

Starting Special Duty Pay

Introduction This guide provides procedures for starting Special Duty Pay (SDP) (formerly Special Duty Assignment Pay, SDAP) for members in Direct Access (DA).

References

- (a) Coast Guard Pay Manual, COMDTINST M7220.29 (series)
- (b) Coast Guard Special Duty Pay (SDP), COMDTINST 1430.1 (series)
- (c) Assignment and Special Duty Pays, DoDI 1340.26
- (d) ALCOAST 478/22 – DEC 2022 Update 1 – FY23 Special Duty Pay (SDP) and Assignment Pay (AP)

Important Information In the event that retroactive SDP is required, SPOs MUST include the [CG-2044 Special Duty Pay Worksheet](#) and all applicable source documentation when submitting a PPC Trouble Ticket.

Known Issue for Reserves **For IDT drills, DO NOT** enter SDP/AP via the payroll requests action request: but instead, the appropriate selection for SDP/AP must be made when scheduling the IDT drill itself.

Auditing Standards Chapter 11.A of the 3PM outlines the standard business process for submitting and validating pay transactions entered by P&As. See the following user guides for navigating, identifying, and researching pay transactions:

- [Pay Calculation Results](#)
- [One Time Positive Input \(OTPI\)](#)
- [Element Assignment by Payee \(EABP\)](#)

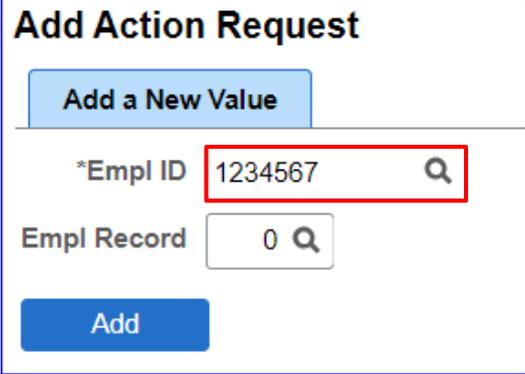
Procedures See below.

Step	Action
1	<p>Click the AD/RSV Payroll Workcenter tile.</p> 

Continued on next page

Starting Special Duty Pay, Continued

Procedures,
continued

Step	Action
2	<p>Select the Special Duty Pay Request option.</p>  <p>The screenshot shows a dropdown menu titled 'Payroll Requests' with a list of options. The 'Special Duty Pay Request' option is highlighted with a red rectangular box. Other options include 'Advance Liquidation Schedule', 'Advance Pay', 'Approved Absence Corrections', 'Assignment Incentive Pay', 'Assignment Pay Request', 'Balance Adjustment', 'Cadet COMRATS', 'Cadet ICA', 'Career Sea Pay on TDY', 'Career Sea Pay Premium', 'Career Sea Time', 'Career Sea Time Override', 'Civilian Clothing Allowance', 'Combat Tax Exclusion', 'Diving Duty Pay', 'EBDL Completion', 'Family Separation Allowance', 'Foreign Language Pay', 'Hardship Duty Pay', 'Hazardous Duty Pay', 'Hostile Fire Pay', 'Meal Rate', 'Officer Uniform Allowance', 'Pay Corrections', 'PHS Installment Pays', 'PHS Monthly Pays', 'Proxy - BRS Enrollment', 'Proxy - Submit Absence Request', 'Proxy - Submit Non-Charge Abs', 'Proxy - BRS Disenrollment', 'Proxy - Continuation Pay', 'Proxy - Remove EBDL Completion', 'Proxy - Responsibility Pay', 'Suppl Clothing Allowance', 'TSP Adjustment Request', and 'View My Requests (All Types)'.</p>
3	<p>Enter the member's Empl ID and click Add.</p>  <p>The screenshot shows a form titled 'Add Action Request'. It has a blue button labeled 'Add a New Value'. Below that is a field for '*Empl ID' containing the value '1234567' with a search icon. Below that is a field for 'Empl Record' containing the value '0' with a search icon. At the bottom is a blue button labeled 'Add'.</p>

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Starting Special Duty Pay, Continued

