



PPCNOTE 5231  
30 March 2011

CANCELLED:  
29 March 2012

**PAY & PERSONNEL CENTER NOTICE 5231**

**Subj: CH-1 TO PPCINST M5231.3, COAST GUARD SERVICING PERSONNEL OFFICE MANUAL**

**1. Purpose** This notice publishes changes to PPCINST M5231.3, Coast Guard Servicing Personnel Office Manual.

**2. Action** Area, district, and sector commanders, commanders of maintenance and logistics commands, Commander Deployable Operations Group, commanding officer of headquarters units, assistant commandant for directorates, Judge Advocate General, and special staff offices at Headquarters with SPOs attached shall ensure that the provisions of this manual are followed. Internet release is authorized.

**3. Procedures** No paper distribution will be made of this Notice. Official distribution will be via the Coast Guard Pay & Personnel Center's web site:  
<http://www.uscg.mil/ppc/spoman.asp>.

**4. Summary of Changes** This change incorporates the contents of E-Mail ALSPO messages G/10, J/10, A/11, B/11 and C/11. A side bar in the margin marks the significant changes. Significant changes include:

**Part I, Direct Access/Jumps Overview:**

Chapter 1: Updated to reflect implementation of *MyPortalDirect*.

*Continued on next page*

DISTRIBUTION - SDL No. N/A (Note: This notice distributed electronically only)

	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o	p	q	r	s	t	u	v	w	x	y	z	
A																											
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\*NON-STANDARD DISTRIBUTION: Download copies from <http://www.uscg.mil/ppc/spoman>

**4. Summary of Changes (cont'd)** Chapter 2: Changed title to “DA SPO User Roles and Access (HRS/HRSUP)”. Added Payment Approval Official (PAO) designation criteria and process. Added requirement SPO Authorized Personnel Roster.

Chapter 3: Changed title to “Documentation Standards”. Added Procedures for Completing Forms & Worksheets and Evidence Supporting Military Payroll Transactions, General Guidance for Servicing Personnel Offices.

Chapter 4: Provides guidelines for SPOs to follow when providing services to members who are not permanently or temporarily assigned, for a period of more than 60 days, to a unit in the SPO’s area of responsibility (AOR).

**Part II, Pay Entitlements:** Added review & approval process to the following sections.

<b>Sect</b>	<b>Title</b>
5-A	Basic Allowance for Subsistence
5-B	Refund of DMR for Missed Meals
7	Career Sea Pay / Time
8-A	Officer Uniform Allowance
8-C	Supplemental Clothing Allowance
8-D	Maternity Uniform Allowance
8-E	Civilian Clothing Money Allowance
9-A	CONUS Cost of Living Allowance
9-B	OUTCONUS COLA With Dependents
9-C	OUTCONUS COLA Without Dependents
9-D	Fractional OUTCONUS COLA
11-C	Combat SGLI Allowance
11-D	Combat Tax Exclusion
11-E	Diving Duty Pay
11-F	Family Separation Allowance
11-G	Flight Deck Hazardous Duty Incentive Pay
11-H	Foreign language Proficiency Pay
11-I	Hardship Duty Pay
11-J	Hazardous Duty Incentive Pay for High Pressure Chamber Hazardous Duty Incentive Pay for Visit, Board, Search and Seizure (HD)
11-K	Boarding Team Members
11-L	Imminent Danger – Hostile Fire Pay
11-M	Personal Money Allowance
11-N	Responsibility Pay
11-O	Special Duty Assignment Pay

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*Continued on next page*

**4. Summary of  
Changes  
(cont'd)**

**Part II, Pay Entitlements: (cont'd)**

Chapter 3: Added basic navigation for pay entitlement review & approval.

Section 11-A: Added "Notify PPC Customer Care of any erroneous ESACIP submissions. They will coordinate with PPC (ID) to have the transaction removed from the system".

Chapter 15: The View Paycheck page now includes LES data *and* comments/remarks for the current month and the previous 12 months.

**Part III, General Transactions:**

Chapter 4: Removed step 7 from Divorce, Annulment or Death of Spouse procedure table. It said to remove the BAH eligibility date when changing spouse to ex-spouse. However, (MAS) needs the date in that field when researching pay entitlement entries that were submitted when the member was married.

**Part VI, Separations:**

Chapters 3, 4 and 5: Changed procedure for completing Separation pay tab to reflect that only the Highest Pay Grade Held field is required to be completed by the SPO only when the member is authorized Disability Severance Pay and that all other fields on this tab are "read only". The other fields are populated when the separation request/authorization is approved by CG PSC.

**Part VII, Reserve Unique Transactions:**

Chapter 4: Removed requirement to enter stop dates on entitlements. Entitlements will reflect the RELAD date as the stop date upon approving the RELAD.

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*Continued on next page*

**5. Action** Remove and insert the following pages.

<b>Remove</b>	<b>Insert</b>
Table of Contents i thru vi	Table of Contents i thru vi
Pages I-i thru I-ii	Pages I-i thru I-ii
Pages I-1-1 thru I-2-42	Pages I-2-1 thru I-2-26
Pages I-2-1 thru I-2-18	Pages I-2-1 thru I-2-12
Pages I-3-1 thru I-3-28	Pages I-3-1 thru I-3-12
(N/A New Chapter Added)	Pages I-4-1 thru I-4-4
Pages II-3-1 thru II-3-32	Pages II-3-1 thru II-3-34
Pages II-5-A-1 thru II-5-A-18	Pages II-5-A-1 thru II-5-A-18
Pages II-5-B-1 thru II-5-B-14	Pages II-5-B-1 thru II-5-B-12
Pages II-7-1 thru II-7-26	Pages II-7-1 thru II-7-28
Pages II-8-i thru II-8-ii	Pages II-8-i thru II-8-ii
Pages II-8-A-1 thru II-8-A-12	Pages II-8-A-1 thru II-8-A-12
Pages II-8-B-1 thru II-8-B-2	Pages II-8-B-1 thru II-8-B-2
Pages II-8-C-1 thru II-8-C-8	Pages II-8-C-1 thru II-8-C-8
Pages II-8-D-1 thru II-8-D-8	Pages II-8-D-1 thru II-8-D-10
Pages II-8-E-1 thru II-8-E-10	Pages II-8-E-1 thru II-8-E-10
Pages II-9-A-1 thru II-9-A-12	Pages II-9-A-1 thru II-9-A-14
Pages II-9-B-1 thru II-9-B-12	Pages II-9-B-1 thru II-9-B-14
Pages II-9-C-1 thru II-9-C-12	Pages II-9-C-1 thru II-9-C-14
Pages II-9-D-1 thru II-9-D-8	Pages II-9-D-1 thru II-9-D-10
Pages II-11-i and II-11-ii	Pages II-11-i and II-11-ii
Pages II-11-A-19 thru II-11-A-20	Pages II-11-A-19 thru II-11-A-20
Pages II-11-C-1 thru II-11-C-24	Pages II-11-C-1 thru II-11-C-24
Pages II-11-D-1 thru II-11-D-22	Pages II-11-D-1 thru II-11-D-24
Pages II-11-E-1 thru II-11-E-12	Pages II-11-E-1 thru II-11-E-14
Pages II-11-F-1 thru II-11-F-24	Pages II-11-F-1 thru II-11-F-24
Pages II-11-G-1 thru II-11-G-8	Pages II-11-G-1 thru II-11-G-8
Pages II-11-H-1 thru II-11-H-20	Pages II-11-H-1 thru II-11-H-22
Pages II-11-I-1 thru II-11-I-12	Pages II-11-I-1 thru II-11-I-12
Pages II-11-J-1 thru II-11-J-12	Pages II-11-J-1 thru II-11-J-12
Pages II-11-K-1 thru II-11-K-6	Pages II-11-K-1 thru II-11-K-8
Pages II-11-L-1 thru II-11-L-20	Pages II-11-L-1 thru II-11-L-24
Pages II-11-M-1 thru II-11-M-12	Pages II-11-M-1 thru II-11-M-14
Pages II-11-N-1 thru II-11-N-12	Pages II-11-N-1 thru II-11-N-12
Pages II-11-O-1 thru II-11-O-18	Pages II-11-O-1 thru II-11-O-22
Pages II-15-1 thru II-15-4	Pages II-15-1 thru II-15-4
Pages III-4-69 thru III-4-70	Pages III-4-69 thru III-4-70
Pages VI-3-1 thru VI-3-24	Pages VI-3-1 thru VI-3-24

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5. Action (continued)

Remove	Insert
Pages VI-4-1 thru VI-4-24	Pages VI-4-1 thru VI-4-24
Pages VI-5-1 thru VI-5-18	Pages VI-5-1 thru VI-5-20
Pages VII-4-77 thru VII-78	Pages VII-4-77 thru VII-78

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**6. Environmental aspect and impact considerations**

Environmental considerations were examined in the development of this notice and have been determined to be not applicable.

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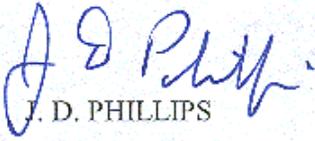
**7. Forms and Reports**

Forms referenced in this Manual are available in USCG Adobe Forms on SWSIII or on the Internet at <http://www.uscg.mil/ppc/forms/>.

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**8. Comments and Recommendations**

**PPC encourages user recommended revisions and corrections to the Coast Guard Servicing Personnel Office Manual.** Comments or recommendations may be submitted by sending an e-mail to PPC (P&D) at [PPC-PF-PD@uscg.mil](mailto:PPC-PF-PD@uscg.mil).



J. D. PHILLIPS

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30 March 2011

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# Coast Guard Servicing Personnel Office Manual

## Part I, Overview

### Overview

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**Introduction** The Pay and Personnel Center Servicing Personnel Office Manual (DA SPO Manual) was created to better enable Servicing Personnel Office (SPO) personnel in the pursuit of proper human resource management.

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**Part Outline** There are 10 Parts that comprise the DA SPO Manual:

- Part I – Direct Access / JUMPS Overview
- Part II – Pay Entitlements
- Part III – General Transactions
- Part IV – PCS Transfer
- Part V – Reenlistments and Extensions
- Part VI – Separations
- Part VII – Reserve
- Part VIII – Accessions
- Part IX – Joint Uniform Military Pay System (JUMPS)
- Part X – Error Feedback, Reports, and Queries

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**Contents** This part contains the following chapters

<b>Chapter</b>	<b>See Page</b>
Getting Started with Direct Access	I-1-1
DA SPO User Roles and Access (HRS/HRSUP)	I-2-1
Documentation Standards	I-3-1
Coordination of SPO Data Entry	I-4-1

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# Coast Guard Servicing Personnel Office Manual

## Part I, Direct Access/Jumps Overview

### Chapter 1, Getting Started with Direct Access

#### Overview

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**Introduction** This Chapter provides the procedure for navigating Direct Access.

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**Contents** This chapter contains the following topics.

Topic	See Page
<a href="#">Signing In</a>	I-1-3
<a href="#">Your Direct Access Password</a>	I-1-4
<a href="#">Verifying the e-mail address in your user profile</a>	I-1-5
<a href="#">Using the Online Help Feature</a>	I-1-6
<a href="#">Basic Navigation</a>	I-1-9
<a href="#">Search Tips</a>	I-1-10
<a href="#">Looking Up Department ID Numbers</a>	I-1-13
<a href="#">Keyboard Shortcuts</a>	I-1-15
<a href="#">Internet Explorer Keyboard Shortcuts</a>	I-1-17
<a href="#">Copying &amp; Printing</a>	I-1-19
<a href="#">Direct Access Action Types</a>	I-1-21
<a href="#">Worklist Reassign Operator ID Lookup</a>	I-1-22
<a href="#">Using Process Scheduler's Web Delivery Option</a>	I-1-23

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## Signing In

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### Introduction

This section provides instructions for signing on to the system.

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### Procedure

Follow the steps at [http://www.uscg.mil/ppc/ps/index.htm#usingda/signing\\_in.htm](http://www.uscg.mil/ppc/ps/index.htm#usingda/signing_in.htm) to sign into *MyPortalDirect*.

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## Your Direct Access Password

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### Introduction

This section provides the procedures for changing your password and setting up forgotten password help.

Passwords are a common form of authentication and are often the only barrier between a user and your personal information. Choosing a good password keeps your personal information confidential, making it more difficult for an unauthorized access to your information.

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### Procedure

Follow the steps at [http://www.uscg.mil/ppc/ps/index.htm#usingda/how\\_to\\_change\\_your\\_password.htm](http://www.uscg.mil/ppc/ps/index.htm#usingda/how_to_change_your_password.htm) to change your password and setup forgotten password help.

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## Verifying the e-mail address in your user profile

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**Introduction** Your business e-mail address may appear correct, but some user's profile addresses are blank or out-of-date. The profile address (which is used to send your reports and password resets to) is updated by changing your business e-mail address.

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**Procedure for Verifying your E-mail** Follow the steps at [http://www.uscg.mil/ppc/ps/index.htm#self\\_service/members/e\\_mail\\_address.htm](http://www.uscg.mil/ppc/ps/index.htm#self_service/members/e_mail_address.htm) to verify or update your e-mail address.

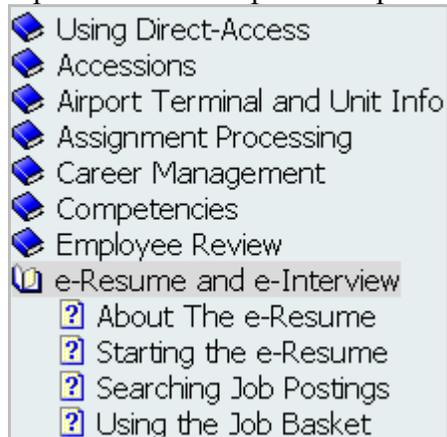
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## Using the Online Help Feature

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### Information about the Help feature

Help topics are organized into "books" covering the PeopleSoft modules that have been implemented in Direct-Access. Click on one of the book icons  in the left panel of the window to explore the topics available. Click on a topic icon  to open the topic.



**Note:** You only need to click once. This is a web page; you don't need to double-click items to open them.

Each book contains a brief introductory topic, explaining the capabilities of the module. Subsequent topics provide procedures for accomplishing specific tasks or viewing data.

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### Conventions used in the Online Help Feature

Links are formatted as follows:

- Most words and phrases that are underlined are links to other parts of the help file or other Internet/Internet web pages. Links to other web pages will open in a new window, while links to other parts of the help file will open in the window you are currently viewing.

Some underlined words and phrases are expanding hot spots. These are used to introduce terms and acronyms you may not be familiar with. They will be formatted in green text. Click on them to expand the topic and then click on the underlined word again to dismiss the expanded text.

