Starting Assignment Pay

Introduction

This guide provides procedures for starting Assignment Pay (AP) 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 AP is required, SPOs **MUST** include any 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. Se 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	Click the **AD/RSV Payroll Workcenter** tile.

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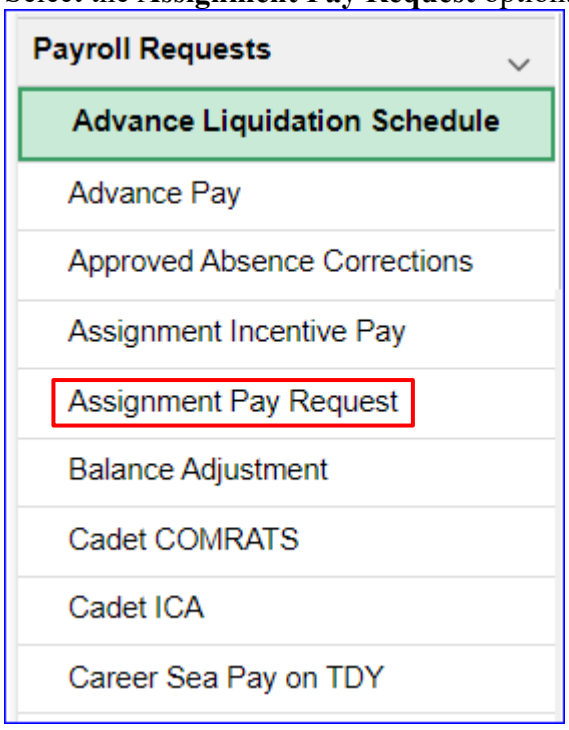
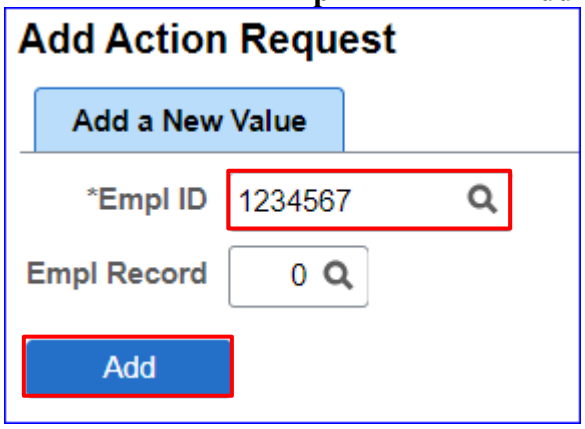
Starting Assignment Pay, Continued

Procedures, continued

Step	Action
2	Select the **Assignment Pay Request** option. 
3	Enter the member's **Empl ID** and click **Add**. 

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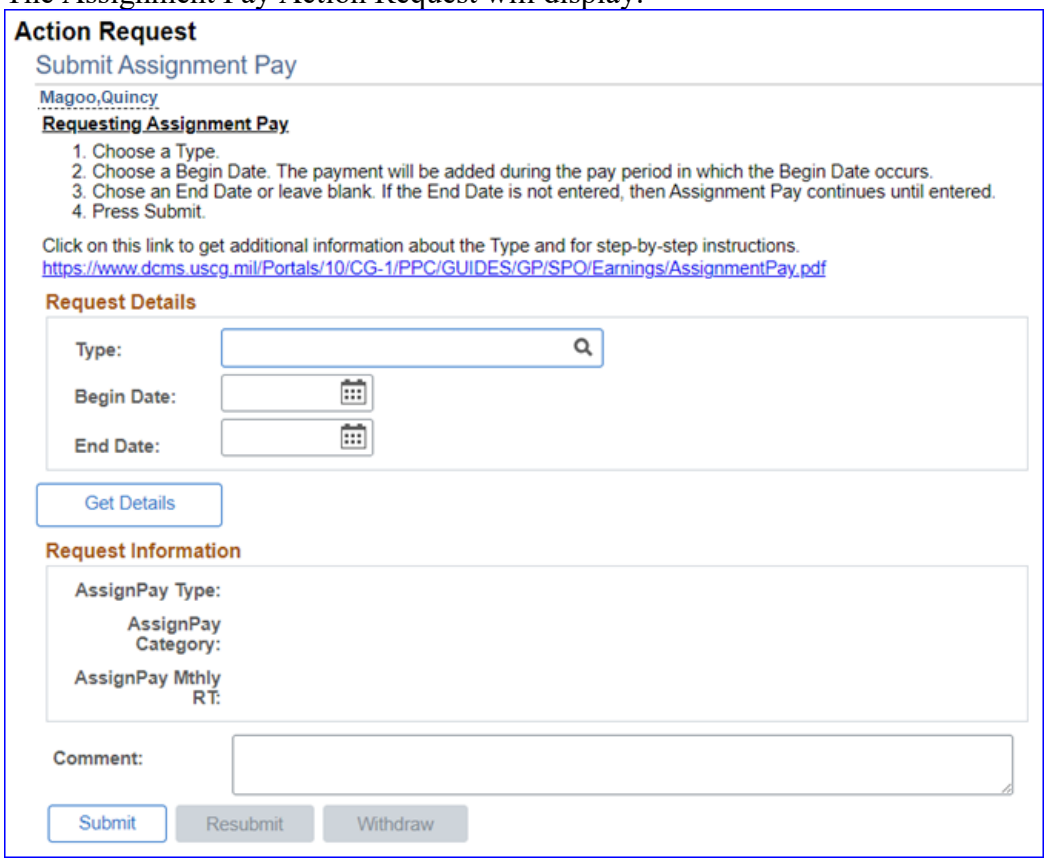
Starting Assignment Pay, Continued

