

E-Mail ALPERSRU AI/02

Subj: REPORTING OF TEMPORARY DUTY (TDY) IN PMIS/JUMPS

- Ref:** (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
 (b) [E-Mail ALPERSRU C/02](#)
 (c) [COMDTINST 1430.10](#)
 (d) [E-Mail ALPERSRU D/02](#)
 (e) [Source Data Automation II User Manual, HRSICINST M5231.2 \(series\)](#)
 (f) [E-Mail ALPERSRU AF/02](#)
 (g) [E-Mail ALPERSRU Y/02](#)
 (h) [E-Mail ALPERSRU V/02](#)

Introduction This E-mail ALPERSRU summarizes pay entitlements associated with TDY, and provides procedures for reporting TDY in PMIS/JUMPS.

Pay Entitlements Associated With TDY When a member is on TDY away from his/her duty station, the following pay entitlements are impacted:

Entitlement	Impact	Reference
Enlisted Subsistence	(1) Enlisted members are entitled to ENL BAS during periods of travel time -- <u>or</u> REG BAS if the member receives REG BAS at his/her Permanent Duty Station (PDS). (2) While at the TDY site : (a) If the TDY site is a Coast Guard ship with a galley, a Class "A" School, or OCS, the member is entitled to ENL BAS minus DISCOUNT MEAL RATE -- <u>or</u> REG BAS minus DISCOUNT MEAL RATE if the member receives REG BAS at his/her permanent unit.	Figure 3-4, reference (a)

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Pay Entitlements Associated With TDY (cont'd)

Entitlement	Impact	Reference
Enlisted Subsistence	<p>(2) While at the TDY site (cont'd):</p> <p>(b) If the TDY site is an Essential Station Messing Unit (a shore unit with government quarters and dining facilities), and the member is in pay grade E-6 or below, the member is entitled to ENL BAS minus DISCOUNT MEAL RATE -- <u>or</u> REG BAS minus DISCOUNT MEAL RATE if the member receives REG BAS at his/her permanent unit.</p> <p>(c) If the TDY site is <u>not</u> a Coast Guard ship with a galley, Class "A" School, OCS, or an Essential Station Messing Unit, the member is entitled to ENL BAS -- <u>or</u> REG BAS if the member receives REG BAS at his/her PDS</p>	Figure 3-4, reference (a)
Career Sea Pay (CSP)	<p>(1) If a member goes TDY TO a CSP eligible unit:</p> <p>(a) From a non-CSP eligible unit, the member is entitled to CSP at the Level One rate while TDY.</p> <p>(b) From one CSP eligible unit to another CSP eligible unit, the member is entitled to continue to receive the CSP Level established for the member's PDS.</p> <p>(2) If a member goes TDY FROM a CSP eligible unit to a non-CSP eligible unit, the member's CSP entitlement stops at 2400 on the 30th calendar day in a TDY status.</p>	Figure 4-6, reference (a) Reference (b)

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Pay Entitlements Associated With TDY (cont'd)

Entitlement	Impact	Reference
Hardship Duty Pay for Location (HDP-L)	<p>(1) If a member goes TDY TO an HDP-L eligible location for a continuous period of more than 30 days:</p> <ul style="list-style-type: none"> (a) From a non-HDP-L location, the member is entitled to HDP-L for the TDY location retroactive to the first day of TDY. (b) From a different HDP-L location, and the member is serving an <u>accompanied</u> tour at the PDS, the member is entitled to HDP-L for the PDS or TDY location, whichever is higher, while TDY. (c) From a different HDP-L location, and the member is serving an <u>unaccompanied</u> tour at the PDS, the member is entitled to HDP-L for the PDS or TDY location, whichever is higher, for the first 30 days of TDY, then HDP-L for the TDY location for the remainder of the TDY period. <p>(2) If a member goes TDY FROM an HDP-L location to a non-HDP-L location for a continuous period of more than 30 days, and the member is serving an <u>accompanied</u> tour at the PDS, the member is entitled to continue to receive HDP-L during the entire TDY period. If the member is serving an <u>unaccompanied</u> tour at PDS, the member's HDP-L entitlement stops at 2400 on the 30th calendar day of TDY.</p>	Figure 4-3, reference (a)

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Pay Entitlements Associated With TDY (cont'd)