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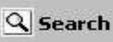
## Using Index, Search and Glossary in the Online Help

### Introduction

Use the *Index*, *Search* and *Glossary* features of the help file to quickly locate information. These features are accessed via the toolbar at the top left part of the Help screen:

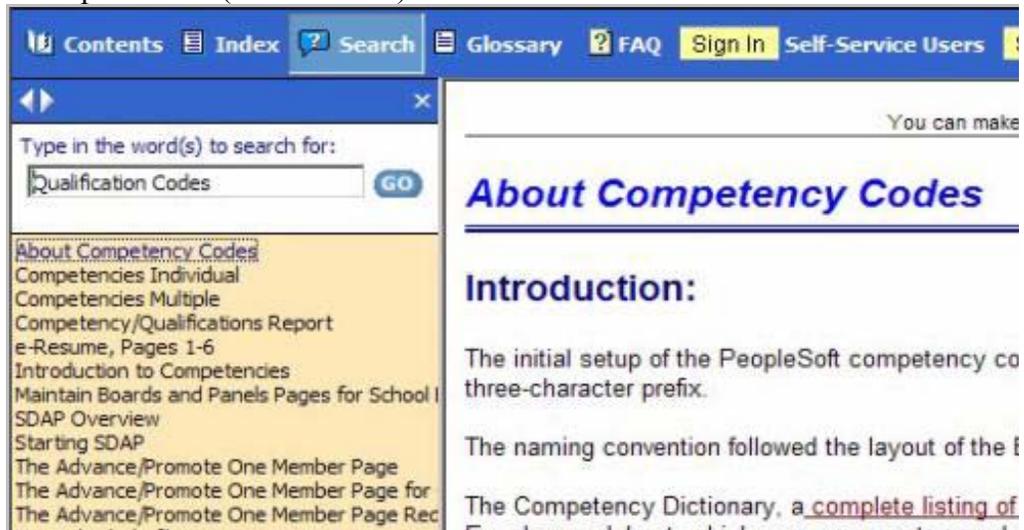


### Using Search

**Using Search:** Click the  button and then type your query in the search text field, and click the  button. A list of topics matching your search will display in the area below the toolbar. Click on a topic to view it.

### Example of Search Results

Notice how we used the old term "Qualification Codes" but were directed to "Competencies" (the new term) in the search results:



### Using the Index

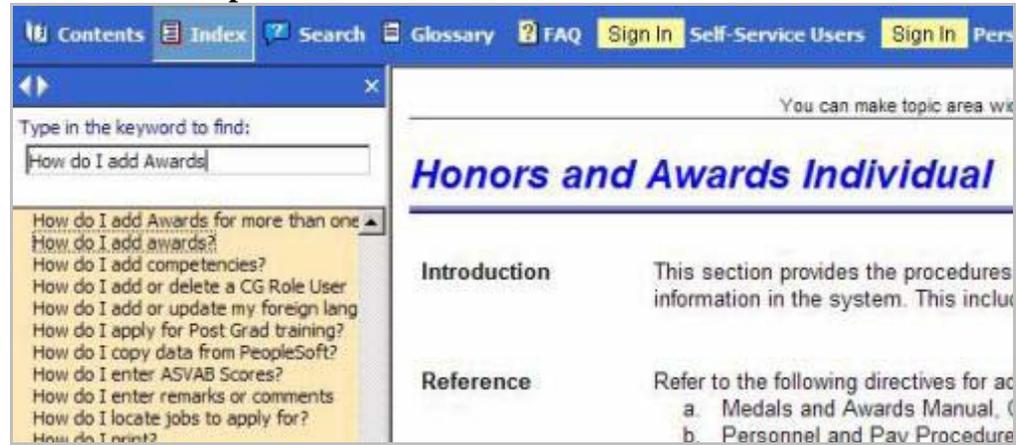
The index works much like the search feature. Click the  button, type your query into the text field that appears just beneath the tool bar. You can also scroll through the list without entering a keyword.

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## Using Index, Search and Glossary in the Online Help, Continued

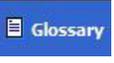
### Example of Index Search

Here is an example:



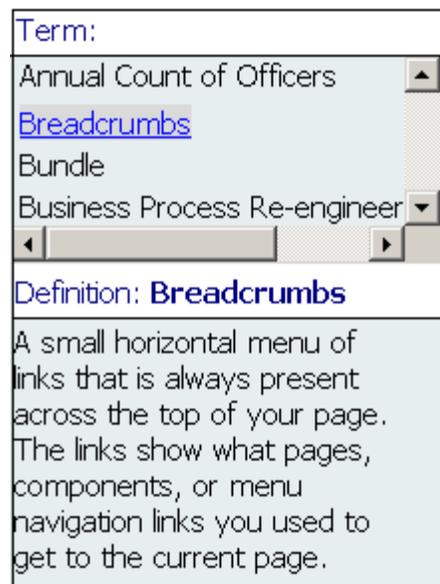
### Using the Glossary

The Glossary can be used to lookup new terms you may not be familiar with.

Simply click the  button and scroll through the list of terms displayed just below the toolbar. Select a term and read the definition in the bottom half of the panel.

### Example of Glossary

Here is an example of a glossary term and its definition:



## Basic Navigation

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**Introduction** This section provides instructions for navigating Direct Access menus.

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**Direct Access Menus** The following tutorials, available at <http://www.uscg.mil/ppc/multimedia.asp#da>, provide MyPortalDirect basic navigation familiarization:

- **Basic Navigation for All Users.** This demo provides an overview of the new Self-Service menu and introduces some of the new features in the Portal.
    - [Basic/Self Service Navigation Video-Demo](#) (Video/Flash)
    - [Basic/Self Service Navigation Guide](#) (PDF)
  - **Command User.** This demo provides an overview of the navigation for Command Users
    - [Command User Video-Demo](#) (Video/Flash)
    - [Command User Guide](#) (PDF)
  - **SPO and Other Users.** This demo introduces the "Enterprise Menu" navigation.
    - [Enterprise Menu Video-Demo](#)(Video/Flash)
    - [Enterprise Menu Guide](#)(PDF)
-

## Search Tips

**Introduction** This section provides procedures for searching in Direct Access.

### Internet Explorer Find Function

Since the PeopleSoft 8 application is browser-based, you can use the web browser's Control-F find feature to locate a string on the page. This is useful for large queries and search result lists.

To access the browser's find function, press **Ctrl+F** on the keyboard or choose **Edit > Find (on This Page)...** from the Internet Explorer menu bar at the top of the window:



**Find Links** Find Links appear on many grids so you can easily search for data in the grid even if it is not displayed. For example, a grid may contain 100 rows of data, but the page only displays the first 10. Using the grid find functionality, you can quickly search for a string within the 100 rows. The following is the navigation bar from a grid that contains the "Find" link:



**Employee Search** Most pages require you to provide the member's employee ID number to add, update or view data.

*Continued on next page*

## Search Tips, Continued

### Find an Existing Value

EmplID:

Empl Rcd Nbr:

Employee Classification:

Last Name:

First Name:

SetID:

Company:

Department:

Social Security #:

Job Family:

Job Code:

Include History  Correct History

[Basic Search](#)

If you do not know the EmplID, provide some search criteria, such as the member's last name and department number, in the appropriate fields to perform a search.

You do not need to complete all the fields. The EmplID or SSN alone are sufficient. Complete one or more of the other fields if you do not have the EmplID or SSN.

 **When choosing a member from the search results, please verify that it's the person you actually need to make changes for. Certify the employee ID or national ID before making any changes.**

**Since a member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.**

### Wildcard Search

PeopleSoft applications support three wildcard features when searching for data. These wildcards can be helpful in finding the exact information you want to process. The following are the supported standard wildcard features.

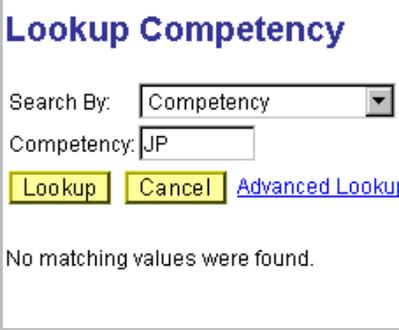
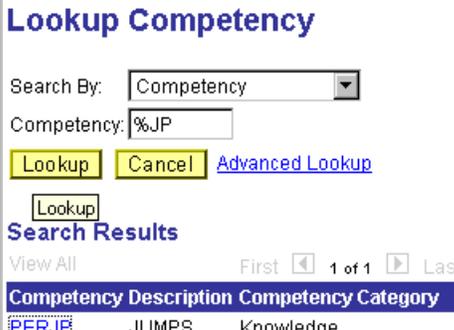
Character	Function
% (percent sign)	Match one or more characters.
_ (underscore)	Match any single character.
\ (back slash)	Escape character -- don't treat the next character as a wildcard.

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## Search Tips, Continued

**Wildcard Search Example**

A wildcard (% character) entered in the beginning of a text search string will display all rows containing the text. The examples below show two searches, one without a wildcard and one with.

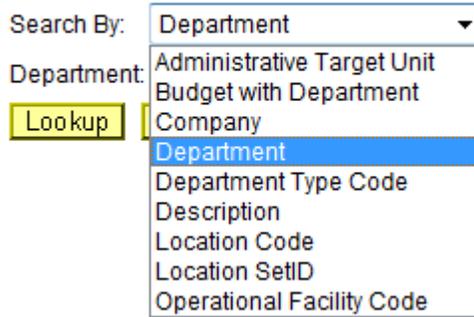
Without %	With %
	
<p>The search without the wildcard did not find any matches.</p>	<p>The search with the wild card located a matching entry.</p>

# Looking Up Department ID Numbers

## Finding Dept IDs

If you do not know the department ID, click the magnifying glass. (*Note:* You must enter AUSCG in the SetID field, before you click the  button.) This key indicates a lookup function is available. A simple department lookup allows you to search by pre-set options available in the drop-down list.

### Lookup Department



Select the one you want. On Department, you may enter all or part of the department number and press Lookup. Any available departments with the numbers you entered will return on a list.

If you know a location (but no part of the department number), select the *Advanced Search* link.



This will allow you to search for departments using a greater range of criteria. We suggest you:

- Do a search of key words in the description of the department (e.g., %Baltimore), or
- Search by department type (e.g., unit, group, STA, etc.).
- 

Remember that use of the % symbol will return any department with a description that contains "Baltimore". Review the list returned and select the department you need from the list, or continue to run new search criteria until you find the department.

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## Looking Up Department ID Numbers, Continued

### Finding Dept IDs (continued)

The *Advanced Search* link also ensures that you get a list of all the sub departments associated with a parent department. It allows you to search by the parent department's Operational Facility Code (OPFAC) number (a unit may have many sub departments, but it only has one OPFAC).

Operational Facility Code:   
 Department Type Code:   
[Lookup](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Click the Lookup button. If the unit has multiple department ID numbers they will all be listed based on the OPFAC number entered.

**Example:** The OPFAC for TRACEN Petaluma (61200) has **49** department ID numbers associated with it.

Administrative Target Unit:   
 Operational Facility Code:   
 Department Type Code:   
[Lookup](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

**Search Results**  
 View All First 1-49 of 49

Department Description	Company	Location SetID	Location Code	Administrative Target Unit	Operational Facility Code	Department Type Code
<a href="#">000500</a> CG TRACEN PETALUMA	CGA	POSTL	CA0044	74	61200	TRACEN
<a href="#">002368</a> TRACEN PET CMD STAFF	CGA	POSTL	CA0044	74	61200	TRACEN
<a href="#">002369</a> TRACEN PET SEC FRC	CGA	POSTL	CA0044	74	61200	TRACEN

Finally, print the lookup results for easy access.

# Keyboard Shortcuts

**Introduction** Browser Hot Keys and Access Keys allow you to quickly initiate frequently used processing, such as save and lookup processing, without using the mouse.

**Hot Keys and Access Keys** The following is a summary of the Hot Keys and Access Keys available. A Hot Key performs an immediate action. For example, when in a field that has lookup processing, Alt-5 invokes the Lookup page. An Access Key is an Alt-*x* key combination that moves the focus to a specific field on the current page. It does not perform any action. Pressing the Enter key invokes the processing. For example, Alt-1 moves focus to the Save key and pressing enter invokes save processing.

**Short Cut Keys** Here is a list of short cut keys you can use.

Hot Key	Access Key	Function
	Alt 1	Moves to "Save" button in page, moves to "Search " / "Add button in search and lookup pages, moves to "OK" button in secondary page.
	Alt 2	Moves to "Return to Search" button.
	Alt 3	Moves to "Next in List" button.
	Alt 4	Moves to "Previous in List" button.
Alt 5		Invokes Lookup and Calendar processing.
Alt 6		Invokes Pop Up menu processing.
Alt 7		Invokes Insert Row processing in scroll/grid.
Alt 8		Invokes Delete Row processing in scroll/grid.
	Alt 9	Moves to menu items in breadcrumbs and New Window link.

*Continued on next page*

## Keyboard Shortcuts, Continued

### Short Cut Keys (Continued)

Hot Key	Access Key	Function
<b>Alt 0</b>		Triggers Refresh in Expert Entry mode.
<b>Alt .</b>		Invokes Next > processing in grid, scroll, result list.
<b>Alt ,</b>		Invokes Previous < processing in grid, scroll, result list.
<b>Alt /</b>		Invokes Find processing in grid, scroll, result list.
<b>Alt ' </b>		Invokes View All processing in grid, scroll, result list.
<b>Alt \</b>		Toggles between modes in component, toggles between
<b>Add/</b>		Updates in search page.
<b>Ctrl J</b>		Provides details on the end user's current connection information.
<b>Enter</b>		Invokes search processing, using the current criteria, when in the lookup and search pages.
<b>Esc</b>		Cancels the currently active page in search, lookup, calendar, and secondary pages.
	<b>Page Tabs</b>	Each page in a component may have an Access Key associated with it. The underlined character in the tab is the Access Key for that page.

## Internet Explorer Keyboard Shortcuts

### Internet Explorer Shortcuts

You can use shortcut keys to view and explore Web pages, use the Address bar, work with favorites, and edit.