Procedures, continued

Step	Action
4	The Assignment Pay Action Request will display.



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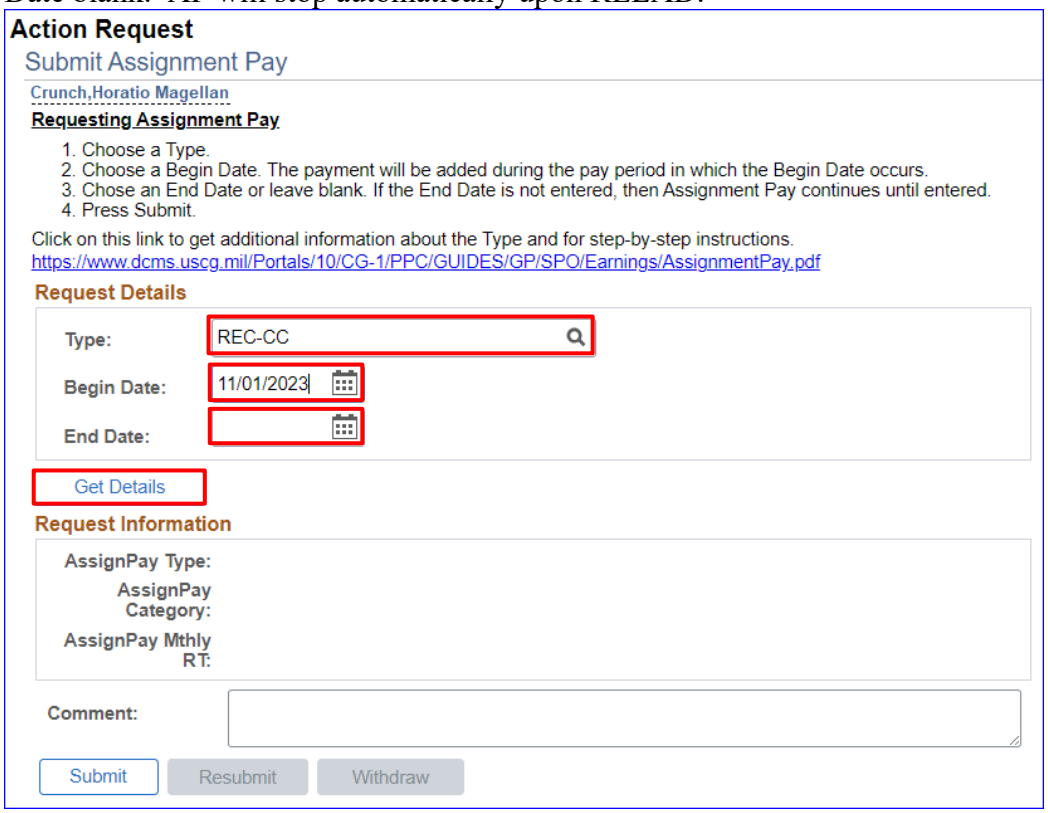
Starting Assignment Pay, Continued