Procedures,
continued

Step	Action
4	<p>The Special Duty Pay Action Request will display.</p> <div data-bbox="327 488 1366 1220" style="border: 1px solid black; padding: 5px;"> <p>Action Request Submit Special Duty Pay</p> <p><u>Crunch, Horatio Magellan</u></p> <p>Requesting Special Duty Pay</p> <ol style="list-style-type: none"> 1. Choose a Type. 2. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs. 3. Choose an End Date or leave blank. If the End Date is not entered, then Special Duty Pay continues until entered. 4. Press Submit. <p>Click on this link to get additional information about the Type and for step-by-step instructions. https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/SpecialDutyPay.pdf</p> <p>Request Details</p> <p>Type: <input type="text" value=""/> <input type="button" value="Q"/></p> <p>Begin Date: <input type="text" value=""/> <input type="button" value="Calendar"/></p> <p>End Date: <input type="text" value=""/> <input type="button" value="Calendar"/></p> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <p>SP Duty Type: SP Duty Category: SP Duty Mthly Rate:</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> </div>

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Starting Special Duty Pay, Continued

Procedures,
continued

Step	Action
5	<p>Complete the following fields in the Request Details Section:</p> <ul style="list-style-type: none"> • Type – using the lookup, select the appropriate SDP. • Begin Date – enter the date the member became eligible for SDP (see Note 1) • End date – this may be left blank. If the SDP is a temporary entitlement, enter an end date (see Note 2) <p>Click Get Details.</p> <p>NOTE 1: Do NOT enter a begin date prior to 10/1/2019. Special Duty Pay (SDP) became effective 10/1/2019. Any Retro requests to pay SDAP (Special Duty Assignment Pay) MUST be submitted through a customer service trouble ticket.</p> <p>NOTE 2: For Reserve members on long term active duty orders, leave the End Date blank. SDP will stop automatically upon RELAD.</p> <div data-bbox="327 936 1366 1659" style="border: 1px solid black; padding: 5px;"> <p>Action Request Submit Special Duty Pay</p> <p><u>Crunch, Horatio Magellan</u> Requesting Special Duty Pay</p> <ol style="list-style-type: none"> 1. Choose a Type. 2. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs. 3. Chose an End Date or leave blank. If the End Date is not entered, then Special Duty Pay continues until entered. 4. Press Submit. <p>Click on this link to get additional information about the Type and for step-by-step instructions. https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/SpecialDutyPay.pdf</p> <p>Request Details</p> <p>Type: <input type="text" value="COXNCV"/> <input type="button" value="Q"/></p> <p>Begin Date: <input type="text" value="10/01/2023"/> <input type="button" value="Calendar"/></p> <p>End Date: <input type="text"/> <input type="button" value="Calendar"/></p> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <p>SP Duty Type: NCV PURSUIT COXSWAIN - ASHORE SP Duty Category: LVL2 SP Duty Mthly Rate: \$150</p> <p>Comment: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>

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continued

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6	<p data-bbox="328 439 997 472">This is a list of all available Special Duty Pay types:</p> <table border="1" data-bbox="328 472 1326 1906"> <thead> <tr> <th data-bbox="336 483 472 539">Special Duty Pay Type</th> <th data-bbox="472 483 1230 539">Description</th> <th data-bbox="1230 483 1318 539">Special Duty Pay Category</th> </tr> </thead> <tbody> <tr><td>ADVINT</td><td>MSRT ADVANCE INTERDICTION COXSWAIN</td><td>LVL3</td></tr> <tr><td>APMARK</td><td>PRECISION MARKSMAN - AVIATION/HITRON/TACLET (PM-A)</td><td>LVL2</td></tr> <tr><td>ATTCAST</td><td>ATTC AVIATION SURVIVAL TECHNICIAN (AST) INSTRUCTORS</td><td>LVL3</td></tr> <tr><td>CANINE</td><td>CANINE EXPLOSIVE DETECTION HANDLERS</td><td>LVL1</td></tr> <tr><td>CDSED</td><td>CRYPTOLOGIC DIRECT SUPPORT ELEMENT (CDSE) OPERATORS</td><td>LVL1</td></tr> <tr><td>CDSESUP</td><td>CRYPTOLOGIC DIRECT SUPPORT ELEMENT (CDSE) MISSION SUPERVISOR</td><td>LVL2</td></tr> <tr><td>CGRCPRCSTD</td><td>PRODUCTION RECRUITERS (PR) STANDARD OFFICE</td><td>LVL2</td></tr> <tr><td>CGRCPRDIS</td><td>PRODUCTION RECRUITERS (PR) DISADVANTAGED OFFICE</td><td>LVL3</td></tr> <tr><td>CGRCRECOFF</td><td>RECRUITING OFFICE (RO) SUPPORT POSITIONS</td><td>LVL5</td></tr> <tr><td>CGRCRICDIS</td><td>RECRUITERS IN CHARGE (RIC) DISADVANTAGED OFFICE</td><td>LVL4</td></tr> <tr><td>CGRCRICSTD</td><td>RECRUITERS IN CHARGE (RIC) STANDARD OFFICE</td><td>LVL3</td></tr> <tr><td>COXHW</td><td>HEAVY WEATHER CERTIFIED COXSWAIN</td><td>LVL2</td></tr> <tr><td>COXMSST</td><td>MSST TACTICAL COXSWAIN</td><td>LVL1</td></tr> <tr><td>COXNCV</td><td>NCV PURSUIT COXSWAIN - 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7	<p>The Request Information section will populate with the SP Duty Type, SP Duty Category, and SP Duty Monthly Rate.</p> <div data-bbox="327 526 1364 1265" style="border: 1px solid blue; padding: 5px;"> <p>Action Request</p> <p>Submit Special Duty Pay</p> <p><u>Crunch, Horatio Magellan</u></p> <p>Requesting Special Duty Pay.</p> <ol style="list-style-type: none"> 1. Choose a Type. 2. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs. 3. Choose an End Date or leave blank. If the End Date is not entered, then Special Duty Pay continues until entered. 4. Press Submit. <p>Click on this link to get additional information about the Type and for step-by-step instructions. https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/SpecialDutyPay.pdf</p> <p>Request Details</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Type: <input style="width: 100%;" type="text" value="COXNCV"/> <input type="button" value="Q"/></p> <p>Begin Date: <input type="text" value="10/01/2023"/> <input type="button" value="Calendar"/></p> <p>End Date: <input type="text"/> <input type="button" value="Calendar"/></p> </div> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <div style="border: 2px solid red; padding: 5px;"> <p>SP Duty Type: NCV PURSUIT COXSWAIN - ASHORE</p> <p>SP Duty Category: LVL2</p> <p>SP Duty Mthly Rate: \$150</p> </div> <p>Comment: <input type="text"/></p> <p><input type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>