Press this	To do this
F1	Display the Internet Explorer Help, or when in a dialog box, display context help on an item
F11	Toggle between Full Screen and regular view of the browser window
TAB	Move forward through the items on a Web page, the Address bar, and the Links bar
SHIFT+TAB	Move back through the items on a Web page, the Address bar, and the Links bar
ALT+HOME	Go to your Home page
SHIFT+F10	Display a shortcut menu for a link
CTRL+TAB or F6	Move forward between frames
SHIFT+CTRL+TAB	Move back between frames
UP ARROW	Scroll toward the beginning of a document
DOWN ARROW	Scroll toward the end of a document
PAGE UP	Scroll toward the beginning of a document in larger increments
PAGE DOWN	Scroll toward the end of a document in larger increments
HOME	Move to the beginning of a document
END	Move to the end of a document
CTRL+F	Find on this page
F5 or CTRL+R	Refresh the current Web page only if the time stamp for the Web version and your locally stored version are different
CTRL+F5	Refresh the current Web page, even if the time stamp for the Web version and your locally stored version are the same
ESC	Stop downloading a page
CTRL+O or CTRL+L	Go to a new location
CTRL+N	Open a new window

*Continued on next page*

## Internet Explorer Keyboard Shortcuts, Continued

**Internet Explorer Shortcuts (continued)**

Press this	To do this
CTRL+W	Close the current window
CTRL+S	Save the current page
CTRL+P	Print the current page or active frame
ENTER	Activate a selected link
CTRL+E	Open Search in Explorer bar
CTRL+I	Open Favorites in Explorer bar
CTRL+H	Open History in Explorer bar
CTRL+click	In History or Favorites bars, open multiple folders

**Using the Address Bar Shortcuts**

Press this	To do this
ALT+D	Select the text in the Address bar
F4	Display the Address bar history
CTRL+LEFT ARROW	When in the Address bar, move the cursor left to the next logical break (. or /)
CTRL+RIGHT ARROW	When in the Address bar, move the cursor right to the next logical break (. or /)
CTRL+ENTER	Add "www." to the beginning and ".com" to the end of the text typed in the Address bar
UP ARROW	Move forward through the list of AutoComplete matches
DOWN ARROW	Move back through the list of AutoComplete matches

**Using Favorite Keyboard Shortcuts**

Press this	To do this
CTRL+D	Add the current page to your favorites
CTRL+B	Open the Organize Favorites dialog box
ALT+UP ARROW	Move selected item up in the Favorites list in the Organize Favorites dialog box
ALT+DOWN ARROW	Move selected item down in the Favorites list in the Organize Favorites dialog box

## Copying & Printing

### Copying while in Direct Access

Press this	To do this
CTRL+X	Remove the selected items and copy them to the Clipboard
CTRL+C	Copy the selected items to the Clipboard
CTRL+V	Insert the contents of the Clipboard at the selected location
CTRL+A	Select all items on the current Web page

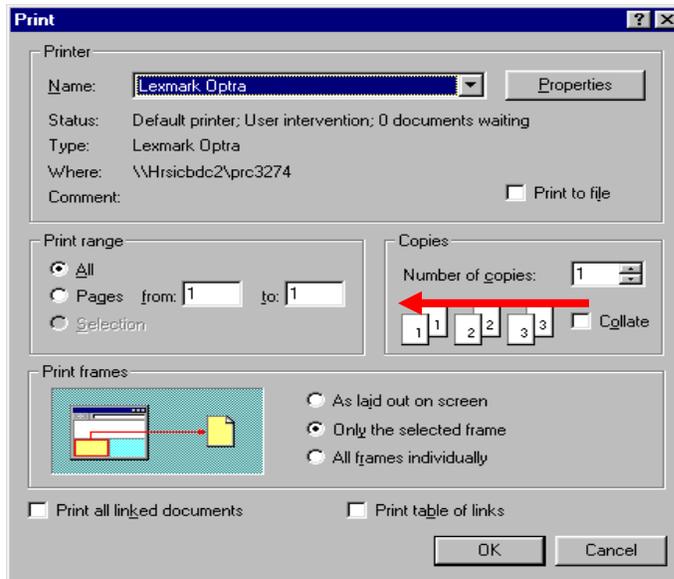
### Copying from the Web - Procedure

Click and hold the left mouse button while dragging the pointer over the table to select the data, release the mouse button. Choose **Edit > Copy** from the menu bar (or press **Ctrl + C** on the keyboard). Start or switch to the application you want to copy the data to and Choose **Edit > Paste** from the menu bar (or press **Ctrl + V** on the keyboard).

### Printing Procedure

Click the [View All](#) link at the top of the table to display all rows. Click the Internet Explorer Printer  Icon on the tool bar at the top of the window, or choose **File > Print** from the menu bar to print the page.

You can print individual pages of the help file by right-clicking in the topic window and selecting **Print**. In the print frames section, make sure the "Only the selected frame" radio button is selected before clicking OK.

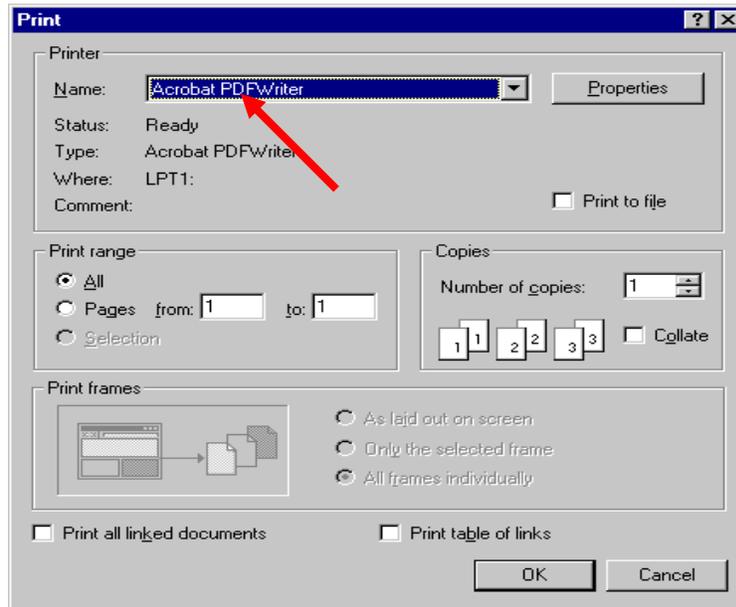


*Continued on next page*

## Copying & Printing, Continued

**Procedure  
(continued)**

If you are on Coast Guard Standard Workstation III, or have Adobe Acrobat® installed on your computer, you can print pages to a PDF file. The file can then be printed, saved or sent, via email, to another person. To create a PDF file choose **File > Print** from the menu bar and set the printer to Acrobat PDF Writer. Click the OK button on the print dialog box. PDF Writer will prompt you for a file name and the location to save the PDF file.



## Direct Access Action Types

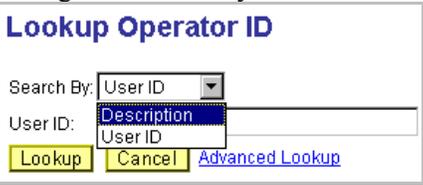
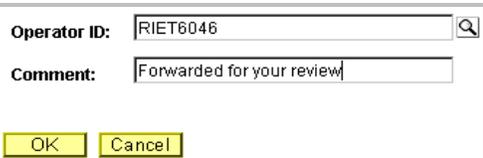
**Purpose** Use Action types to access data within the system. DA has four (4) general options to use within the system when accessing information. Based on the user and/or level of security they are given on the system, all of the options may not be available to every user.

**Details** The action you select tells PeopleSoft the type of activity you want to perform.

Action Type	Action
<a href="#">Add a New Value</a> or 	Add actions <i>add</i> a new row of information. If you think of it in terms of a file cabinet, you are adding a new file folder to the filing cabinet.
	The default when you enter a page is Update/Display. With Update/Display, you can either update or display information about a specific item.  To update information, insert a new row of data by using the insert (  ) button.  The only restriction when using this action type is when you enter or review a row of data within the system; the effective date must be greater than the date on the current row.
<input type="checkbox"/> Include History or 	This action type works the same way as Update/Display, but will allow the user to review not only Current and Future rows of information, but also History rows of data.
<input type="checkbox"/> Correct History or 	Correct History is the most powerful of action types. When you choose this option, you can view, change, and insert rows of data regardless of the effective date. Be mindful of who you give this option to within your organization.

## Worklist Reassign Operator ID Lookup

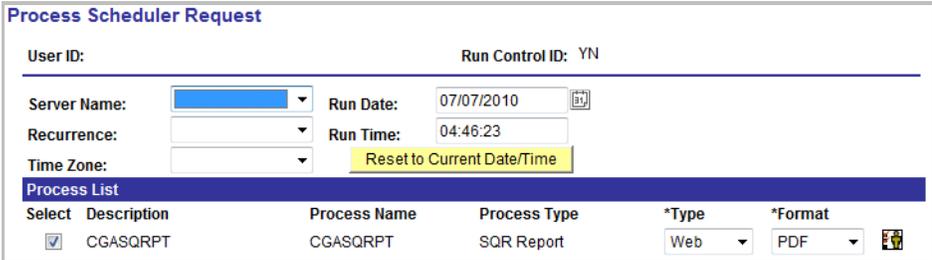
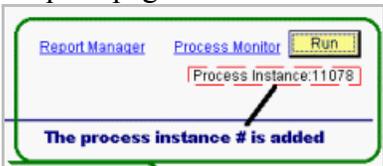
**Procedure** Follow these steps to lookup a operator ID

Step	Action
1	Click the <b>Reassign</b> button
2	Click the  icon next to the operator ID field. 
3	Change the Search by field to " <b>Description</b> ". 
4	Complete the description field with the percent character (%) followed by the last name of the person whose operator ID you wish to locate. 
5	Click the <b>Lookup</b> button.
6	Click on the person's name in the search results. 
7	You will be returned to the operator ID entry page, the operator ID field will be completed. You may add comments in the comment field (Comments are visible when the recipient clicks the  <b>Detail View</b> button on the worklist). 
8	Click the <b>OK</b> button. The worklist item will be removed from your worklist.

## Using Process Scheduler's Web Delivery Option

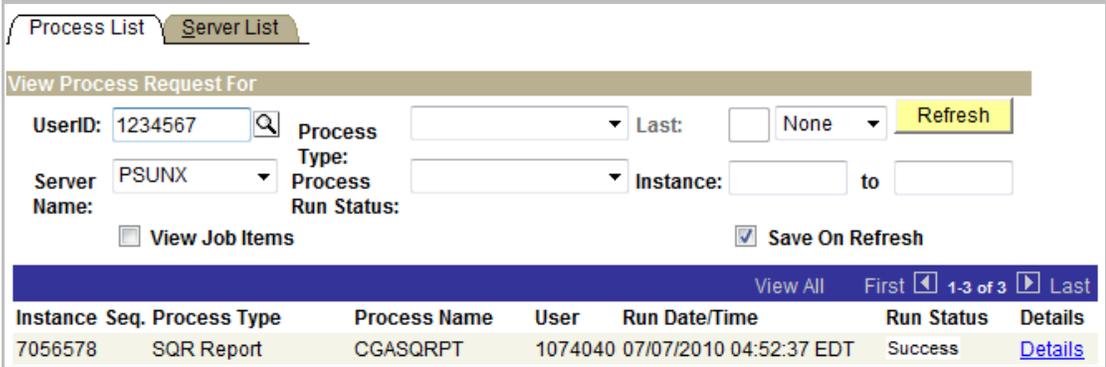
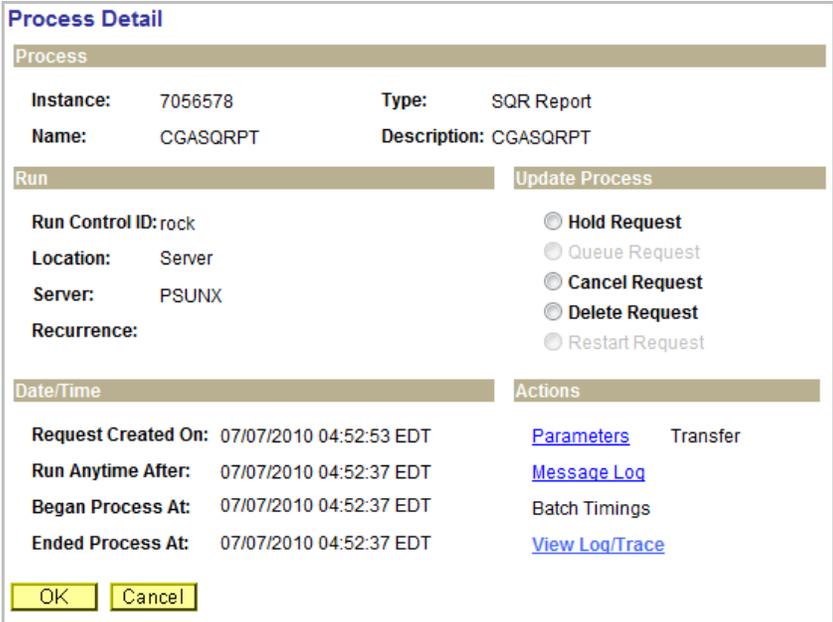
**Background** Most reports use the Process Scheduler to run and deliver the report.