Procedures, continued

Step	Action
5	Complete the following fields in the Request Details Section: • **Type** – using the lookup, select the appropriate AP. • **Begin Date** – enter the date the member became eligible for AP (see Note 1) • **End date** – this may be left blank. If the AP is a temporary entitlement, enter an end date (see Note 2) Click **Get Details**. **NOTE 1:** Do **NOT** enter a begin date prior to 10/1/2019. Assignment Pay became effective 10/1/2019. Any Retro requests to pay SDAP (Special Duty Assignment Pay) **MUST** be submitted through a customer service trouble ticket. **NOTE 2:** For Reserve members on long term active duty orders, leave the End Date blank. AP will stop automatically upon RELAD. 

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Starting Assignment Pay, Continued

Procedures, continued

Step	Action
6	Here is the list of available Assignment Pay types.

Assignment Pay Type	Description	Assignment Pay Category
CGISPSD	CGIS PROTECTIVE SERVICE AGENT (PSA)	LVL3
CGISPSD2	CGIS PROTECTIVE SERVICE DETAIL AGENT (AIC)/ASST AGT CHARGE (AAIC)	LVL2
CINTLA	CG COUNTERINTELLIGENCE (CGCIS) AGENTS	LVL1
CMC-MC	CSEL-MCPOCG	LVL6
CMCLV2	CSEL-CMC/CSC SEC/BASE/CGRC/TRCN/SMTC/PATFORSWA/PSU/ALC/SFLC/MFPU	LVL3
CMCLV3	CSEL-CMC DISTRICTS/FORCECOM/DOL/PSC/JIATF-S/USCGA/CGCYBER/HQ-BNCR	LVL4
CMCLV4	CSEL-MCPOCG-D/MCPO-CGR/DCMS/DCO/PAC/LANT	LVL5
CONGSEL	SENIOR ENLISTED CONGRESSIONAL AFFAIRS (POS 00001599, 00035055)	LVL3
D17	D17 AIDS TO NAVIGATION TEAM	LVL2
DETACH	DEFENSE ATTACHE SERVICE SUPPORT STAFF (OFFICER)	LVL3
EPOAFL	ENGINEERING PETTY OFFICER (EPO) AFLOAT	LVL2
EPOASH	ENGINEERING PETTY OFFICER (EPO) ASHORE	LVL2
HONOR1	CEREMONIAL HONOR GUARD MEMBERS	LVL2
HONORNR	CEREMONIAL HONOR GUARD MEMBERS (NON-RATES)	LVL1
MSDLT	OCONUS MSD SUPERVISOR LT POSITIONS (00002158, 00025172)	LVL2
MSSE4CIO	CONUS MSSE4 INVESTIGATING OFFICER (IO) POSITIONS	LVL2
MSSE4CMI	CONUS MSSE4 MARINE INSPECTOR (MI) POSITIONS	LVL3
MSSE4OIO	OCONUS MSSE4 INVESTIGATING OFFICER (IO) POSITIONS	LVL2
MSSE4OMI	OCONUS MSSE4 MARINE INSPECTOR (MI) POSITIONS	LVL3
OCSCC	OFFICER CANDIDATE SCHOOL (OCS) COMPANY CHIEF	LVL1
OCSCHF	ACADEMY COMPANY CHIEF	LVL2
OICAFL	OFFICER-IN-CHARGE (OIC) AFLOAT	LVL5
OICASH	OFFICER-IN-CHARGE (OIC) ASHORE	LVL5
PREEOC	WHITE HOUSE PRESIDENT EOC (ENLISTED)	LVL3
PRGRVR	CG-821 PROGRAM REVIEWER (POSITION 00031448) (ENLISTED)	LVL4
REC-BAND	TRACEN CAPE MAY BANDMASTER (POS 00012183)	LVL5
REC-CC	TRACEN CAPE MAY RECRUIT COMPANY COMMANDER	LVL5
RFMC	RATING FORCE MASTER CHIEF (RFMC)	LVL3
SAUDI	KINGDOM OF SAUDI ARABIA/MIPFTAG	LVL2
SPCINT	CG COUNTERINTELLIGENCE SERVICE(CGCIS) SPECIAL INTEL(POS 19363812)	LVL3
SPECAG	CGIS SPECIAL AGENT (ENLISTED)	LVL3
WHOCM4	WHITE HOUSE SITUATION ROOM TEAM MEMBER (ENLISTED)	LVL3
XPOAFL	EXECUTIVE PETTY OFFICER (XPO) AFLOAT	LVL2
XPOASH	EXECUTIVE PETTY OFFICER (XPO) ASHORE	LVL2
ZNOAACO	**NOAA** SHIP COMMANDING OFFICERS	LVL2

