19 January 2024

Assignment Incentive Pay

Overview

Introduction

This guide provides the procedures for entering Assignment Incentive Pay (AIP) in Direct Access (DA).

Assignment Incentive Pay for Cutters Undergoing Maintenance Periods

Assignment Incentive Pay for Pre Commissioning Cutter Crews

ACN 015/22 - Assignment Incentive Pay For Remote and Austere Conditions (AIP-RAC)

Contents

AIP – Remote & Austere Conditions

Introduction   This section provides the procedures for entering Assignment Incentive Pay for Remote and Austere Conditions (AIP – RAC) in DA.

Procedures   See below.

Step	Action
1	Click on the **AD/RSV Payroll Workcenter** tile.
2	Select the **Assignment Incentive Pay** option.

AIP – Remote & Austere Conditions, Continued

Procedures,
continued

Step	Action
3	Enter the member's **Empl ID** and click **Add**. **NOTE:** If the member belongs to more than one component (i.e., Reservist and Civilian employee), ensure the Empl Record is the military record. **Add Action Request** Add a New Value *Empl ID 1234567 Empl Record 0 Add
4	The Submit Assignment Incentive Pay action request will display. **Read** the directions and enter the appropriate data. **Action Request** Submit Assignment Incentive Pay McCall, Robert **Requesting Assignment Incentive Pay** 1. Choose an Incentive Type. 2. Choose Dependents (Yes or No)? 3. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs. 4. Choose an End Date. It can be left blank for Assignment Incentive Pay types other than those related to Production Recruiter and Recruiter-in-Charge. If the End Date is not entered, then Assignment Incentive Pay continues until the End Date is entered. 5. For Production Recruiter and Recruiter-In-Charge Assignment Incentive Pay Only (PR and RIC). ○ Begin and End Dates must be before the current month. ○ Begin Date must be the first day of the month. ○ End Date must be the last day of the month. ○ Begin Date and End Date must fall in the same month. ○ End Date is Required 6. Press Submit. Click on this link to get additional information about the Type and for step-by-step instructions. https://www.dcms.uscg.mil/ppc/pd/da/

AIP – Remote & Austere Conditions, Continued

Procedures,
continued

Step	Action
5	Once all the data is entered, click **Get details**. **NOTE:** Dependents? – <mark>With or Without Dependents</mark> must be selected for this Pay Type to be processed. No other selectable options will not allow completion. RAC1 RAC - OL-STA Brant Point RAC2 RAC - STA Brant Point RAC3 RAC - STA Menemsha **Request Details** Pay Type: RAC3 Begin Date: 01/01/2024 End Date: Dependents?: Without Dependents Get Details
6	The Request Information section will populate. Enter any **Comments** as appropriate, then click **Submit**. **Request Information** Incentive Type: Remote and Austere Conditions Incentive Details: STA Menemsha Dependents?: Without Dependents Incentive Mthly RT: $130 Comment: Submit Resubmit Withdraw

AIP – Remote & Austere Conditions, Continued

Procedures, continued

Step	Action
7	The Request Status will update to **Pending** and the action request will be routed to the SPO for review/approval.
8	Upon approval of the action request, review the member's EABPs to ensure the action request processed as entered. Click **ASGN INC PAY** Element Name to view the details of the EABP.

AIP – Remote & Austere Conditions, Continued

Procedures,
continued

Step	Action
9	The details of the EABP should match the information entered in Step 5.

AIP – Pre-commissioning Cutter Crews

Introductions   This section provides the procedures for entering Assignment Incentive Pay for Pre-commissioning Cutter Crews (AIP-PCC).

Procedures   See below.

Step	Action
1	Click on the **AD/RSV Payroll Workcenter** tile.
2	Select the **Assignment Incentive Pay** option.