**Procedure** Follow these steps to use Process Scheduler's Web delivery options

Step	Action
1	<p>Access the Process Scheduler for the report you want to run and complete the run control page per that report's instructions. Then, click the Run button to access the Process Scheduler Request page.</p> 
2	<p>Select <b>Web</b> from the Process Type drop down menu.</p> 
3	<p>Select the file format. Not all file formats are supported by all reports. CSV and PDF are the most reliable.</p> <p><b>CSV</b> = Readable by MS Excel, text editors, other spreadsheet programs and database applications.  <b>HTM</b> = Web page  <b>PDF</b> = Adobe Acrobat</p>
4	<p>Click the OK button to launch the process and return to the Process Scheduler Request page.</p>
5	<p>Click the Process Monitor link in the upper right-hand corner of the Process Scheduler Request page.</p> 

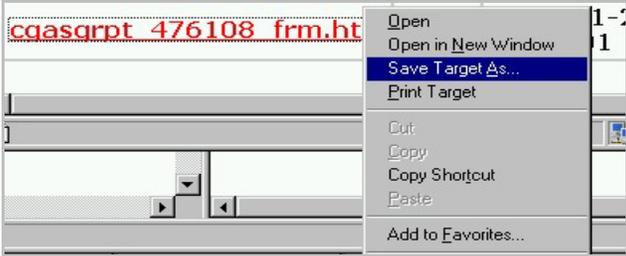
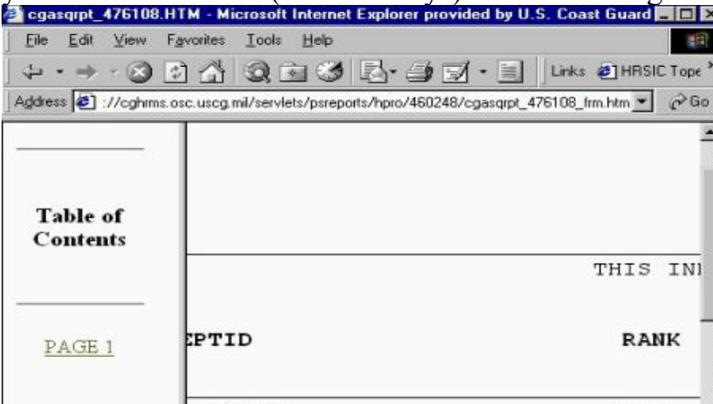
*Continued on next page*

## Using Process Scheduler's Web Delivery Option, Continued

Step	Action																
6	<p>The Process Monitor page will display. Click the Refresh button periodically until the <b>Run Status</b> shows "Success" and the <a href="#">Details</a> link is active. It could take some time for the status to change if you are running a large report or the system is heavily loaded.</p>  <p>The screenshot shows the 'Process Monitor' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below that is a search area with fields for 'UserID' (1234567), 'Process', 'Server' (PSUNX), 'Process', and 'Instance'. A 'Refresh' button is highlighted in yellow. Below the search area is a table with the following data:</p> <table border="1"> <thead> <tr> <th>Instance</th> <th>Seq.</th> <th>Process Type</th> <th>Process Name</th> <th>User</th> <th>Run Date/Time</th> <th>Run Status</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>7056578</td> <td></td> <td>SQR Report</td> <td>CGASQRPT</td> <td>1074040</td> <td>07/07/2010 04:52:37 EDT</td> <td>Success</td> <td><a href="#">Details</a></td> </tr> </tbody> </table>	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details	7056578		SQR Report	CGASQRPT	1074040	07/07/2010 04:52:37 EDT	Success	<a href="#">Details</a>
Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Details										
7056578		SQR Report	CGASQRPT	1074040	07/07/2010 04:52:37 EDT	Success	<a href="#">Details</a>										
7	<p>Click the <a href="#">Details</a> link. The Process Detail Page will display. Click the <a href="#">View Log/Trace</a> link.</p>  <p>The screenshot shows the 'Process Detail' page. It has a 'Process' section with fields for 'Instance' (7056578), 'Name' (CGASQRPT), 'Type' (SQR Report), and 'Description' (CGASQRPT). Below that is a 'Run' section with 'Run Control ID: rock' and 'Location: Server'. To the right of the 'Run' section are radio buttons for 'Hold Request', 'Queue Request', 'Cancel Request', 'Delete Request', and 'Restart Request'. Below the 'Run' section is a 'Date/Time' section with fields for 'Request Created On', 'Run Anytime After', 'Began Process At', and 'Ended Process At', all showing the date and time 07/07/2010 04:52:37 EDT. To the right of the 'Date/Time' section are links for 'Parameters', 'Message Log', 'Batch Timings', and 'View Log/Trace'. At the bottom of the page are 'OK' and 'Cancel' buttons.</p>																

Continued on next page

## Using Process Scheduler's Web Delivery Option, Continued

Step	Action
8	<p>The Report Log Viewer page will open in a new window. Access your report by clicking the link with the report name and number in it (In the example below, <a href="#">cgasqrpt_476108_frm.htm</a> is the link to the report).</p>  <p><b>Note:</b> You can also right mouse click and save the report (advisable if you selected the CSV format).</p> 
9	<p>Your report will open and display in the web browser. Bookmark the report page and you can view it later (within 5 days) without having to run the report again.</p> 

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# Coast Guard Servicing Personnel Office Manual

## Part I, Direct Access/Jumps Overview

### Chapter 2, DA SPO User Roles and Access (HRS/HRSUP)

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**Introduction** This chapter discusses Direct Access User Roles for Servicing Personnel Offices

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**Contents** This chapter contains the following topics.

<b>Topic</b>	<b>See Page</b>
<a href="#">Payment Approving Officials</a>	I-2-3
<a href="#">Procedures for Authorizing SPO Users (HRS &amp; HRSUP)</a>	I-2-5
<a href="#">SPO Authorized Personnel Roster</a>	I-2-11

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## Payment Approving Officials

**Discussion** The requirements to sign various forms and worksheets in this manual and to electronically sign Direct Access transactions are necessary to affirm and give legal credence to the information contained on the form or in the transaction. **The Commanding Officer (CO) should avoid situations where the responsible officer lacks the knowledge or time to validate the information and may sign as a formality.**

**Reference**

- (a) [COMDTINST M5000.3 \(series\), CG Regulations](#)
  - Chapter 7-1-8, Administration of Oaths
  - Chapter 7-1-9, Signing Official Correspondence
- (b) [COMDTINST M7210.1 \(series\), Certifying and Disbursing Manual](#)

**Authority to sign forms and worksheets**

The CO may authorize in writing for officers, Chief Petty Officers, First Class Petty Officers, and Second Class Petty Officers to sign forms and worksheets “by direction”. These “by direction” authorizations must be documented, and maintained locally in an authorization file to support future audit inquiries. The authorizations are subject to the following restrictions.

- Only officers, the Master Chief Petty Officer of the Coast Guard (MCPO-CG), Commandant designated Command Master Chiefs, and designated recruiting office Chief Petty Officers and Petty Officers may administer enlisted oaths and sign enlistment contracts.
- Only Officers, the MCPO-CG, Commandant designated Command Master Chiefs, and permanently assigned Enlisted Officers-in-Charge may administer reenlistment and extension of enlistments oaths and sign the appropriate reenlistment or extension document.
- The “by direction” authority granted to Second Class Petty Officers (PO2) shall normally be limited to routine transactions such as leave and personnel transactions. PO2s shall only be given authority to sign specific Direct Access transactions “by direction” in cases where there is a shortage of Officers, Chief Petty Officers, and First Class Petty Officers.
- Only the CO may sign the PCS Departing Worksheet (CG-2000) or the Advances Worksheet (CG-2010) *when* the member is requesting Advance Pay & Allowances or Advance Pay with liquidation period in excess of 12 months.
- Only the CO may sign Adverse Administrative Remarks (CG-3307) entries.

*Continued on next page*

## Payment Approving Officials, Continued

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### **Authority to sign Pay and Personnel Transactions**

The Commanding Officer (CO) of a unit with a SPO must nominate at least one Officer, Chief Petty Officer, First Class Petty Officer, Second Class Petty Officer, or Civilian employee in grade GS-7 or above, for designation by PPC (MAS) as a Payment Approving Official (PAO)/SPO Supervisor-Auditor

- Only properly designated PAOs/SPO Supervisors-Auditors have the authority to approve Direct Access transactions for transmission to PPC.
  - Only properly designated PAOs (see Payment Approving Officials' responsibilities and liabilities below) may have SPO Supervisor/Auditor (CGHRSUP) capability in Direct Access.
- 

### **Payment Approving Officials' responsibilities and liabilities**

It is Coast Guard Policy that PAOs have the same level of financial liability as an Authorized Certifying Officer (ACO), as described in Chapter 1 of Certifying and Disbursing Manual. Thus, if a PAO incorrectly certifies a document to an ACO that directly results in an erroneous or improper payment, the PAO is responsible for the error. PAOs remain fully accountable to the Coast Guard and may be found to have pecuniary liability; and/or may have their personal evaluations (OER/CIV Performance Appraisal/Enlisted Employee Review) impacted by such action by an official in their chain with evaluation approving authority.

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### **Designation Procedure for PAO**

PAO designations and Direct Access Human Resource Site Supervisor (HRSUP) user role authorizations are processed together. See [Procedures for Authorizing SPO Users \(HRS & HRSUP\)](#), on page I-2-5 of this chapter for the PAO/HRSUP user role designation procedure.

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## Procedures for Authorizing SPO Users (HRS & HRSUP)

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**Purpose** This section provides guidelines for determining who will be granted Human Resource Site (HRS) or HRS Supervisor/PAO access at SPOs and procedures for granting HRS access to Direct Access for users assigned to Servicing Personnel Offices (SPOs).

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**Form** HRS and HRSUP/PAO user requests/designations are submitted on form CG-7421B, Direct Access User Access Authorization and Payment Approving Official (PAO) Designation. See exhibit 1-2-1 on page 9 of this chapter. Fax completed access forms to PPC (ps&r) at (785) 339-2297 for processing.

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**HRS Access Defined** HRS access permits a Direct Access user to create transactions, which effect changes in a member's pay entitlements. HRS users can also access and maintain non-payroll data, such as competencies, awards, enlisted employee reviews, etc. HRS access duplicates the Self-Service for Employees and Self-Service for Commands roles to allow users at (SPOs) to service members and commands that do not have access to Direct Access or are administratively limited.

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**SPO Supervisors/ Payment Approving Officials – HRSUP Access Defined** HRS Supervisor (HRSUP) role users have the ability to release Direct Access transactions that require approval. HRSUP role users are also designated Payment Approving Officials (PAOs). See [Payment Approving Officials](#) on page I-2-3 of this chapter for PAO duties and responsibilities. Certain Direct Access entitlements transactions require review and approval before they can be released for processing. Approval of these transactions is limited to properly designated Pay Approving Officials (PAOs). PAOs are assigned the HRS Supervisor (HRSUP) role in Direct Access.

The Commanding Officer of a unit with a SPO must nominate at least one person for designation by PPC (MAS) as a Payment Approving Official (PAO). Commanding Officers may designate as many PAOs as necessary to meet the SPO's needs and maintain a smooth workflow while ensuring the requirements for segregation of duties are complied with. The approver of a pay or accession transaction cannot be the originator of the transaction.

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## Procedures for Authorizing SPO Users (HRS & HRSUP),

Continued

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### Prerequisites for HRSUP/PAO Designation

PAOs must be E-6 / GS-7 or above. E-5's may be recommended for designation only if extenuating circumstances create a situation where E-6's and above are not available for designation. Recommendations are from Commanding Officers of units with SPOs to the Pay and Personnel Center (Military Accounts Support Branch).

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### Prerequisites for HRSUP/ PAO Designation (cont'd)

PAOs must be E-6/GS-7 or above. E-5's may be recommended for designation only if extenuating circumstances create a situation where E-6's and above are not available for designation.

Minimum requirements for designation include:

- Being in proper billet for this authority.
- Being the proper rank.
- Having successfully completed the ICOFR online training course (Course code 810047).
- Having successfully completed the PAO online training course (Course code 502360).

If an E-5 is being recommended for PAO, the Authorizing Official must attach a letter to Form CG-7421B that describes the justification for PAO responsibilities being granted to an E-5 (as prescribed in block 8 on Form CG-7421B).

Upon verification of the minimum requirements, and application approval, PPC will provide a formal letter of designation to the member, via the chain of command. (The letter and all minimum requirements supporting documentation must be maintained at the SPO or unit and be made available for external review and audit, to substantiate PAO application due process.)

- PAOs may not perform any of the duties of a PAO until receipt of email notification by PPC (PS&R).

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*Continued on next page*

## Procedures for Authorizing SPO Users (HRS & HRSUP),

Continued

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### Online Training Courses / Competency Code

The PAO and ICOFR online training courses can be accessed via the Coast Guard Portal (<https://cgportal.uscg.mil/>) or by accessing the Learning Management System (LMS) (<https://elearning.uscg.mil/>). Both courses are listed in the **Acquisitions** catalog.

Both courses must be completed/reviewed annually during order for PAO/HSRUP designations to remain in effect.

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### Tracking Course Completions

PAO and ICOFR course completions can be tracked in the Training Management Tool (TMT). For individuals who need to obtain the PAO competency (current and prospective), their unit Training Officers will need to assign the PAO competency to that individual within TMT. Once the unit Training Officer has assigned the PAO competency to the individual, their course completions will be marked as complete in TMT. If the training officer does not do this, an individual's training completion will not be recorded in TMT.

Individuals may also print their LMS transcript, which can be accessed under the **My Account** link in the LMS, for proof of completion.

Upon successful completion of the PAO and ICOFR courses the **PAO - Payment Approving Official** competency code may be assigned in Direct Access and certified in TMT.

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### Maintaining PAO status

All PAOs must take the required training by 1 August, 2011 to maintain current PAO status. Beginning in 2012, all PAOs must be re-designated by 31 December each year, requiring prospective PAOs to repeat the online training courses, submit a new Form CG-7421B, and accompanying letters, if required.

Annually, during the month of January, PPC will verify those who have not completed the re-designation requirements and suspend PAO privileges for those individuals not in compliance.

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*Continued on next page*

## Procedures for Authorizing SPO Users (HRS & HRSUP),

Continued

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### **Terminating Privileges**

Access terminates automatically upon transfer or separation. There is no need to notify PPC when a member is transferred or is separated:

- Access, to all but self-service applications, will automatically terminate when a military member departs on PCS orders.
- All access to Direct Access will automatically be revoked when a military member is separated from the service.

If a designated PAO is removed from his or her PAO position prior to the end of the year, the Commanding Officer shall notify PPC (MAS) by formal letter and must cite the reasons and effective dates.

When the PAO designation is no longer required, the unit TO should remove the competency requirement from TMT.