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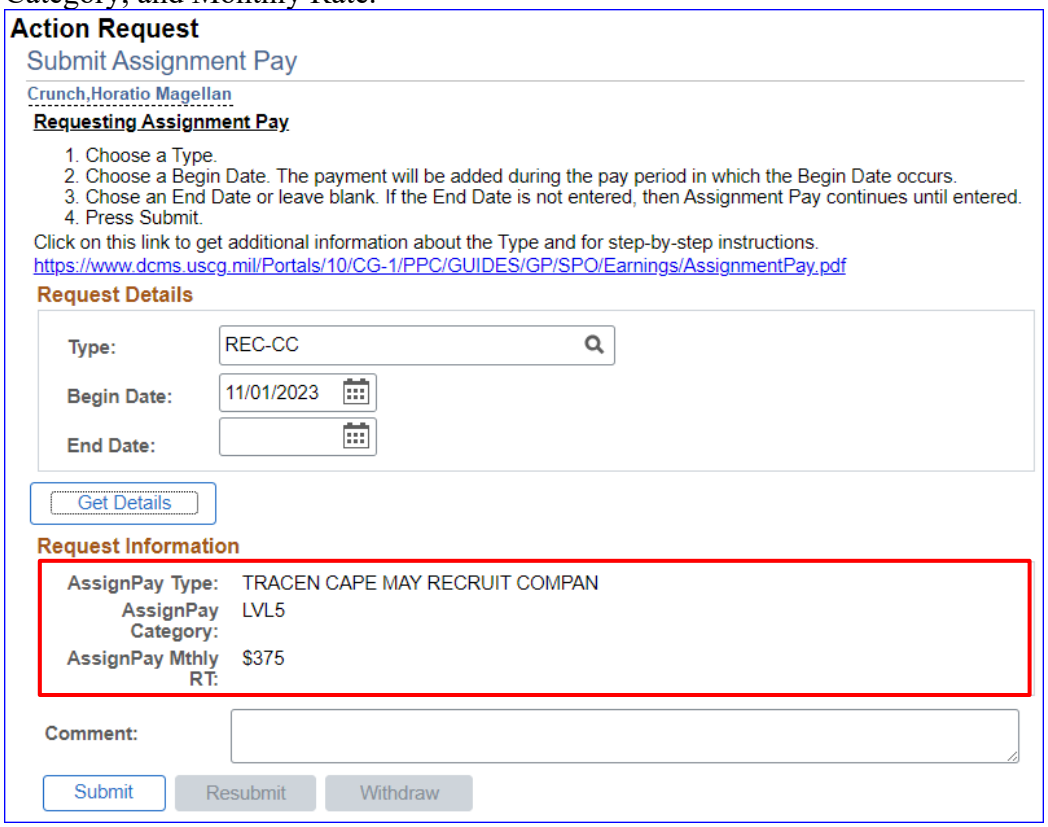
Starting Assignment Pay, Continued

Procedures, continued

Step	Action
7	The **Request Information** section will populate with the AP Type, AP Category, and Monthly Rate.