AIP – Pre-commissioning Cutter Crews, Continued

Procedures,
continued

Step	Action
3	Enter the member's **Empl ID** and click **Add**. **NOTE:** If the member belongs to more than one component (i.e., Reservist and Civilian employee), ensure the Empl Record is the military record. **Add Action Request** Add a New Value *Empl ID 1234567 Empl Record 0 Add
4	The Submit Assignment Incentive Pay action request will display. **Read** the directions and enter the appropriate data. **Action Request** Submit Assignment Incentive Pay Tasker, Harry **Requesting Assignment Incentive Pay** 1. Choose an Incentive Type. 2. Choose Dependents (Yes or No)? 3. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs. 4. Choose an End Date. It can be left blank for Assignment Incentive Pay types other than those related to Production Recruiter and Recruiter-in-Charge. If the End Date is not entered, then Assignment Incentive Pay continues until the End Date is entered. 5. For Production Recruiter and Recruiter-In-Charge Assignment Incentive Pay Only (PR and RIC). ○ Begin and End Dates must be before the current month. ○ Begin Date must be the first day of the month. ○ End Date must be the last day of the month. ○ Begin Date and End Date must fall in the same month. ○ End Date is Required 6. Press Submit. Click on this link to get additional information about the Type and for step-by-step instructions. https://www.dcms.uscg.mil/ppc/pd/da/

AIP – Pre-commissioning Cutter Crews, Continued

Procedures,
continued

Step	Action
5	Once all the data is entered, click **Get details**. **NOTE:** Dependents? – <mark>Not Applicable</mark> must be selected for this Pay Type to be processed. No other selectable options will not allow completion.

PCC1	PCC - CGC Argus
PCC10	PCC - CGC Melvin Bell
PCC11	PCC - CGC David Duren
PCC2	PCC - CGC Calhoun
PCC3	PCC - CGC Hickory
PCC4	PCC - CGC William Chadwick
PCC5	PCC - CGC Warren Deyampert
PCC6	PCC - CGC Maurice Jester
PCC7	PCC - CGC John Patterson
PCC8	PCC - CGC Douglas Denman
PCC9	PCC - CGC William Sparling

Request Details

Pay Type: PCC3

Begin Date: 01/01/2024

End Date:

Dependents?: Not Applicable

Get Details
 |

AIP – Pre-commissioning Cutter Crews, Continued

Procedures,
continued

Step	Action
6	The **Request Information** section will populate. Enter any **Comments** as appropriate, then click **Submit**. **Request Information** Incentive Type: Pre-Commissioning Cutter Crews Incentive Details: CGC Hickory Dependents?: Not Applicable Incentive Mthly RT: $200 Comment: Submit Resubmit Withdraw
7	The Request Status will update to **Pending** and the action request will be routed to the SPO for review/approval. Submit Resubmit Withdraw **Assignment Incentive Pay** **Request Status:** Pending Approvers Pending Multiple Approvers CGHRSUP for User's SPO
8	Upon approval of the action request, review the member's EABPs to ensure the action request processed.

AIP – Cutters Undergoing Maintenance Periods

Introduction   This section provides the procedures for entering Assignment Incentive Pay for Cutters Undergoing Maintenance Periods (AIP-CMP).

Procedures   See below.

Step	Action
1	Click on the **AD/RSV Payroll Workcenter** tile. AD/RSV Payroll Workcenter
2	Select the **Assignment Incentive Pay** option. Links Payroll Requests Advance Liquidation Schedule Advance Pay Approved Absence Corrections Assignment Incentive Pay Assignment Pay Request Balance Adjustment Cadet COMBATS

AIP – Cutters Undergoing Maintenance Periods, Continued

Procedures,
continued

Step	Action
3	Enter the member's **Empl ID** and click **Add**. **NOTE:** If the member belongs to more than one component (i.e., Reservist and Civilian employee), ensure the Empl Record is the military record. **Add Action Request** Add a New Value *Empl ID 1234567 Empl Record 0 Add
4	The Submit Assignment Incentive Pay action request will display. **Read** the directions and enter the appropriate data. **Action Request** Submit Assignment Incentive Pay Moore, Hal **Requesting Assignment Incentive Pay** 1. Choose an Incentive Type. 2. Choose Dependents (Yes or No)? 3. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs. 4. Choose an End Date. It can be left blank for Assignment Incentive Pay types other than those related to Production Recruiter and Recruiter-in-Charge. If the End Date is not entered, then Assignment Incentive Pay continues until the End Date is entered. 5. For Production Recruiter and Recruiter-In-Charge Assignment Incentive Pay Only (PR and RIC). ◦ Begin and End Dates must be before the current month. ◦ Begin Date must be the first day of the month. ◦ End Date must be the last day of the month. ◦ Begin Date and End Date must fall in the same month. ◦ End Date is Required 6. Press Submit. Click on this link to get additional information about the Type and for step-by-step instructions. https://www.dcms.uscg.mil/ppc/pd/da/