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**Exhibit 1-2-1**

<b>U.S. DEPARTMENT OF HOMELAND SECURITY</b> U. S. Coast Guard CG-7421B (Rev. 02-11)		<b>DIRECT ACCESS USER ACCESS AUTHORIZATION AND PAYMENT APPROVING OFFICIAL (PAO) DESIGNATION</b>		
1. User's Name (Last, First, MI.) (Please print or type)		2. Rank/Rate:	3. Employee ID #	
4. Dept ID & Unit Name (Include Staff Symbol)		5. Area Code & Phone Number:		6. e-Mail address:
7. User Role Description (Note: See Chapter 1 of the <a href="#">Personnel and Pay Procedures Manual, PPCINST M1000.2(series)</a> for an explanation of user roles common to field units). (Include current roles, this authorization supersedes all of your previous authorizations):			<b>Revocation:</b> Direct Access Roles are automatically terminated upon PCS, separation, retirement, reassignment of duties (Fleet-Ups) and change of organization (inter-office transfer).  CGHRSSUP user roles for PAOs are automatically terminated each fiscal year unless the PAO completes annual required training and is re-designated in accordance with Chapter 1 of <a href="#">CG SPO Manual, PPCINST M5231.3(series)</a>  Users who have been reassigned (PCS, Change of Department IDs) will retain Self-Service access.  The user role termination process is kicked off by submission of a PCS departing endorsement. If the member submits a new access form, and it is processed by PPC before the SPO submits the PCS departing endorsement, the system will terminate the new access. Please be sure to submit transactions in a timely manner.  If Revocation is due to reasons other than those listed above contact PPC Customer Care via on-line trouble-ticket at <a href="http://www.uscg.mil/ppc/ccb">http://www.uscg.mil/ppc/ccb</a> or <a href="http://cgweb.ppc.uscg.mil/ccb/">http://cgweb.ppc.uscg.mil/ccb/</a> or via email at <a href="mailto:PPC-DG-CustomerCare@uscg.mil">PPC-DG-CustomerCare@uscg.mil</a>	
<input type="checkbox"/> <b>CGSSCMD</b> --Command User (evals, drills, Airport Terminal, etc.) <input type="checkbox"/> <b>CGEMPREV</b> -- Employee Review Only (not needed if you have CGSSCMD or CGHRS) <input type="checkbox"/> <b>CGRSVDRL</b> – Schedule, Edit and Approve Reserve IDT Drills (Only) <input type="checkbox"/> <b>CGRSVMGR</b> – Create, review, and endorse requests for reserve orders. <input type="checkbox"/> <b>CGAIRTRM</b> --Airport Terminal Only (Relocation Specialists/Housing Office) <input type="checkbox"/> <b>CGFIELDADM</b> --Unit with access to Member Competencies (Quals, Awards & Schools) (Route request through your Servicing Personnel Office – <a href="#">Per Pay &amp; Personnel Procedures Manual, PPCINST M1000.2(series), Chap 1.</a> ) <input type="checkbox"/> <b>CGGWIS</b> --Global Workforce Inquiry System (Provides View Only Access to Personal Data) <input type="checkbox"/> <b>CGHRS</b> -- (SPO) DEPT ID _____ (See Chapter 1 of the <a href="#">CG SPO Manual, PPCINST M5231.3(series)</a> for rules) <input type="checkbox"/> <b>CGAPPL</b> – Applicant Data (Use with CGHRS for accessions. This role is necessary to create applicant IDs. <b>Cannot be selected with CGHRSSUP.</b> ) <input type="checkbox"/> <b>CGHRSSUP</b> —(SUPERVISOR, Payment Approving Official (PAO)) (Application must be approved by PPC (MAS)). (See Chapter 1 of the <a href="#">CG SPO Manual, PPCINST M5231.3(series)</a> ) <input type="checkbox"/> <b>CGSIPDR</b> (SPO Access to the EI-PDR via WebNow - also complete form CG-7421D)			PPC (MAS) PAO Designation Approved by (name/signature): _____ Date: _____	
<input type="checkbox"/> <b>CGMRS</b> — Medical Readiness System Clinical Access (Med care providers) <input type="checkbox"/> <b>CGTRNOFF</b> – Electronic Training Request (ETR). Unit ESOs. <input type="checkbox"/> <b>CGFTESO</b> – Unit Educational Services Officer. Unit ESOs. <input type="checkbox"/> <b>CGSECURN</b> --Unit Security Manager (View Only) <input type="checkbox"/> <b>CGSECUVW</b> --Area/Dist Security Manager (View Only). Fax completed form to COMDT (CG-86) at <b>202-372-3950</b> for approval. CG-86 will forward to PPC. CG-86 Name/Sign: _____ Date: _____			If Revocation is due to reasons other than those listed above contact PPC Customer Care via on-line trouble-ticket at <a href="http://www.uscg.mil/ppc/ccb">http://www.uscg.mil/ppc/ccb</a> or <a href="http://cgweb.ppc.uscg.mil/ccb/">http://cgweb.ppc.uscg.mil/ccb/</a> or via email at <a href="mailto:PPC-DG-CustomerCare@uscg.mil">PPC-DG-CustomerCare@uscg.mil</a>	
<input type="checkbox"/> <b>CGTRNFAC</b> --Training Center (TAS Course Sessions) <input type="checkbox"/> <b>CGTRNTQC</b> --TQC/TAS Course Scheduler <input type="checkbox"/> <b>CGASGN</b> --CGPSC (epm/opm/rpm) or District/PSSU/BASE Reserve Assignment Officer <input type="checkbox"/> <b>CGRSVISC/CGRSVORD</b> —Reserve Orders Approval/Funding, District (r)/PSSUs only. <input type="checkbox"/> Others Not Listed. Please describe (in the space below) what you need to access in DA: _____			_____	
8. <b>Authorizing Official</b> ( <i>Signature &amp; Typed or printed name, Rank, Title ("By direction" is not authorized. Only the CO/OIC, XO/XPO or Division/Branch Chiefs at HQs/DCMS/CGPSC/PPC/FORCECOM/OPCOM (and their sub-units), Districts or Sectors may sign) &amp; Phone Number:</i> I certify that the access I have authorized is based on an official need. I am aware of the general functionality I have authorized and I am aware of what this will allow this member/employee to complete. If this is for a PAO Designation, I certify the member has completed online mandatory training requirements. If I have recommended an E5 be designated as a PAO, I have attached required justification. If this is for a contractor, the Contracting Officer's Technical Representative (COTR) signs as AO.				
Signature <b>AND PRINTED or TYPED</b> Name, _____ Rank, Title, Area Code & Phone (ext) _____				9 Date: _____
<b>Privacy Act Statement</b>				
<b>AUTHORITY:</b> Executive Order 10450, 9397; and Public Law 99-474, the Computer Fraud and Abuse Act. <b>PRINCIPAL PURPOSE:</b> To record names, signatures, and other identifiers for the purpose of identifying individuals requesting access to U. S. Coast Guard (USCG) systems and information. NOTE: Records may be maintained in both electronic and/or paper form. <b>ROUTINE USES:</b> None. <b>DISCLOSURE:</b> Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of this request.				
<b>Acknowledgment:</b> I understand that I am authorized to access the Direct Access system and that accessing it for purposes beyond the Scope of Authorization is a violation of Federal law (18 U.S.C. 1030 et al) (Note: Refer to the Automated Information Systems (AIS) User Acknowledgement Form (CG-5500A), which is required for all U.S. Coast Guard AIS users, it contains the full Scope of Authorization and Acknowledgement.)				
10. User's Signature:		11. Date:		<b>Fax to: (785) 339-2297</b> (fax only page 1, do not fax instructions)

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# Coast Guard Servicing Personnel Office Manual

## Part I, Direct Access/Jumps Overview

### Chapter 3, Documentation Standards

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**Introduction** This chapter provides the supporting documentation standards for Direct Access pay transactions.

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**Contents** This chapter contains the following topics.

<b>Topic</b>	<b>See Page</b>
Document Processing Standards	I-3-3
Evidence Supporting Military Payroll Transactions	I-3-9
General Guidance for Servicing Personnel Offices	

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# Document Processing Standards

## Introduction

Much of the documentation in the SPO-PDR supports the validity of transactions within DA as such; it is critical that this documentation be accurate, authorized, and approved and appropriate for the transaction it supports. The examples presented in this section address the correct preparation of documents and show examples of correct and incorrect processing. Clear and correct processing can make the difference between full compliance with internal control for financial reporting standards; or the inability to prove the accuracy of DA transactions. Attention to detail is critical to ensure that the supporting documentation is a complete and accurate match to data contained within DA.

## Error Corrections

### (Figures 1 and 2)

Corrections to forms, worksheets and checklists should be legible to enable an outside reviewer to easily read and understand the change without prior knowledge or prompting. If space on the document does not permit for a legible, easily understood correction, either write it on the back of the document or attach a separate explanation sheet and attach it to the worksheet to clearly explain the correction. To clearly identify the correction, place a reference at the point of correction such as, “see back” or “see attached sheet,” on the original document, and initial and date the correction.

### Example of Improper Error Correction (Figure 1)

U.S. DEPARTMENT OF HOMELAND SECURITY  
U.S. Coast Guard

## DEPENDENCY WORKSHEET

17-1 is custodial spouse receiving Basic Allowance for Housing with Dependents?  
 NO  YES (complete 17-1, 17-2, 18, 19 & 20)

17-2 is custodial spouse assigned to government owned/leased quarters?  
 NO  YES

18 SSN

19 Branch

20 Unit

21 Monthly amount of support \$

22 Method of support (allowance, check, cash)

23 Date of discontinuation if applicable

Planned separation Agreement: MILY BIL 17/18

Hard to read if difficult to read

Continued on next page

Document Processing Standards, Continued

Error Corrections (cont'd)

Example of Proper Error Correction (Figure 2)

U.S. DEPARTMENT OF HOMELAND SECURITY U.S. Coast Guard CG-2020 (Rev. 10/01)		<b>DEPENDENCY WORKSHEET</b>	
<b>Important</b>	Emergency SGLI: Form SGLV-8286	3. Permanent DED	
	Beneficial allotment	service menu in Direct Access.	
	DEERS denial of Member	complete a new SGLV-8286. You must also submit <a href="http://www.insurance.va.gov/sgliSite/forms/forms.htm">www.insurance.va.gov/sgliSite/forms/forms.htm</a>	
		unpaid pay and allowances, or person to receive	
<p>Here, the original document refers to an attached sheet which will explain the correction, indicate who made it and why, with the dated initials or signature, demonstrating authorization and accountability for the correction.</p>		<p>dependents, failure to update DEERS will result in a denial of continued deductions of premiums for the Family member longer eligible.</p> <p>Additional worksheets as necessary</p>	
<p>I want to: <input type="checkbox"/> 4. Add dependent, (see documentation requirements on reverse) <input type="checkbox"/> 5. Remove dependent (Attach documentation as applicable and enter reason below)</p>			
6. Name (Last, First, MI)		SSN	
8. Address (Street, City, State, Zip)			
9. AC & Home Phone	10. AC & Work Phone	11. Relationship (If spouse and in the service complete blocks 19 & 20 below)	
12. Date of Birth	13. Dependency Date	14. Date of Marriage	15. Ability in case of emergency? <input type="checkbox"/> YES <input type="checkbox"/> NO
<p>If adding a child who is not in your custody provide:</p>		16. Name of Custodian	
17. Is custodian spouse in the service? <input type="checkbox"/> NO <input type="checkbox"/> YES (complete 17-1, 17-2, 18, 19 & 20)		18. SSN	19. Branch
17-1. Is custodian spouse receiving Basic Allowance for Housing with dependents? <input type="checkbox"/> NO <input type="checkbox"/> YES		20. Unit	21. Monthly amount of support
17-2. Is custodian spouse receiving dependent housing allowance? <input type="checkbox"/> NO <input type="checkbox"/> YES		22. Method of support (allowance, check, cash)	23. Date of divorce/separation (if applicable)
		<p>12/22/10 -&gt; see attached document</p>	

Proper Signatures and Dates

(Figures 3 and 4)

An unsigned form is not sufficient evidence of review or approval. A signature is defined as the signing of one's name (in cursive) in the appropriate block of a particular form. Simply printing the name of the reviewer or approving official is not acceptable. As a best practice, all SPO approval signatures should be listed on the SPO Authorized Personnel Roster shown in section 1.6.

Continued on next page

## Document Processing Standards, Continued

### Proper Signatures and Dates (cont'd)

**Example of Improper Signatures and Dates (Figure 3)**

Member's Signature <i>John Smith</i>	Date:	<p>The signature must be a signature and <b>NOT</b> a PRINTED NAME. Signature lines and dates <b>MUST</b> be filled in and not left blank.</p>
Supervisor's Signature	Date:	
Department Head's Signature	Date:	
Command Approval	Date:	

PREVIOUS EDITION MAY NOT BE USED.  
The CG-2000 must be prepared in original and one copy as follows:

**Example of Proper Signatures and Dates (Figure 4)**

Member's Signature <i>John Smith</i>	Date: <i>8/15/2010</i>	<p><b>For SPO U</b> Command Checklist for Ove by SPO Supervisor (if applic</p>
Supervisor's Signature <i>anne Jones</i>	Date: <i>8/15/2010</i>	
Department Head's Signature <i>Mark White</i>	Date: <i>8/17/2010</i>	<p>Action Completed Initials: _____ Date: _____</p>
Command Approval <i>Joe Black</i>	Date: <i>8/18/2010</i>	<p><b>For Transportation t</b> Initials: _____ Date: _____</p> <p>Action Completed Initials: _____ Date: _____</p>

PREVIOUS EDITION MAY NOT BE USED.  
The CG-2000 must be prepared in original and one copy as follows:  
The original is given to the SPO, and the copy is taken to the Transportation Officer.

Here each line has been signed and dated, as required.

### Completing Checklists

**(Figures 5, 6 and 7)**

All checklists must be filled out completely, with each line individually filled out. Each line represents an action for which a Yeoman is personally responsible and accountable, and must include both data entry and reviewer initials to demonstrate appropriate segregation of duties. If a particular checklist line does not apply, it should be marked "N/A" (not applicable) to demonstrate that it was not missed or ignored.

*Continued on next page*

## Document Processing Standards, Continued

### Completing Checklists (cont'd)

Initialing the first box and drawing a line through subsequent boxes (“sign and line”) is not an acceptable approval practice and will fail tests performed by external auditors. Although this practice is used in other functions across USCG, it does not provide sufficient evidence of action, review and/or approval for audit since it does support that each step/action was actually approved. Only by initialing each line can an auditor gain assurance that the action the line item represents was actually taken, reviewed and/or approved.

### Example of Improperly Completed Checklist (Figure 5)

#### RECRUIT PERSRU ACCESSION CHECKLIST

#### RESERVE RECRUIT

RECRUIT: Smith, John ANNEXES: \_\_\_\_\_

NOTE: This checklist includes ALL transactions associated with a new active duty hire. Each step is to be initialed off when completed, and “copies” with initials already on the checklists are not authorized. Also, “copies” with your name at the top are not authorized. Everything must be HAND WRITTEN.

App. ID no: \_\_\_\_\_ EMPLID: \_\_\_\_\_  
 DEP Date: \_\_\_\_\_ Contract Term: \_\_\_\_\_  
 Rank/Rate: \_\_\_\_\_ Enlist Date: \_\_\_\_\_

Production Yeoman’s Task	YN Initials
Applicant Data	JS
Identification Data	JS
Applicant Contract Data	JS
FWD to YN1 for Hire	JS
Enter Direct Deposit Info once EMPLID is established.	

Auditor’s Task	YN1 Initials
Hire Applicant	MJ
Dependent Information	MJ
IADT ORDERS (Long Term if RP, Short Term if RK)	MJ
R990	MJ
BAH	MJ
COLA	MJ
MGIB SR START (USE CODE “AB”)	MJ

NOTE: The Application Date is the date that the recruit actually came onto Active Duty, and will not be the date that a recruit enters the DEP. DEP dates are used in the Military Entry Date Block, and are used to calculate the Date Completed Military Obligation Date and the Expected Loss Date which is 8 years later and calculated the same way that an End of Enlistment is calculated.

Processing Accession Paperwork:


- Any changes to this checklist must be approved by a Recruit PERSRU YN1

Blank lines indicate a check that needed to be performed but wasn't. This will not pass an external audit.