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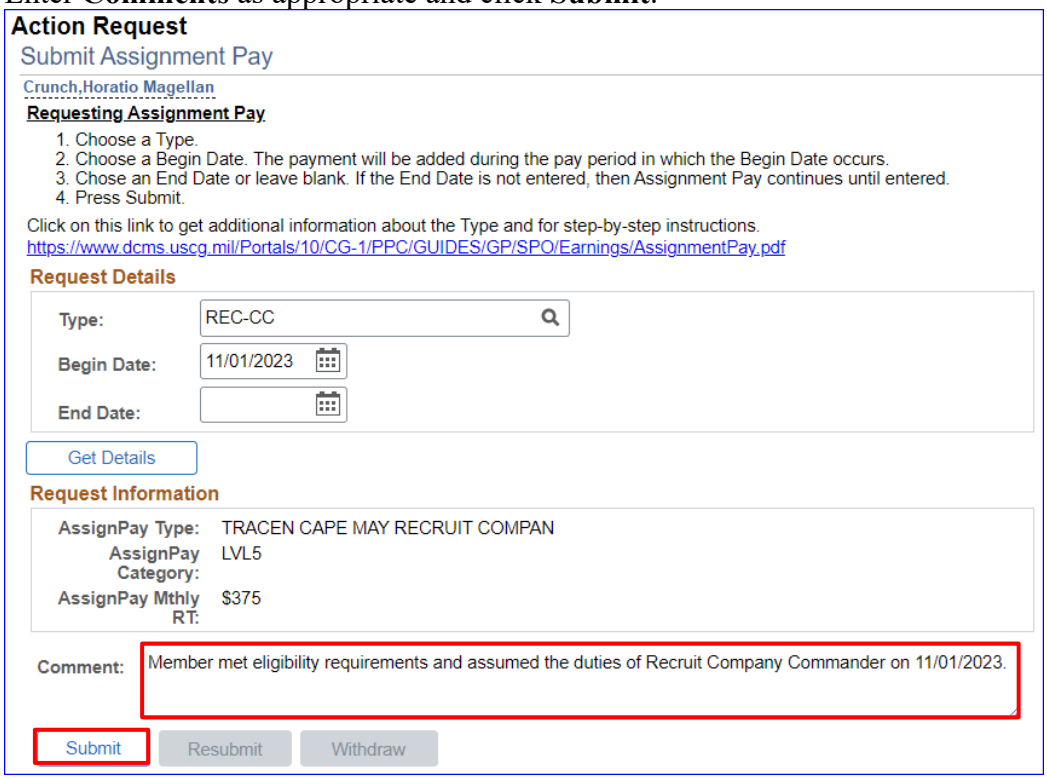
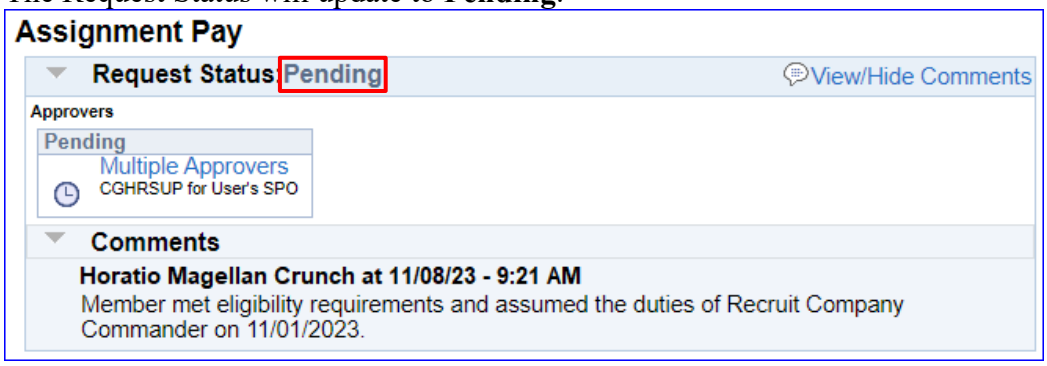
Starting Assignment Pay, Continued

Procedures, continued

Step	Action
8	Enter **Comments** as appropriate and click **Submit**. 
9	The Request Status will update to **Pending**. 