AIP – Cutters Undergoing Maintenance Periods, Continued

Procedures,
continued

Step	Action
5	Once all the data is entered, click **Get details**. **NOTE:** Dependents? – Not Applicable must be selected for this Pay Type to be processed. No other selectable options will not allow completion. Search Results View 100 ⏮ ◀ 1-26 of 26 ▾ ▶ | Assignment Incentive Type	Description
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CMP1	CMP - CGC Aspen
CMP2	CMP - CGC Eagle
CMP3	CMP - CGC Harriet Lane
CMP4	CMP - CGC Spencer
CMP5	CMP - CGC Morro Bay
CMP6	CMP - CGC Sequoia
CMP7	CMP - CGC Hollyhock | **Request Details** Pay Type: CMP5 Begin Date: 02/01/2024 End Date: Dependents?: Not Applicable Get Details

AIP – Cutters Undergoing Maintenance Periods, Continued

Procedures,
continued

Step	Action
6	The **Request Information** section will populate. Enter any **Comments** as appropriate, then click **Submit**. **Request Information** Incentive Type: Cutters Undergoing Maintenance Incentive Details: CGC Morro Bay Dependents?: Not Applicable Incentive Mthly RT: $200 Comment: Start CMP Incentive Pay on 1 February 2024 Submit Resubmit Withdraw
7	The Request Status will update to **Pending** and the action request will be routed to the SPO for review/approval. Submit Resubmit Withdraw **Assignment Incentive Pay** **Request Status:** Pending View/Hide Comments Approvers Pending Multiple Approvers CGHRSUP for User's SPO **Comments** Basil Plumly at 01/18/24 - 4:02 PM Start CMP Incentive Pay on 1 February 2024
8	Upon approval of the action request, review the member's EABPs to ensure the action request processed.

Assignment Incentive Pay - Recruiters

Introduction   This section provides the procedures for entering Assignment Incentive Pay for Recruiters in Direct Access (DA).

Information
- **Assignment Incentive Pay for Production Recruiters (AIP-PR)** – All recruiters permanently assigned to a recruiting office, except for the Recruiter-in-Charge, are designated as PR.
- **Recruiters-in-Charge (AIP-RIC)** – Recruiters fully qualified as an RIC and permanently assigned to an RIC billet.
- Current Pay Type choices:

PR1	AIP-PR, Ship 3
PR2	AIP-PR, Ship >= 4
RC1	AIP-RIC, Mission 100%
RC2	AIP-RIC, Mission > 100%, <= 125%
RC3	AIP-RIC, Mission > 125%

- Effective 01 OCT 2023, quarterly payments will be based upon achievement of monthly performance goals and entered into DA at the start of the next quarter. Different Pay Type choices may be selected for each qualifying month in the previous quarter and entered accordingly.

References   [ALCOAST 359-23](#)

Procedures   See below.

Step	Action
1	Click on the **AD/RSV Payroll Workcenter** tile.

Continued on next page

Assignment Incentive Pay - Recruiters, Continued

Procedures,
continued

Step	Action
2	Select the **Assignment Incentive Pay** option.
3	Enter the recruiter's **Empl ID** and click **Add**.
4	**Read** and enter data using the instruction in number 4 and 5.

Continued on next page

Assignment Incentive Pay - Recruiters, Continued

Procedures,
continued

Step	Action
5	Once all the data is entered, click **Get details**. **NOTE:** Dependents? – Not Applicable must be selected for this Pay Type to be processed. No other selectable options will not allow completion. **Request Details** Pay Type: RC1 Begin Date: 12/01/2023 End Date: 12/31/2023 Dependents?: Not Applicable Get Details
6	The Request Information section will populate. Enter **Comments** as appropriate and click **Submit**. **Request Information** Incentive Type: Recruiter in Charge Incentive Details: AIP-RIC, Mission 100% Dependents?: Not Applicable Incentive Mthly RT: $750 Comment: Member achieved 100% mission support for the month of December 2023. Submit Resubmit Withdraw
7	The Request Status will update to **Pending** and the action request will be routed to the SPO for review/approval. Repeat this process for each month of the previous quarter. **Assignment Incentive Pay** **Request Status** Pending View/Hide Comments **Approvers** Pending Multiple Approvers CGHRSUP for User's SPO **Comments** Jack Ryan at 01/18/24 - 3:04 PM Member achieved 100% mission support for the month of December 2023.
8	Upon approval of the action request, review the member's EABPs to ensure all the action requests processed.

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