Continued on next page

## Document Processing Standards, Continued

### Example of Improperly Completed Checklist (Figure 6)

# RECRUIT PERSRU ACCESSION CHECKLIST ACTIVE DUTY RECRUIT

RECRUIT: Evans, Jacob ANNEXES: \_\_\_\_\_

NOTE: This checklist includes ALL transactions associated with a new active duty hire. Each step is to be initialed off when completed, and "copies" with initials already on the checklists are not authorized. Also, "copies" with your name at the top are not authorized. Everything must be HAND WRITTEN.

App. ID no: \_\_\_\_\_ EMPLID: \_\_\_\_\_  
 DEP Date: \_\_\_\_\_ Contract Term: \_\_\_\_\_  
 Rank/Rate: \_\_\_\_\_ Enlist Date: \_\_\_\_\_

Production Yeoman's Task	YN Initials
Applicant Data	JE
Identification Data	↓
Applicant Contract Data	↓
FWD to YN1 for Hire	↓
Enter Direct Deposit Info once EMPLID is established.	↓

Auditor's Task	YN1 Initials
Hire Applicant	MJ
Dependent Information	↓
BAH	↓

Sign and line, a common practice, leaves it open to interpretation if the data entry person or reviewer actually performed all the tasks. indicated.

Date is the date that the recruit actually came onto Active Duty, and will not be the DEP. DEP dates are used in the Military Entry Date Block, and are used to determine Military Obligation Date and the Expected Loss Date which is 8 years later than that an End of Enlistment is calculated.

Missing Accession Paperwork:


- Any changes to this checklist must be approved by a Recruit PERSRU YN1

Continued on next page

Document Processing Standards, Continued

Example of Properly Completed Checklist (Figure 7)

RECRUIT PERSRU ACCESSION CHECKLIST  
RESERVE RECRUIT

RECRUIT: Jones, Tim ANNEXES: \_\_\_\_\_

NOTE: This checklist includes ALL transactions associated with a new active duty hire. Each step is to be initialed off when completed, and "copies" with initials already on the checklists are not authorized. Also, "copies" with your name at the top are not authorized. Everything must be HAND WRITTEN.

App. ID no: \_\_\_\_\_ EMPLID: \_\_\_\_\_  
 DEP Date: \_\_\_\_\_ Contract Term: \_\_\_\_\_  
 Rank/Rate: \_\_\_\_\_ Enlist Date: \_\_\_\_\_

Production Yeoman's Task	YN Initials
Applicant Data	TJ
Identification Data	TJ
Applicant Contract Data	TJ
FWD to YN1 for Hire	TJ
Enter Direct Deposit Info once EMPLID is established.	TJ

Auditor's Task	YN1 Initials
Hire Applicant	AL
Dependent Information	AL
IADT ORDERS (Long Term if RP, Short Term if RK)	AL
R990	AL
BAH	AL
COLA	AL
MGIB SR START (USE CODE "AB")	AL

On this checklist each line is separately initialed. Also, it is clear that the data entry and review were done by different people, indicating a segregation of duties. This can be confirmed against the authorized data entry and reviewer roster illustrated in Section 1.6.7

NOTE: The Application Date is the date that the recruit actually came onto Active Duty, and will not be the date that a recruit enters the DEP. DEP dates are used in the Military Entry Date Block, and are used to calculate the Date Completed Military Obligation Date and the Expected Loss Date which is 8 years later and calculated the same way that an End of Enlistment is calculated.

Missing Accession Paperwork:


- Any changes to this checklist must be approved by a Recruit PERSRU YN1

## Evidence Supporting Military Payroll Transactions General Guidance for Servicing Personnel Offices

**Reference** Enclosure (3) to the Military Personnel Data Records (PDR) System Manual, COMDTINST M1080.10I, (which will be promulgated in the near future) prescribes the required supporting evidence for material military payroll transactions. The matrix lists the source document (memo, message, email, form/worksheet), filing location and retention period.

The matrix is not all-inclusive and will be periodically updated to accommodate policy changes and to increase its comprehensiveness. The most recent revision is available at: <http://www.uscg.mil/ppc/spoman/PDRMANencl3.xls>

**Supporting Documentation** Forms/worksheets, which are properly completed, as described in the Document Processing Standards section of this chapter, bearing the authorizing official's signature serve as sufficient supporting documentation for most DA/JUMPS transactions. Accession and dependency changes require additional legal documents such as:

- Birth certificate
- Marriage certificate
- Death certificate
- Final or interlocutory divorce decree

Legal documents submitted to the SPO for processing and inclusion in the SPO PDR shall be originals, notarized copies or certified to be true copies. The procedure for creating certified to be true copies is:

Step	Action
1	Member provides an original or notarized document bearing the seal of the issuing authority (e.g. county registrar, clerk of the court, etc.) or notary. Note: Documents notarized by commissioned officers of the armed forces of the United States are valid without a seal.
2	<i>Authorized USCG employee or service member</i> makes a photo static copy of the document. Handwrites or stamps "Certified to be a true copy" on each page of the photocopy. Prints his/her first name, middle initial, last name and rate/rank along with the date below <i>Certified to be a true copy</i> , leaving sufficient for their signature.
3	Signs, above their name, in blue ink.
4	Returns original to member.

*Continued on next page*

## Evidence Supporting Military Payroll Transactions General Guidance for Servicing Personnel Offices, Continued

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**Electronically  
Imaged  
Documents and  
Digital  
Signatures**

A SPO, at the supervisor's discretion, may accept scanned, emailed, and faxed supporting documentation, in the interest of providing timely service, with the understanding that original, hard-copy documents are forthcoming. The SPO must track hard copy delivery ensuring that updates are received within seven working days for CONUS shore units, 15 working days for OUTCONUS shore units and 30 days for deployed units.

---

**Importance of  
Evidence**

Each yeoman (YN) is responsible for ensuring that transactions are valid when processing payroll transactions for military payroll (MILPAY). The Coast Guard employs many documents, and in the process of ensuring payroll transactions are promptly entered, the YN is confronted with many types of evidence. Often there are many options as to what to accept or reject as supporting evidence. This section provides general criteria to YNs to determine acceptable documentary evidence to support MILPAY transactions.

---

**Evidence that  
can be relied  
upon**

This evidence includes source documents that are required by the Personnel Data Record (PDR) Manual and USCG/DOD/VA forms that have been specifically established to document the processing of a transaction. This documentation is specifically identified in USCG guidance (PDR Manual, PERSMAN, PPPM, SPO Manual etc.) and therefore is considered authoritative and sufficient. One of the most important aspects of supporting evidence is **consistency**. Consistency is demonstrated in the development of the PDR through the routine use of source documents, (SSN Card, Birth Certificate, Marriage Certificate, Orders) supported by a summary checklist (e.g., DD-1966) or a worksheet (e.g., BAH Dependency Worksheet, CG-2020). These checklists and worksheets comprise sufficient source documentation (reliable because they were generated by a reliable external source) with member and/or higher level review to provide both documentary and testimonial evidence that a transaction is supported, approved, and correct. It also supports that a system of internal controls is in place and operating effectively. That is, of course, if the checklist or worksheet has been properly and completely filled out, as designed.

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*Continued on next page*

## Evidence Supporting Military Payroll Transactions General Guidance for Servicing Personnel Offices, Continued

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### Alternative Evidence

Alternative evidence should not be rejected as a standard practice. However, certain judgments need to be made before requesting or accepting additional evidence, or rejecting evidence. Some common circumstances are described below

---

### Accepting a copy versus an original

The main risk with accepting a copy is that it may have been altered in some way, a highly plausible situation with the use of computers. To accept a copy, consider the source of the copy. Also, is there additional authentication such as a stamp with a signature indicating that the copy is a true copy, and has been attested to, are/or there issues with legibility that may indicate the document has been altered?

---

### Accepting a non-standard source

An example of a non-standard source includes email or a report that may provide the necessary supporting information. In other words, evidence other than that prescribed in official guidance. This kind of evidence presents the following concerns:

- What is the source of the non-standard information...who created it (is this an authorized person, do you know who they are and what their role is)?
  - Is it necessary to use this supporting information, or is the standard source available or can it be obtained? If the standard documents can be obtained or used, always use them, as they are an established part of the process.
  - Document instances where an alternative has been used and exercise professional judgment when accepting non-standard supporting data. Keep in mind that this transaction may be reviewed or questioned years from now when you are no longer available to explain your reasons for accepting this alternate source. Always include an explanation on the alternative document if space permits, or attach another page to include this explanation. Print, sign, and date your explanation.
- 

*Continued on next page*

## Evidence Supporting Military Payroll Transactions General Guidance for Servicing Personnel Offices, Continued

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### Combine sources

Often the combination of alternative source documents provides sufficient evidence to support the transaction where a single alternate source document may be questioned:

- Consider other forms designed for supporting related transactions that also contain the necessary information to support the validity of this transaction.
  - Document the use of alternative source documents in the file. Explain your use of combined sources, sign, and date it.
  - Forward your identified alternatives to PPC to consider including them as part of the standard documentation options.
- 

### Additional guidance

**Providing adequate evidence of transactions involves applying judgment, which will continue to be a major part of managing military pay.** For those who may not have the experience necessary to make an informed judgment, it may be necessary to ask more experienced personnel for advice. Within each SPO, this would involve junior personnel routinely asking more experienced personnel. If a situation arises that falls out of the experience of members of the SPO, PPC will provide guidance to resolve the issue.

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# Coast Guard Servicing Personnel Office Manual

## Part I, Direct Access/Jumps Overview

### Chapter 4, Coordination of SPO Data Entry

---

**Introduction** This chapter provides guidelines for SPOs to follow when providing services to members who are not permanently or temporarily assigned, for a period of more than 60 days, to a unit in the SPO's area of responsibility (AOR).

---

**In this chapter** This chapter contains the following topics.

Topic	See Page
Data Entry Responsibility	I-4-3

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## Data Entry Responsibility

---

**Introduction** This section provides guidelines for coordinating data entry responsibility with other SPOs.

---

**Reference**

- (a) [Military Personnel Data Records \(PDR\) System, COMDTINST M1080.10 \(series\)](#)
- (b) [Pay & Personnel Center Servicing Personnel Office \(SPO\) Online Manual](#)

---

**Discussion** Transactions processed at SPOs other than the member's "home SPO" can be executed in Direct Access (DA) without knowledge, review, or approval of the home SPO. For example, a non-home SPO may unknowingly enter an inaccurate transaction into DA that could have been completed correctly based on the home SPO's more in-depth understanding of the member's unique circumstances. Moreover, a service member could potentially "SPO shop" for an answer to an entitlement question until the desired response is received.

---

**Review of SPO PDR required for accurate data entry** Conducting a review of the SPO PDR is an important, first step, in the process of creating an accurate pay transaction. SPOs should not enter transactions in DA for:

- Members who are not permanently or temporarily assigned, for a period of more than 60 days, to a unit in the SPO's AOR.
- Permanently or temporarily assigned personnel until they have received and had the opportunity to review the SPO PDR from the member's previous or home SPO per paragraphs 2.C and 2.D of reference (a).

Reference (a), paragraph 2.C.3, provides the procedure to follow in the event the SPO PDR is not received within 5 days of the member's reporting for permanent or temporary duty.

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*Continued on next page*

**Coordination between SPOs is required in unusual or urgent situations**

A transaction may be input by other than a member's home SPO if delaying the transaction (to review the SPO PDR or transmit the information to the home SPO) would result in a personal financial hardship to the member or denial of a benefit or privilege for the member and/or dependents.

If possible, the member's home SPO should be contacted and consent obtained before submitting the transaction.

All required supporting documentation must be sent to the home SPO as soon as practicable after entering the transaction.

---

**Reports**

The following reports are available to help identify and contact the responsible SPO based on the member's permanently assigned unit:

- The [Servicing Personnel Office to Unit Relationship Report](#) provides a listing of all units and the corresponding responsible SPO.
- The [Servicing Personnel Office Contact List](#) provides a listing of e-mail addresses, points of contact, and phone numbers for SPOs.

Both of these reports are available on PPC's intranet/CGWEB site at: <http://cgweb.ppc.uscg.mil/spocontactlist.asp>

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# PPC SPO Manual

## Part II, Pay Entitlements

### Overview

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#### In this Part

<b>Topic</b>	<b>See Chapter</b>
Allotments	II-1
Payment Option Elections	II-2
Pay Entitlement Basic Navigation Guide	II-3
Advances	II-4
Subsistence Allowance	II-5
Bonuses	II-6
Career Sea Pay / Time	II-7
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Tax Withholding	II-13
JUMPS Action Generator (JAG) Inquiry	II-14
View Members Paycheck	II-15

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# Coast Guard Servicing Personnel Office Manual

## Part II, Pay Entitlements

### Chapter 3, Employee Entitlement Navigation and Data Entry

#### Overview

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**Introduction** This chapter provides the procedure for navigating the individual **Employee Entitlements** component in Direct Access.

---

**In this chapter** This chapter covers the following topics.

<b>Topic</b>	<b>See Page</b>
<a href="#">Accessing Employee Entitlements</a>	II-3-3
<a href="#">Working with Effective Dates</a>	II-3-7
<a href="#">Automatic Stopping of Entitlements (PCS or Separation)</a>	II-3-11
<a href="#">Starting an Entitlement</a>	II-3-17
<a href="#">Reviewing and Approving an Entitlement Start</a>	II-3-23
<a href="#">Stopping an Entitlement</a>	II-3-27
<a href="#">Correcting an Entitlement</a>	II-3-30
<a href="#">Deleting an Entitlement</a>	II-3-33

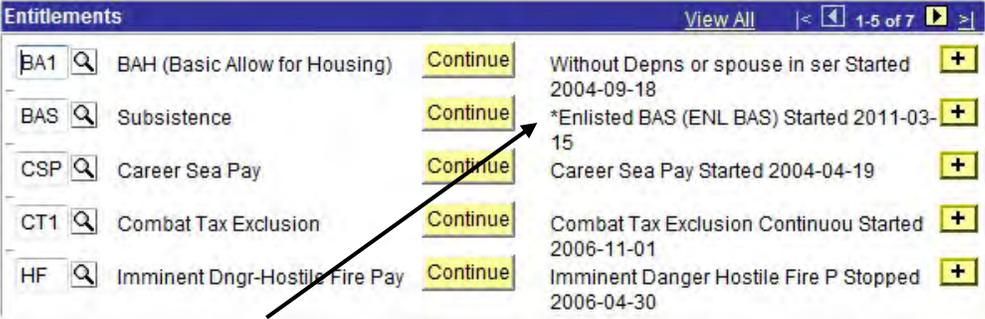
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## Accessing Employee Entitlements

**Introduction** This section provides the procedure for accessing and viewing Employee Entitlements.

**Procedure** Logon to MyPortalDirect and follow these steps to access Employee Entitlements.

Step	Action
1	From the Enterprise Menu, select the following: Compensate Employees > Maintain Entitlements > Use > <b>Employee Entitlements</b>
2	A search page will appear. Enter the member's <b>Employee ID</b> number or other search criteria and click the <b>Search</b> button to select the member you wish to display.  <b>Note:</b> When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or SSN before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.
3	Either the <b>Summary Page</b> or <b>Detail Page</b> will appear depending on which option was used when you last exited the component.  Select the <b>Employee Entitlement Summary</b> Panel from the icons located at the bottom left-hand corner of the screen. <a href="#">Employee Entitlement Summary</a>   <a href="#">Employee Entitlement Detail</a>  The current selection will have no underline.
4	A page, similar to the one below, will display:  <b>Note:</b> If an asterisk (*) appears in the description, the entitlement entry has not been approved.
5	Select <b>View All</b> in the title bar.