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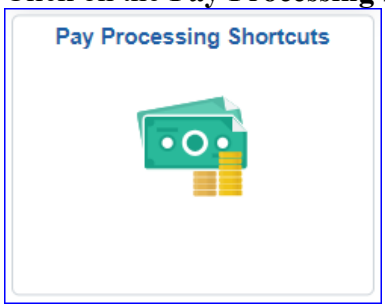
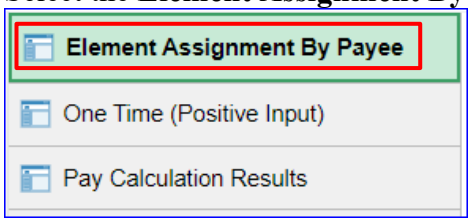
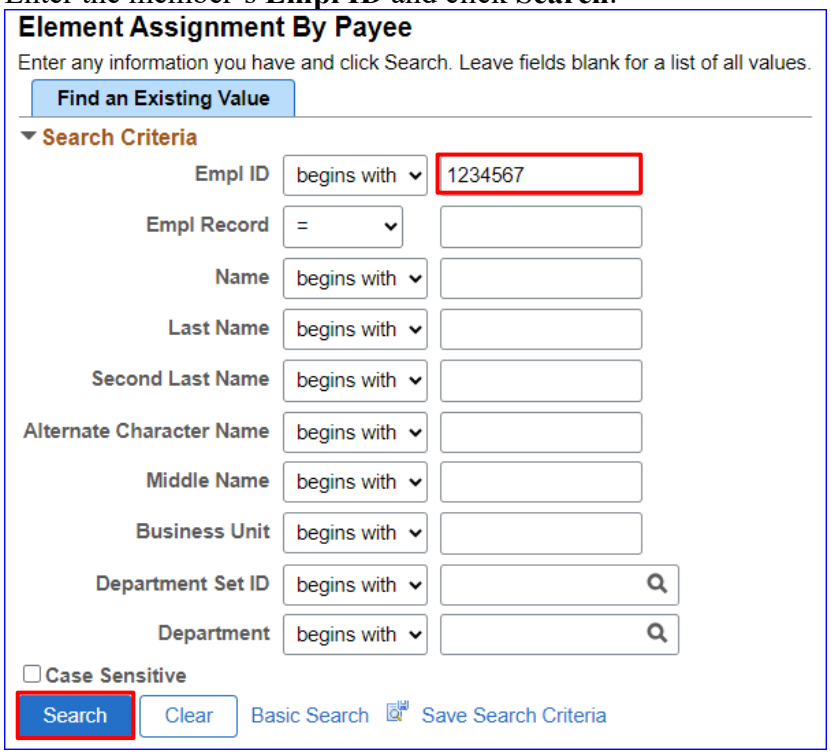
Starting Assignment Pay, Continued

Procedures, continued

Step	Action
10	Once the request has been approved it can be viewed in the member's EABPs. Click on the **Pay Processing Shortcuts** tile. 
11	Select the **Element Assignment By Payee** option. 
12	Enter the member's **Empl ID** and click **Search**. 

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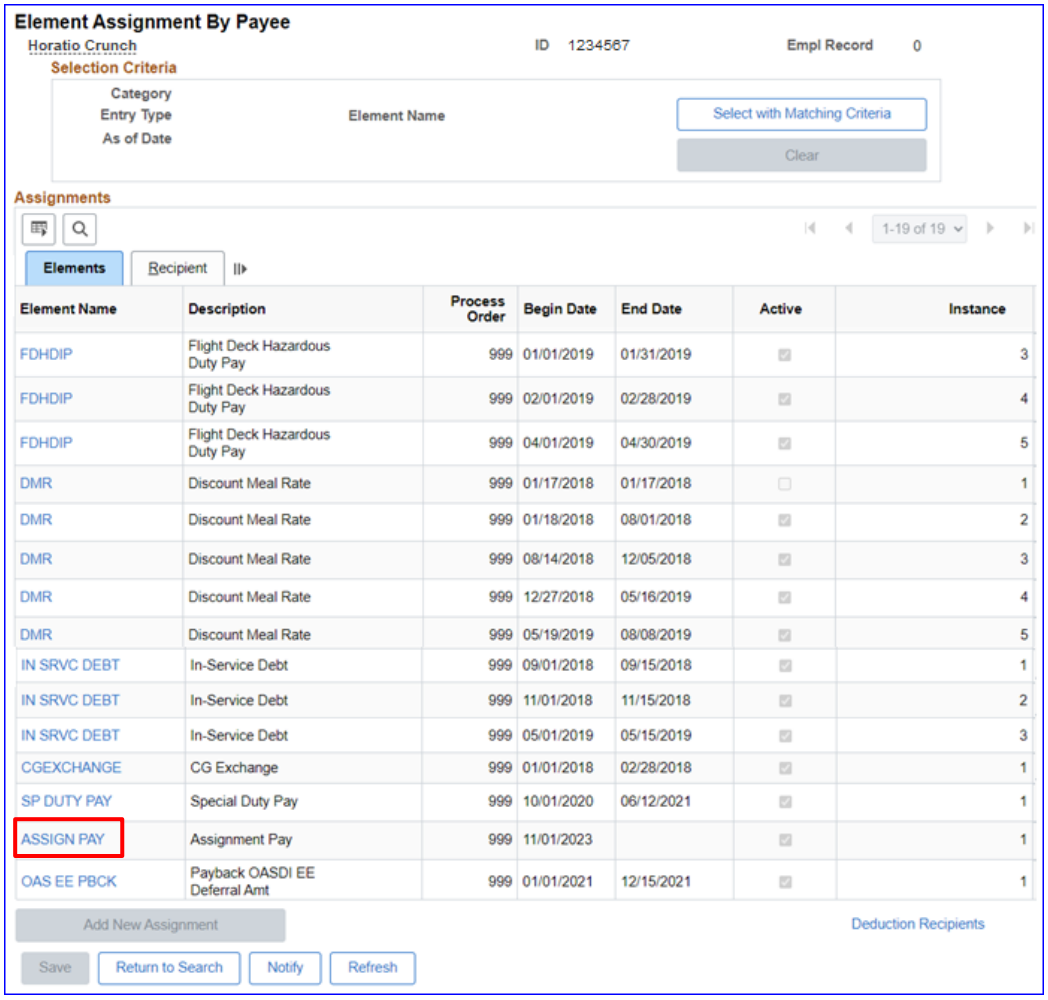
Starting Assignment Pay, Continued