Entitlement	Impact	Reference
Family Separation Allowance (FSA-T)	If a member with dependents (or spouse in service) is TDY away from his/her PDS continuously for more than 30 days, and the dependents do not reside at or near the TDY station, the member is entitled to FSA-T retroactive to the first day of TDY.	Para 3.G.4, reference (a)
Imminent Danger Pay (IDP)	If a member goes TDY to an IDP eligible location, the member is entitled to IDP for the entire month.	Figure 4-9, reference (a)
Combat Tax Exclusion	If a member goes TDY to a Combat Tax Exclusion qualifying area, the member is entitled to Combat Tax Exclusion for the entire month.	Para 8.G.4, reference (a)
Special Duty Assignment Pay (SDAP)	If a member receiving SDAP goes TDY: (a) And duties while TDY require use of skills on which SDAP is based, the member's SDAP continues during the TDY period. (b) And duties while TDY do <u>not</u> qualify for SDAP, the member's SDAP entitlement stops at 2400 on the 90 th calendar day in a TDY status.	Para 4.I.4, reference (a) Reference (c)
Diving Duty Pay	If a member receiving Diving Duty Pay goes TDY: (a) And TDY is for diving duty purposes, Diving Duty Pay continues to accrue while the member is TDY. (b) And TDY is for other than diving duty, the member's Diving Duty Pay stops at 2400 on the 30 th calendar day in a TDY status.	Figure 4-7, reference (a)
Responsibility Pay	If an officer receiving Responsibility Pay goes TDY for a period of 30 days or more, Responsibility Pay stops at 2400 on the day prior to the date the officer departs TDY.	Para 4.D.4, reference (a)

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Procedures for Reporting TDY

A P620 (Change BAS or Sea Duty Entitlements Due to TAD) transaction must be prepared in SDA-II in all cases of an enlisted member going TDY, with one exception. If an enlisted member, who is receiving REG BAS or ENL BAS at his/her permanent unit (there is no Discount Meal Rate Deduction in effect), is sent TDY to a unit that is not a:

- (a) Ship;
- (b) Class "A" School;
- (c) OCS; or
- (d) An Essential Station Messing Unit;

then no P620 transaction is required (because the TDY does not impact the member's Enlisted Subsistence or CSP entitlement).

A P620 transaction is normally not needed when an officer goes TDY to a non-Career Sea Pay Eligible unit. A P620 will be prepared when an officer goes TDY from a non-Career Sea Pay eligible unit to a Career Sea Pay Eligible Unit. The P620 in this case will pay the officer CSP at the Level One rate.

Instructions for preparing the P620 are provided in:

- Reference (b).
- Reference (d), pages 3 and 4.
- Reference (e), pages 6-A-6 thru 6-A-11.

PERSRUs shall not use the P607 and P625 transactions to pay Enlisted Subsistence and CSP entitlements. The P620 transaction should be used instead. Do not use the P607 and P625 transactions on pages 2-A-144 thru 2-A-147, 2-A-152 thru 2-A-154, and 2-A-191 thru 2-A-193, reference (e).

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Procedures for Reporting TDY (cont'd)

In addition to the P620 transaction, the following transactions are used for effecting pay changes associated with TDY:

Entitlement	Action Needed	Transaction	Input Source & Reference
Enlisted Subsistence Missed Meals	If a P620 is submitted to show that a member is provided meals at the TDY site, i.e., element code 01 = D, but certain meals are unavailable, the member is entitled to be reimbursed for missed meals	P603 transaction	CGHRMS, reference (f)
Career Sea Pay (CSP)	<ol style="list-style-type: none"> 1) Stop on 30th day due to member TDY from a CSP-eligible unit to a non-CSP eligible unit 2) Stop on 30th day due to member not reporting to another CSP eligible unit within 30 days when assigned to a Mobile Unit. 	P625 transaction to stop CSP on 30 th day of TDY. P607 transaction to resume CSP upon return from TDY.	CGHRMS, reference (g)
Hardship Duty Pay (HDP-L)	Pay HDP-L to member who performs qualifying TDY period to HDP-L location Stop HDP-L on 30 th day due to unaccompanied member TDY to non-HDP-L location	P607 transaction to start HDP-L. P625 transaction to stop HDP-L upon departure from TDY unit. P625 transaction to stop HDP-L on 30 th day of TDY. P607 transaction to resume HDP-L upon return from TDY.	CGHRMS, reference (g)

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Procedures for Reporting TDY (cont'd)