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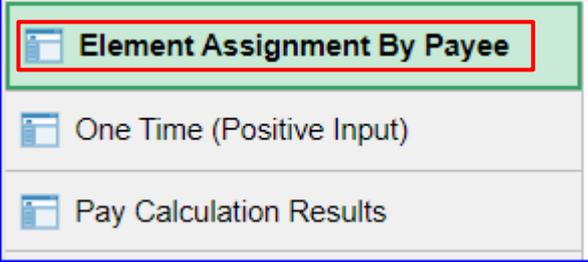
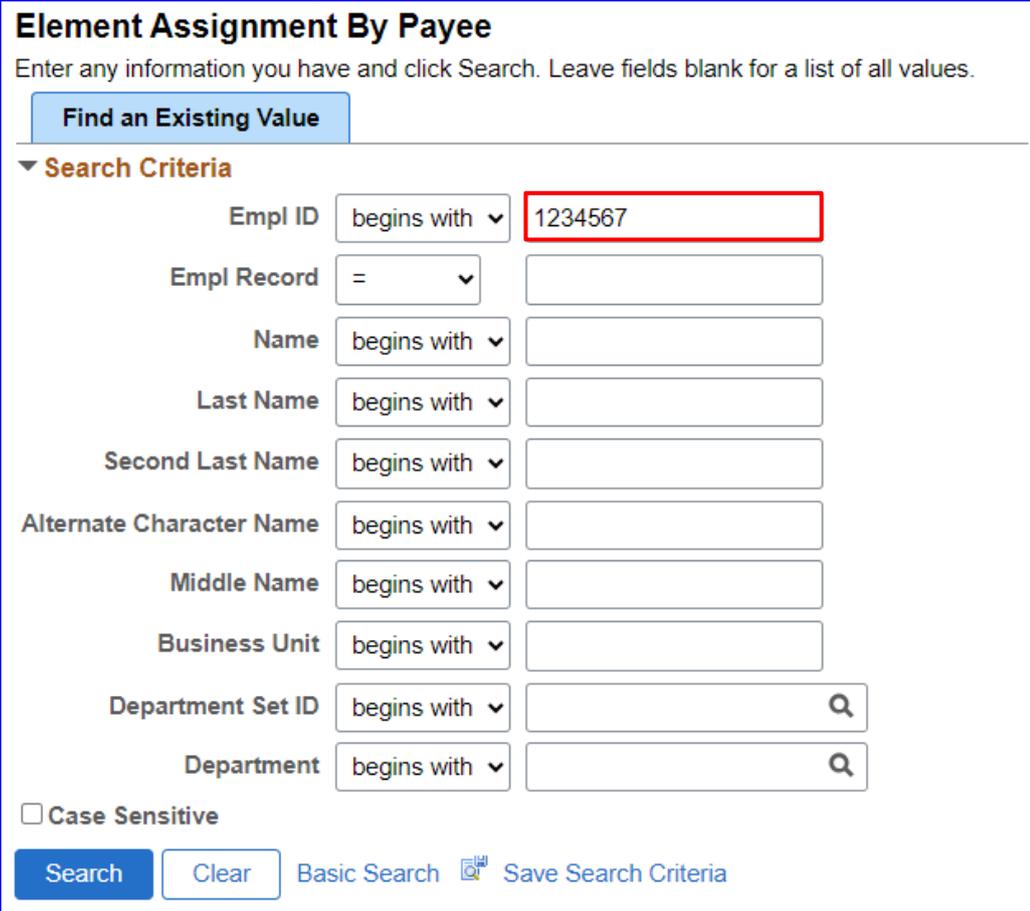
Starting Special Duty Pay, Continued