Procedures,
continued

Step	Action
13	A list of the member's EABPs will display. Assignment Pay is generally located towards the bottom of the list. To view the details of the Assignment Pay element click **ASSIGN PAY**.



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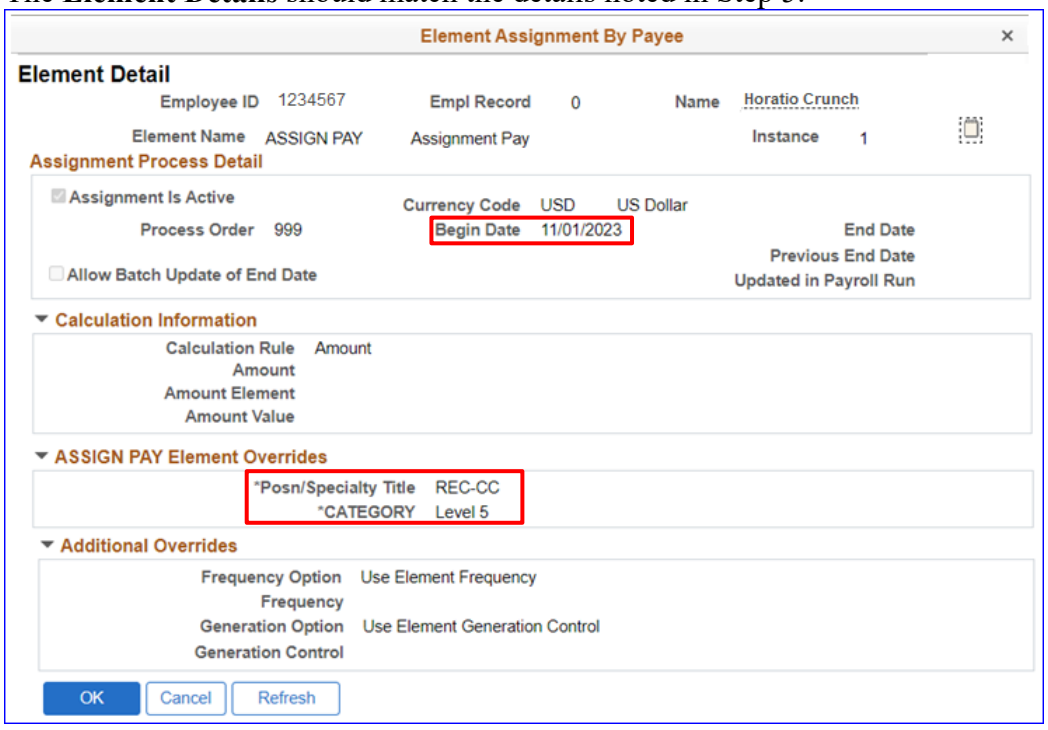
Procedures, continued

Step	Action
14	The **Element Details** should match the details noted in Step 5.