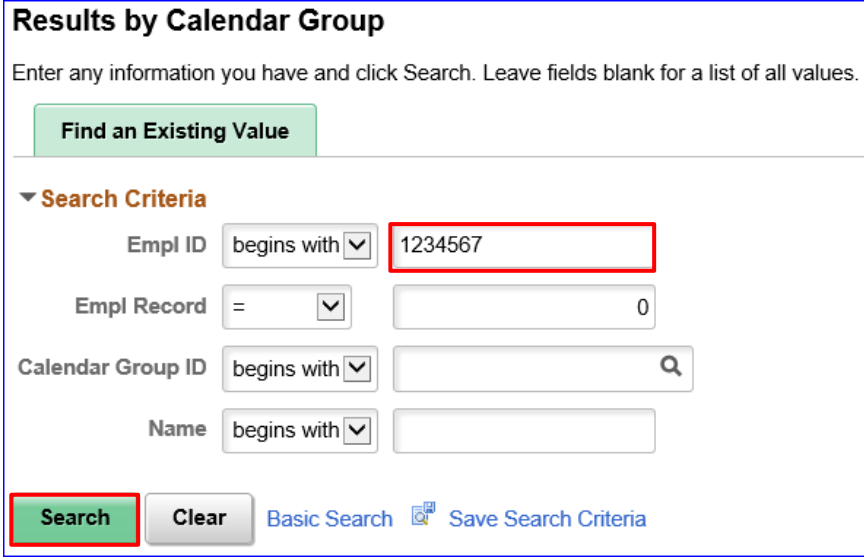
Procedure,
continued

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="338 593 1326 996" 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>Approved</p> <p>✓ 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="338 1108 1366 1854" style="border: 1px solid blue; padding: 5px;"> <p>Element Assignment By Payee</p> <p><u>Daenerys Targaryen</u> 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</p> <p>As of Date</p> <p style="text-align: right;">Element Name</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; margin-bottom: 5px;"> <p><input type="button" value="Elements"/> <input type="button" value="Recipient"/> <input type="button" value="Filter"/></p> <p style="text-align: right;">1-18 of 18</p> </div> <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>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>	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
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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 Pay Calculation Results from the Pay Processing Shortcuts pagelet.</p>  <p>The screenshot shows a 'Pay Processing Shortcuts' pagelet with a red box around the 'Pay Calculation Results' button. Other options include 'Element Assignment By Payee' and 'One Time (Positive Input)'.</p>
15	<p>Enter the member's Empl ID and click Search. Select the most recent pay calendar from the Search Results.</p>  <p>The screenshot shows a 'Results by Calendar Group' search pagelet. It includes a 'Find an Existing Value' button and search criteria for Empl ID (set to 'begins with' and '1234567'), Empl Record (set to '=' and '0'), Calendar Group ID (set to 'begins with'), and Name (set to 'begins with'). A red box highlights the 'Search' button.</p>

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Stopping Responsibility Pay, Continued

Procedure,
continued

Step	Action																																																
16	<p data-bbox="336 495 1342 633">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> <div data-bbox="336 633 1366 1361" style="border: 1px solid black; padding: 5px;"> <p data-bbox="363 645 1034 667">Calendar Group Results Earnings and Deductions Accumulators Supporting Elements</p> <p data-bbox="347 685 1350 707">Daenerys Targaryen Employee Empl ID 1234567 Empl Record 0</p> <p data-bbox="483 719 1043 741">Calendar Group ID C120071 202007 On-Cycle AD End Month</p> <hr/> <p data-bbox="355 757 1353 790">Calendar Information 3 of 3</p> <p data-bbox="467 815 1294 891">Calendar ID CG ACT 2020M07E Pay Group USCG Segment Number 1 Version 1 Revision 1 Gross Result Value 7,388.22 USD Net Result Value 3,670.38 USD</p> <p data-bbox="355 898 1353 954">Earnings & Deductions 1-5 of 17 View All</p> <p data-bbox="379 965 1082 987">Element Results Components Retro Adjustments Deduction Arrears User Fields</p> <table border="1" data-bbox="355 999 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> <p data-bbox="363 1328 847 1350">Return to Search Previous in List Next in List Notify</p> </div>	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
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