Entitlement	Action Needed	Transaction	Input Source & Reference
Family Separation Allowance (FSA-T)	Pay FSA-T to member with dependents (or spouse in service) TDY for more than 30 days	L6BA transaction(s)	CGHRMS, reference (h)
Imminent Danger Pay (IDP)	Pay IDP to member TDY to IDP eligible locale	P607 transaction (and P625 transaction if the open-ended P607 transaction is used).	CGHRMS, reference (h)
Combat Tax Exclusion	Record Combat Tax Exclusion for member TDY to qualifying area	P607 transaction (and P625 transaction if the open-ended P607 transaction is used).	CGHRMS, reference (h)
Special Duty Assignment Pay (SDAP)	Stop SDAP on 90 th day due to member TDY and TDY duties do not qualify for SDAP	P625 transaction to stop SDAP on 90 th day of TDY. P607 transaction to resume SDAP upon return from TDY.	CGHRMS, reference (g)
Diving Duty Pay	Stop Diving Duty Pay on 30 th day due to member TDY for other than diving duty	P625 transaction to stop Diving Duty Pay on 30 th day of TDY. P607 transaction to resume Diving Duty Pay upon return from TDY.	CGHRMS, reference (g)
Responsibility Pay	Stop Responsibility Pay as a result of TDY for a period of 30 days or more	P625 transaction to stop Responsibility Pay on day prior to TDY status. P607 transaction to resume Responsibility Pay upon return from TDY.	CGHRMS, reference (g)

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**Special
Procedures For
Mobile Units**

Mobile Units are defined in paragraphs 4.B.4 and 4.B.5, reference (a). Mobile Unit personnel perform a series of TDY to CSP and non-CSP eligible units. Per Figure 4-5 of reference (a):

- Members assigned to a mobile unit to perform tasks, which are not administrative in nature, are entitled to continuous CSP at the Level One rate beginning on the date the member first deploys to a CSP eligible vessel. However, at any time, for a consecutive 30-day period (excluding leave), the member does not deploy to a CSP-eligible vessel (of 65-feet or greater length), the member's entitlement to Level One CSP stops at 2400 on the 30th day. Level One CSP will start back up when the member again re-deploys to a CSP eligible unit and will then run continuously until such time as the member again incurs a period of 30 continuous days where the member does not re-deploy to a CSP-eligible vessel.
- Members assigned to a mobile unit to perform tasks, which are administrative in nature, are only entitled to CSP during periods that the member is actually deployed to a CSP eligible unit.

The following transactions shall be submitted to record CSP and Enlisted Subsistence entitlements of members assigned to Mobile Units in an operational (non-administrative) capacity:

When	Pay Entitlement	Transaction	Input Source & Reference
Officer or enlisted member deploys to first CSP eligible vessel	Start continuous Career Sea Pay (CSP)	P607 (use Mobile Unit's OPFAC)	CGHRMS, reference (g)

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Special Procedures For Mobile Units (cont'd)

When	Pay Entitlement	Transaction	Input Source & Reference
Enlisted member deploys TDY to CG vessel or any other vessel	Record changes in Enlisted Subsistence (start Discount Meal Rate deductions) (member responsible for their own mess bill)	P620 (do <u>not</u> use element codes 11 thru 13)	SDA-II, reference (d), pages 3-5 reference (b) reference (e), pages 6-A-6 thru 6-A-11
Officer or enlisted member does <u>not</u> deploy to a CSP-eligible vessel within 30 days	Stop Career Sea Pay on 30 th day. Restart Career Sea Pay upon re-deploying to a CSP-eligible vessel.	P625 to stop CSP on 30 th day. P607 to resume CSP upon re-deploying.	CGHRMS, reference (g)
The following transaction shall be submitted to pay CSP and Enlisted Subsistence entitlements to members assigned to Mobile Units in an <u>administrative</u> capacity who are sent TDY to a CSP-eligible vessel:			
When	Pay Entitlement	Transaction	Input Source & Reference
Member goes TDY to CSP-eligible vessel	Pay Career Sea Pay and record changes in Enlisted Subsistence	P620 (per page 5 of this ALPERSRU)	SDA-II, reference (d), pages 3-5 reference (b) reference (e), pages 6-A-6 thru 6-A-11

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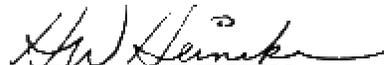
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Questions Questions may be directed to the [HRSIC Customer Service Team](#) at 785-339-3540.

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H. W. HEINEKEN
Deputy Director