Procedures,
continued

Step	Action
8	<p>Enter Comments as appropriate and click Submit.</p> <div data-bbox="327 465 1364 1187" style="border: 1px solid blue; padding: 5px;"> <p>Action Request Submit Special Duty Pay</p> <p>Crunch, Horatio Magellan Requesting Special Duty Pay</p> <ol style="list-style-type: none"> 1. Choose a Type. 2. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs. 3. Choose an End Date or leave blank. If the End Date is not entered, then Special Duty Pay continues until entered. 4. Press Submit. <p>Click on this link to get additional information about the Type and for step-by-step instructions. https://www.dcms.uscg.mil/Portals/10/CG-1/PPC/GUIDES/GP/SPO/Earnings/SpecialDutyPay.pdf</p> <p>Request Details</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Type: <input type="text" value="COXNCV"/> <input type="button" value="Q"/></p> <p>Begin Date: <input type="text" value="10/01/2023"/> <input type="button" value="📅"/></p> <p>End Date: <input type="text"/> <input type="button" value="📅"/></p> </div> <p><input type="button" value="Get Details"/></p> <p>Request Information</p> <div style="border: 1px solid gray; padding: 5px;"> <p>SP Duty Type: NCV PURSUIT COXSWAIN - ASHORE</p> <p>SP Duty Category: LVL2</p> <p>SP Duty Mthly Rate: \$150</p> </div> <p>Comment: <input style="border: 2px solid red;" type="text" value="Member has met all eligibility requirements 11/01/2023."/></p> <p><input style="border: 2px solid red;" type="button" value="Submit"/> <input type="button" value="Resubmit"/> <input type="button" value="Withdraw"/></p> </div>
9	<p>The Request Status will update to Pending.</p> <div data-bbox="327 1243 1098 1518" style="border: 1px solid blue; padding: 5px;"> <p>Special Duty Pay</p> <p>Request Status: Pending <input type="button" value="View/Hide Comments"/></p> <p>Approvers</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Pending</p> <p>Multiple Approvers</p> <p>🕒 CGHRSUP for User's SPO</p> </div> <p>Comments</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Horatio Magellan Crunch at 11/08/23 - 9:21 AM</p> <p>Member has met all eligibility requirements. 11/01/2023.</p> </div> </div>
10	<p>Once the request has been approved it can be viewed in the member's EABPs. Click on the Pay Processing Shortcuts tile.</p> <div data-bbox="327 1612 753 1944" style="border: 1px solid blue; padding: 10px; text-align: center;"> <p>Pay Processing Shortcuts</p>  </div>

Starting Special Duty Pay, Continued

Procedures,
continued

Step	Action
11	<p>Select the Element Assignment By Payee option.</p>  <p>The screenshot shows a menu with three options: 'Element Assignment By Payee' (highlighted in green and red), 'One Time (Positive Input)', and 'Pay Calculation Results'.</p>
12	<p>Enter the member's Empl ID and click Search.</p>  <p>The screenshot shows the 'Element Assignment By Payee' search interface. It includes a 'Find an Existing Value' button, a 'Search Criteria' section with various dropdown menus and text input fields, and a 'Search' button. The 'Empl ID' field is set to 'begins with' and contains the value '1234567'.</p>