*Continued on next page*

## Accessing Employee Entitlements, Continued

Step	Action
6	Follow the instructions in the table.
<p><b>If an entitlement in the Summary page for the type of entitlement you are working with ....</b></p>	<p><b>Then....</b></p>
<p>exists</p>	<p>click the <b>Continue</b> button adjacent to that entitlement. The <b>Employee Entitlement Detail</b> page will appear (see exhibit below).</p>
<p>does <i>NOT</i> exist</p>	<ul style="list-style-type: none"> <li>click a <b>+</b> button to the right of any entitlement. A blank entitlement line will appear below whichever line is selected.</li> <li>type the <b>Entitlement Code</b> in the look-up box <input type="text"/> or use the magnifying glass to search for and select the entitlement earning code.</li> </ul> <p>click the <b>Continue</b> button adjacent to the new row to bring it up in the <b>Employee Entitlement Detail</b> screen.</p>

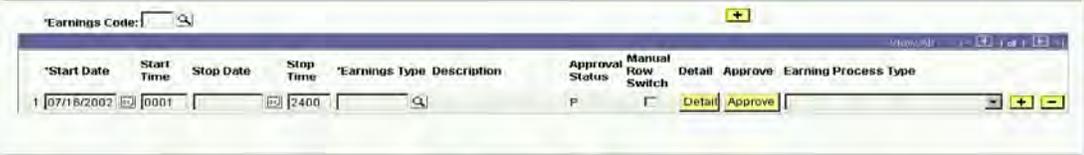
**Exhibit: An Employee Entitlement Detail Screen:**

*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Earning Process Type
03/01/2007	2530		0000	BASDMR	Discount Meal Rate (DMR)	A	<input type="checkbox"/>	<b>Detail</b>	
01/23/2007	2519	02/01/2007	2531	BASDMR	Discount Meal Rate (DMR)	A	<input type="checkbox"/>	<b>Detail</b>	
05/06/2004	0005	01/22/2007	9998	ENLBAS	Enlisted BAS (ENL BAS)	A	<input type="checkbox"/>		Conversion
03/15/2004	0005	05/05/2004	2345	REGBAS	Regular BAS (REG BAS)	A	<input type="checkbox"/>		Conversion
01/01/2002	9999	03/14/2004	2345	ENLBAS	Enlisted BAS (ENL BAS)	A	<input type="checkbox"/>		Conversion

Continued on next page

## Accessing Employee Entitlements, Continued

**Alternate Procedure** If you are already working in the **Employee Entitlement Detail** page and need to start, stop, correct or delete another type of entitlement, you can do so WITHOUT returning to the **Employee Entitlement Summary** page.

Step	Action
1	Select <b>View All</b> from the displayed title bar to list all entitlements.
2	<p>Scroll to find the row with the <b>Earnings Code</b> you want to change. If a row with the Earnings Code you want isn't listed (after clicking <b>View All</b>), click the <b>+</b> button from any entitlement as shown below.</p>  <p>A new blank row will appear below the previous entitlement...</p> 
3	Enter the <b>Earnings Code</b> field or use the magnifying glass  to search and select Earnings Code.

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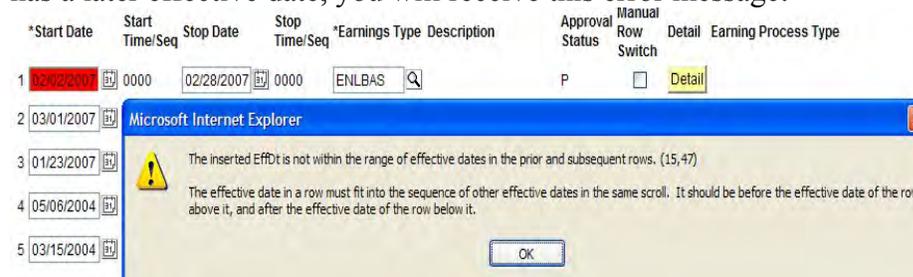
## Working with Effective Dates

### Introduction

This section provides information on inserting entitlement rows in the proper sequence.

### About effective dates

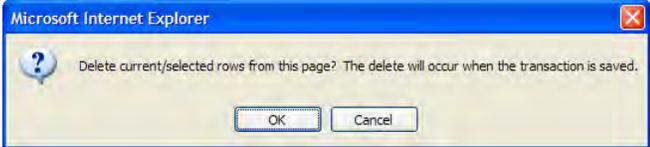
The Employee Entitlements component stores entitlement entries by the start date of the entitlement. The start date is the effective date of the row. If you try to insert a new entitlement row **above** an existing entitlement row, which has a later effective date, you will receive this error message:



Notice the Start Date of the new row we inserted at row #1 is earlier than the Start Date in row #2.

### Proper sequence

Be sure to insert new rows in the correct position. The Effective Date error can be avoided by entering new rows in the proper sequence.

Step	Action
1	<p>Click “OK” to dismiss the error. Delete the new row you’ve just entered by clicking the Delete Row button ([-]). You will receive this message when you click the Delete Row button:</p> 
2	<p>Click “OK” to proceed. The Entitlement Detail screen will return to its previous state, as shown below.</p> 

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## Working with Effective Dates, Continued

Proper sequence (cont.)

Step	Action
3	Click the Insert New Row  button to the right of the existing row that has an effective date <b>earlier than the start date of the new entitlement</b> you are trying to enter.

Example

In the example below, the user didn't enter the member's BAS entitlement for 02/02/2007 thru 02/28/2007 before he/she entered the 03/01/2007 row to restart BASDMR when the member returned from TDY.

To enter the TDY entitlement, click the Insert Row button in the #2 row, **not the #1 row.**



*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Earning Process Type
03/01/2007	2530		0000	BASDMR	Discount Meal Rate (DMR)	A	<input type="checkbox"/>	Detail	Conversion
01/23/2007	2519	02/01/2007	2531	BASDMR	Discount Meal Rate (DMR)	A	<input type="checkbox"/>	Detail	Conversion
05/06/2004	0005	01/22/2007	9998	ENLBAS	Enlisted BAS (ENL BAS)	A	<input type="checkbox"/>		Conversion
03/15/2004	0005	05/05/2004	2345	REGBAS	Regular BAS (REG BAS)	A	<input type="checkbox"/>		Conversion
01/01/2002	9999	03/14/2004	2345	ENLBAS	Enlisted BAS (ENL BAS)	A	<input type="checkbox"/>		Conversion

This will create a new row in the #2 position and renumber the existing rows accordingly.

1	03/01/2007	2530		0000	BASDMR	Discount Meal Rate (DMR)
2	01/23/2007	0000		0000		
3	01/23/2007	2519	02/01/2007	2531	BASDMR	Discount (DMR)

"New" row at position number 2.

You can now enter the dates, earnings type and details for the missing transaction.

*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status
03/01/2007	2530		0000	BASDMR	Discount Meal Rate (DMR)	A
02/02/2007	0000	02/28/2007	0000	ENLBAS	Enlisted BAS	P
01/23/2007	2519	02/01/2007	2531	BASDMR	Discount Meal Rate (DMR)	A

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## Working with Effective Dates, Continued

### Manual Row Switch

If you need to enter an entitlement with an effective date earlier than the date on the oldest existing row, you will need to use the “Manual Row Switch” checkbox to override the system edits. Only SPO Supervisors (CGHRSUP Role Users) can enter and save transactions requiring the use of the “Manual Row Switch” checkbox. **DO NOT** attempt to delete an existing row (that has been approved and transmitted -- approval status “A”) in order to enter a row with an earlier effective date. Cancel any changes you’ve made, exit the system, and ask your SPO Supervisor to enter the transaction.

Note: When a CGHRSUP Role User creates an entitlement row it must be approved by another CGHRSUP Role User. A transaction cannot be approved by the same person who created the transaction.

### Example

Using the Manual Row Switch checkbox allowed the CGHRSUP Role User to save the transaction (as indicated by the Approval Status of “A”) with a start date, in row #1, earlier than the start date in the oldest row (#4).

	*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail
1	01/01/2005	2533	03/24/2005	2534	BASDMR	Discount Meal Rate (DMR)	A	<input checked="" type="checkbox"/>	
2	12/16/2006	2524		0000	BASDMR	Discount Meal Rate (DMR)	A	<input type="checkbox"/>	Detail
3	04/09/2005	2507	12/15/2006	9998	ENLBAS	Enlisted BAS	A	<input type="checkbox"/>	
4	03/25/2005	2503	04/08/2005	9998	ENLBAS	Enlisted BAS	A	<input type="checkbox"/>	

The rows will appear in the correct sequence the next time you visit the member’s Entitlement Detail page.

Info from row #1 now appears in row #4

	*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail
1	12/16/2006	2524		0000	BASDMR	Discount Meal Rate (DMR)	A	<input type="checkbox"/>	Detail
2	04/09/2005	2507	12/15/2006	9998	ENLBAS	Enlisted BAS	A	<input type="checkbox"/>	
3	03/25/2005	2503	04/08/2005	9998	ENLBAS	Enlisted BAS	A	<input type="checkbox"/>	
4	01/01/2005	2533	03/24/2005	2534	BASDMR	Discount Meal Rate (DMR)	A	<input checked="" type="checkbox"/>	

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## Automatic Stopping of Entitlements

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### Introduction

This section describes the automatic stops of entitlements when a member departs or reports on PCS orders or is discharged, released from active duty or retired.

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### Auto Stop Issues

A program will update stop dates in the Entitlement rows for pay entitlements that are automatically stopped upon Permanent Change of Station.

Many times a SPO will approve a departing or reporting PCS endorsement, save it and then look at the member's entitlement rows and notice the stop dates have not been entered by the system. This sometimes causes the SPO to attempt to insert the dates manually. If the dates do not show up in entitlements, click '**Return to Search**' and then go back into the member's entitlements summary. The dates will be inserted.

When a SPO inserts the dates manually it causes several problems.

- When the auto stop function is allowed to work it does not create an audit record. Therefore no transaction is sent to JUMPS. If it is manually entered an audit record is created and will kick out on the exception report because the JUMPS auto stop program already closed the segments on the correct date.
- There have been numerous occasions where the SPO entered an incorrect date when manually entering the dates, most frequently, when entering **ENLBAS**.

It is important to remember that the JUMPS auto stop program shuts down the proper segments when the departing or reporting endorsement is transmitted to JUMPS.

- The Direct Access auto stop function inserts the dates to reflect what JUMPS is doing. No transaction is sent to JUMPS when these dates are inserted. Due to deferred processing there is a delay before the system-generated stop entries will appear in the entitlements section.

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*Continued on next page*

## Automatic Stopping of Entitlements, Continued

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**Change in  
Departure/  
Report Date**

The SPO does not need to manually adjust PCS Auto Stops of entitlements if the member's departure or report date is changed after the endorsement is approved and saved.

There are times when a departing and reporting endorsement have been approved and the SPO has to change the departure date later. For instance, after the member reports it is discovered that the member left at a later date, but the previous SPO was unaware of the change. When the departure date is changed, the entitlements rows do not always reflect the new date.

Sometimes the stop date will reopen but nothing is inserted to reflect the new date. The resync program will take care of inserting the date after the update cycle runs. If an SPO tries to manually adjust these dates, audit records are created, which is confusing when they hit the exception report.

Remember, when the departing or reporting endorsement processes, it causes the segments to adjust the member's PCS entitlements. The only time an SPO should change the stop date inserted by the Direct Access auto stop function is if the member's entitlement actually changed on a different date.

---

**Pay  
Entitlements  
Auto Stopped  
upon Departure**

The following pay entitlements will automatically be stopped in JUMPS upon successful processing of a PCS departing transaction. Direct-Access entitlement rows will be updated by the system after the PCS departing transaction is approved and saved.

Entitlement	Entitlement Stops
Aviation Career Incentive Pay (ACIP)	Auto stops effective the date of PCS departure if the Continue ACIP checkbox is not selected on the Departing Endorsement Transaction. Click the <b>Departing Entitlements</b> button to access the ACIP checkbox.
Aviation Crew / Non-Crew Pay (HDIP)	Auto stops effective the date of PCS departure.
BAH With Dependents (BAH)	DA will insert a stop date effective the day prior to PCS reporting. However, JUMPS will continue to pay BAH-With until a new transaction is submitted reflecting the member's BAH entitlement at the new unit.