Continued on next page

Starting Special Duty Pay, Continued

Procedures,
continued

Step	Action																																																																													
13	<p>A list of the member's EABPs will display. Special Duty Pay is generally located towards the bottom of the list. To view the details of the Special Duty Pay element click SP DUTY PAY.</p> <div data-bbox="327 544 1342 1160" style="border: 1px solid black; padding: 5px;"> <p>Assignments</p> <p>Elements Recipient</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>TRICARE DEP</td> <td>Tricare Dependent Dental</td> <td>999</td> <td>03/01/2021</td> <td>03/31/2021</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>TRICARE DEP</td> <td>Tricare Dependent Dental</td> <td>999</td> <td>04/01/2021</td> <td>03/31/2022</td> <td><input checked="" type="checkbox"/></td> <td>2</td> </tr> <tr> <td>TRICARE DEP</td> <td>Tricare Dependent Dental</td> <td>999</td> <td>04/01/2022</td> <td>03/31/2023</td> <td><input checked="" type="checkbox"/></td> <td>3</td> </tr> <tr> <td>TRICARE DEP</td> <td>Tricare Dependent Dental</td> <td>999</td> <td>04/01/2023</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>4</td> </tr> <tr> <td>FSA</td> <td>Family Separation Allowance</td> <td>999</td> <td>07/15/2019</td> <td>09/06/2019</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>FSA</td> <td>Family Separation Allowance</td> <td>999</td> <td>02/02/2020</td> <td>05/07/2020</td> <td><input checked="" type="checkbox"/></td> <td>2</td> </tr> <tr> <td>IN SRVC DEBT</td> <td>In-Service Debt</td> <td>999</td> <td>02/01/2021</td> <td>06/30/2022</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>SP DUTY PAY</td> <td>Special Duty Pay</td> <td>999</td> <td>08/01/2023</td> <td>09/30/2023</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>SP DUTY PAY</td> <td>Special Duty Pay</td> <td>999</td> <td>10/01/2023</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>2</td> </tr> <tr> <td>OAS EE PBCK</td> <td>Payback OASDI EE Deferral Amt</td> <td>999</td> <td>01/01/2021</td> <td>12/31/2021</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> </tbody> </table> <p>Add New Assignment Deduction Recipients</p> <p>Save Return to Search Notify Refresh</p> </div>	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	TRICARE DEP	Tricare Dependent Dental	999	03/01/2021	03/31/2021	<input checked="" type="checkbox"/>	1	TRICARE DEP	Tricare Dependent Dental	999	04/01/2021	03/31/2022	<input checked="" type="checkbox"/>	2	TRICARE DEP	Tricare Dependent Dental	999	04/01/2022	03/31/2023	<input checked="" type="checkbox"/>	3	TRICARE DEP	Tricare Dependent Dental	999	04/01/2023		<input checked="" type="checkbox"/>	4	FSA	Family Separation Allowance	999	07/15/2019	09/06/2019	<input checked="" type="checkbox"/>	1	FSA	Family Separation Allowance	999	02/02/2020	05/07/2020	<input checked="" type="checkbox"/>	2	IN SRVC DEBT	In-Service Debt	999	02/01/2021	06/30/2022	<input checked="" type="checkbox"/>	1	SP DUTY PAY	Special Duty Pay	999	08/01/2023	09/30/2023	<input checked="" type="checkbox"/>	1	SP DUTY PAY	Special Duty Pay	999	10/01/2023		<input checked="" type="checkbox"/>	2	OAS EE PBCK	Payback OASDI EE Deferral Amt	999	01/01/2021	12/31/2021	<input checked="" type="checkbox"/>	1
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14	<p>The Element Details should match the details noted in Step 5.</p> <div data-bbox="327 1216 1370 1939" style="border: 1px solid black; padding: 5px;"> <p>Element Assignment By Payee</p> <p>Employee ID 1234567 Empl Record 0 Name Horatio Crunch</p> <p>Element Name SP DUTY PAY Special Duty Pay Instance 2</p> <p>Assignment Process Detail</p> <p><input checked="" type="checkbox"/> Assignment Is Active Process Order 999 Currency Code USD US Dollar</p> <p><input type="checkbox"/> Allow Batch Update of End Date Begin Date 10/01/2023 End Date Previous End Date Updated in Payroll Run</p> <p>Calculation Information</p> <p>Calculation Rule Amount</p> <p>Amount Amount Element Amount Value</p> <p>SP Duty Pay Element Overrides</p> <p>*Posn/Specialty Title COXNCV</p> <p>*CATEGORY Level 2</p> <p>Additional Overrides</p> <p>Frequency Option Use Element Frequency</p> <p>Frequency Generation Option Use Element Generation Control</p> <p>Generation Control</p> <p>OK Cancel Refresh</p> </div>																																																																													