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## Automatic Stopping of Entitlements, Continued

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### Pay Entitlements Auto Stopped upon Departure (continued)

<b>Entitlement</b>	<b>Entitlement Stops</b>
BAH Without Dependents (BAH W/O)	Auto stops effective the date of PCS departure. However, members without dependents are entitled to BAH W/O while in transit and the pay system (JUMPS) will credit any BAH W/O due when the reporting endorsement on orders transaction processes. See the BAH During PCS topic in Part IV of this manual for more information.
Basic Allowance for Subsistence (BAS)	<i>See Discount Meal Rate (BASDMR) or Enlisted BAS (ENLBAS) below.</i>
Career Sea Pay (CSEAPAY) & Career Sea Pay Premium	Auto stops effective the date of PCS departure.
Combat SGLI Allowance	Auto stops on last day of the month of PCS departure.
Combat Tax Exclusion	Auto stops on last day of the month of PCS departure.
Discount Meal Rate (BASDMR)	Auto stops effective the day prior to PCS departure.  When a member departs a BASDMR unit, the departing PCS transaction: (a) Stops the BASDMR row in Direct Access the day prior to departure PCS. (b) Shuts down segment 27 the day prior to departure PCS. (c) Inserts an ENLBAS row to start the day of departure PCS. (d) Keeps segment 24 open (because the member is entitled to ENLBAS while en route PCS).
Diving Duty Pay	Auto stops effective the date of PCS departure.
Enlisted BAS (ENLBAS)	Auto stops effective the date of PCS reporting.
Family Separation Allowance (FSA)	Auto stops on day prior to PCS reporting less leave, proceed time, and compensatory absence.
Family Separation Housing (FSH)	Auto stops on day prior to PCS departure
Flight Deck Hazardous Duty Incentive Pay	Auto stops effective the date of PCS Departure
Foreign Language Proficiency Pay (FLPP)	Auto stops on date of PCS Departure

*Continued on next page*

## Automatic Stopping of Entitlements, Continued

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### Pay Entitlements Auto Stopped upon Departure (continued)

<b>Entitlement</b>	<b>Entitlement Stops</b>
Hardship Duty Pay Location (HDP-L)	Auto stops effective the date of PCS departure.
Hazardous Duty Incentive Pay for Visit, Board, Search & Seizure	Auto stops effective the date of PCS departure
Imminent Danger Pay/Hostile Fire Pay	Auto stops effective the last day of the month of PCS departure.
INCONUS COLA	Members receiving INCONUS COLA at the old duty station will continue to receive it enroute. The PCS Reporting will automatically shutdown CONUS COLA the day prior to reporting, and <i>also automatically</i> reduces INCONUS COLA for the number of days the member is in a travel status.
OUTCONUS Cola	Auto stops effective the day prior to PCS departure unless 'Continue COLA' is checked (this includes departure on "terminal leave" ICW separation). Click the <a href="#">Departing Entitlements</a> button to access the Continue COLA checkbox.
Overseas Housing Allowance (OHA)	Auto stops effective the day prior to PCS departure unless 'Continue OHA' is checked (this includes departure on "terminal leave" ICW separation). Click the <a href="#">Departing Entitlements</a> button to access the Continue OHA checkbox. See the BAH During PCS topic in Part IV of this manual for more information.  When members PCS from OUT CONUS and OHA stops, the SPO needs to start BAH TR for the effective the day of PCS departure
Partial BAH	These members are entitled to BAH W/O while in transit and the system (JUMPS) will credit any BAH due when the reporting endorsement on orders transaction processes. See the BAH During PCS topic in Part IV of this manual for more information.
Responsibility Pay	Auto stops effective the day prior to PCS departure.

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## Automatic Stopping of Entitlements, Continued

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### Pay Entitlements Auto Stopped upon Departure (continued)

Entitlement	Entitlement Stops
Special Duty Assignment Pay (SDAP)	Auto stops effective the day prior to PCS departure.
State Income Tax Withholding	State Income Tax Withholding (SITW) auto starts on date of PCS reporting if member assigned to state that taxes military pay while member is stationed with the state.

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### Auto-Stops of Pay Entitlements upon Separation

Pay entitlements for a member who is being discharged, released from active duty (RELAD), or retired, will automatically be stopped by JUMPS on the effective date of separation. The member's DA entitlements page will show the entitlement stop dates upon saving and approving the separation transaction. SPOs do not need to manually stop pay entitlements for a member who is separating, unless the entitlement is to stop on a day other than the date of separation.

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## Starting an Entitlement

**Introduction** This section provides the procedure to start an entitlement

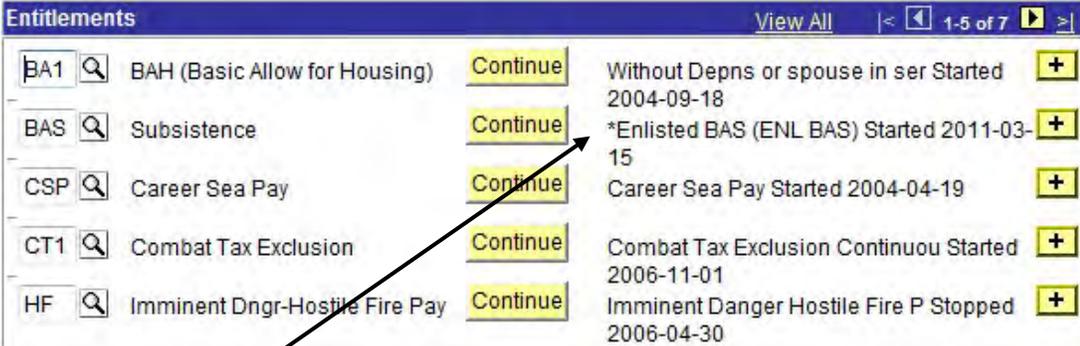
**Procedure** Follow these steps to start an entitlement

Step	Action
1	Select menu items in the following order: Enterprise Menu > Compensate Employees > Maintain Entitlements > Use > <b>Employee Entitlements</b>
2	The <i>Employee Entitlements Find an Existing Value</i> page will display. Enter the member's Employee ID number in the <b>EmplID</b> field or enter their Social Security Number (without any hyphens or spaces) in the <b>SSN #</b> field.  <b>Warning:</b> Do not attempt to locate the member in the system by searching based on name, department, job code, etc. This practice is expressly prohibited. You must have the member's Employee ID or SSN to enter any transaction in the system. Selecting the wrong person from the search listing and entering erroneous transactions results in over/under payments for the members involved and exposes you to possible disciplinary action.
3	Mark the <b>Include History</b> checkbox (you may have to scroll the page down slightly to access the checkbox).
4	Click the <b>Search</b> button to continue.
5	The <i>Employee Entitlements</i> page will display. This page has two sections, which are accessed using the links at the bottom of the page. Employee Entitlement Summary Employee Entitlement Detail Select the <a href="#">Employee Entitlement Summary</a> section if it is not already displayed (The current selection will have no underline). <a href="#">Employee Entitlement Summary</a>   <a href="#">Employee Entitlement Detail</a>

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## Starting an Entitlement, Continued

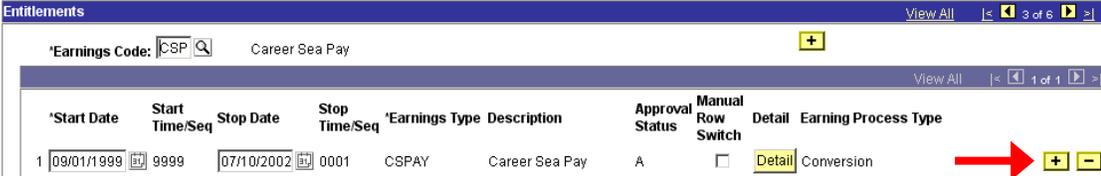
### Procedure (cont'd)

Step	Action
<p><b>6</b></p>	<p>The <i>Entitlements Summary</i> section will display. It lists all the entitlements the member is currently receiving and those, which have been stopped (use the <a href="#">View All</a> link, which will be active if there are more than 5 entitlements, to display all of the member's entitlements).</p>  <p>Note: If an asterisk (*) appears in the description, the entitlement entry has not been approved.</p> <p>Scan the list of entitlements for an existing entitlement row of the same type you want to start.</p> <p><b>If a row exists in the Summary Panel...</b></p> <ul style="list-style-type: none"> <li>• <b>Click</b> the <b>Continue</b> button adjacent to it. The Employee Entitlement Detail screen will appear. Proceed to Step 7.</li> </ul> <p><b>If a row doesn't exist in the Summary Panel...</b></p> <ol style="list-style-type: none"> <li>1. <b>Click</b> a <b>+</b> button to the right of any entitlement. A blank entitlement line will appear below whichever line is selected.</li> <li>2. Enter the entitlement code in the look-up box <input type="text"/> or use the magnifying glass to search for and select the code for the entitlement you want to start.</li> </ol> <p>Then <b>click</b> the <b>Continue</b> button adjacent to the row to bring it up in the Employee Entitlement Detail screen.</p>

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## Starting an Entitlement, Continued

### Procedure (cont'd)

Step	Action
<p><b>7</b></p>	<p>If the member previously had an entitlement of this type the entitlements page will show the most recent row. Click the add row icon (+).</p> <p>Modifying an existing row equates to entering a correction to the original transaction. <b>Always add a new row if you do not intend to stop or correct an existing transaction.</b></p>  <p>If this is the first entitlement of this type the page will open with a new blank row. In this case, you do not need to click the add row icon as there is already a new row to work with.</p> 
<p><b>8</b></p>	<p>Enter the <b>Start Date</b> (MM/DD/YYYY) for the entitlement. The system will default to the current date.</p>
<p><b>9</b></p>	<p>If applicable, enter the <b>Stop Date</b> (MM/DD/YYYY). Most entitlements do not require a stop date. You would only enter a stop date, when starting an entitlement, if the entitlement were for a known period (e. g. Member was entitled to FSA-T for the month of May).</p>
<p><b>10</b></p>	<p>Enter the <b>Earnings Type</b> code. This code further defines the entitlement and is required on all transactions. Click the magnifying glass icon to display a list of codes applicable to the Earnings Code entered in Step 6.</p>

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## Starting an Entitlement, Continued

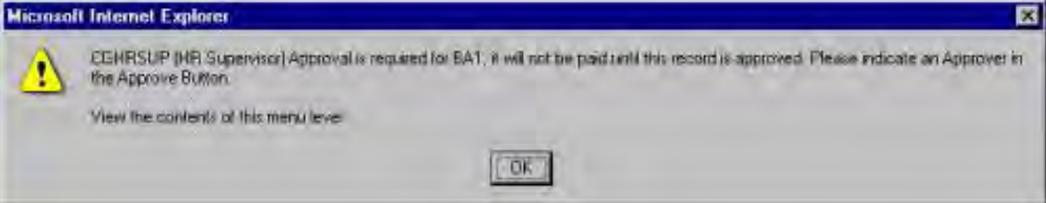
### Procedure (cont'd)

Step	Action
<p><b>11</b></p>	<p>If the <b>Detail</b> button is displayed (not applicable to all entitlements), click it to open the supporting data page.</p> <p>Fill in the supporting data and click the <b>OK</b> button to return to the entitlements page.</p> <p>Example supporting data page (advance BAH entitlement):</p> <div data-bbox="297 793 704 1222" data-label="Form"> <p>Supporting Data</p> <p>1119732      ADB    03/07/2003    ADVBAH</p> <p>Total Advance: <input type="text" value="00.00"/></p> <p>Number Of Installments: <input type="text" value="12"/></p> <p>Installment Amount:      8.33</p> <p>Date Repayment will Begin: <input type="text" value="04/01/2003"/> <input type="button" value="..."/></p> <p>Date Repayment will End: <input type="text" value="03/31/2004"/> <input type="button" value="..."/></p> <p>Rotation Date: <input type="text" value="07/01/2006"/> <input type="button" value="..."/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div> <p>If you attempt to save a transaction without providing the supporting data, when required, you will receive a message similar to the below when attempting to save:</p> <div data-bbox="297 1371 1401 1591" data-label="Image"> <p>Microsoft Internet Explorer</p> <p> BAH G,H, and L require a zipcode to be entered on the detail record. Please click detail and enter a zipcode for the member's BAH Entitlement.</p> <p>The PeopleCode program executed an Error statement, which has produced this message.</p> <p><input type="button" value="OK"/></p> </div> <p>Click OK to dismiss the message. Click the Detail button and fill in the required supporting data.</p>

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## Starting an Entitlement, Continued

### Procedure (cont'd)

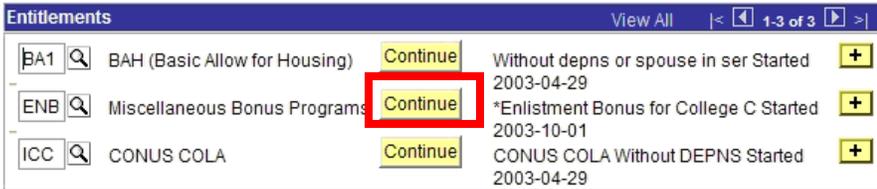
Step	Action
<p>12</p>	<p>Click the  button. The Supporting Data page will open. Enter the Employee ID of the person who will be approving this transaction in the space provided. You can use the magnifying glass icon to search for the employee ID.</p>  <p>If you attempt to save a transaction, which requires approval, without entering an Approver Employee ID you will receive a message similar to the one below.</p>  <p>Click OK to dismiss the message. Click the Approve button and enter the Approver ID.</p>
<p>13</p>	<p>Click the  button to save the transaction. If the transaction requires approval and you have entered the Approver's ID, per Step 12 above, you will receive the following <i>information</i> message:</p>  <p>Click OK to dismiss the message; it is merely a reminder that the transaction is not final until it is approved.</p>

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## Reviewing and Approving an Individual Entitlement Start

**Introduction** This section provides the navigation procedure for reviewing and approving an individual entitlement start.

**Approval process** Follow these steps to approve an individual entitlement transaction.

Step	Action
1	<p>Click on the Direct Access Worklist link in Common Links box on the MyPortalDirect home page.</p>  <p>Note: You can also access the entitlement entry directly from the Compensate Employees &gt; Maintain Entitlements &gt; Use &gt; <b>Employee Entitlements</b> as described on page 3 of this chapter. You must use the menu path if approving an entitlement entry that was originally routed to another user and does not appear on your worklist. If using the menu skip to step 3. If you approve an entry on behalf of another user the item will remain on the other user's worklist even after it is approved.</p>
2	<p>Click on the link showing the Employee ID number for the transaction you want to review.</p> 
3	<p>The member's Entitlements Summary Page will display. In the example below the Entitlement Bonus transaction is marked with an asterisk (*) to indicate that it has not been approved. Click the <i>Continue</i> button in the entitlement row to access the entitlement.</p> 

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## Reviewing and Approving an Individual Entitlement Start, Continued

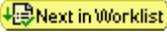
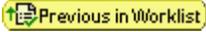
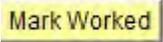
### Approval process (continued)

Step	Action
4	<p>The transaction will display. Review the information (start date, stop date (if applicable), earnings type and the Supporting Data section (details button)).</p> <p>Note: The CGHRSUP role user can make changes to the stop date and to entries in the Supporting Data (details button) section. If the start date or earnings type code is incorrect the entitlement row must be deleted.</p>
5	<p>If all fields are correct, click the <b>Approve</b> button.</p> <p> <b>Warning:</b> Do not click the Approve button if you do not intend to approve the transaction. The transaction will default to approved status (upon saving) if any CGHRSUP role user, other than the user who created the transaction, accesses the supporting data page. If you do access this page and do not intend to approve the transaction you must exit the employee entitlements component without saving any changes.</p> <p>The Approval Supporting Data will display:</p> <p><b>Supporting Data</b></p> <p></p> <p><b>Do not make any changes.</b> Click the <b>OK</b> button to continue.</p> <p>Note: If approving this entitlement entry on behalf of another user the system will automatically update the <b>Approver EmplID</b> field with your employee ID. This change will not be reflected until the transaction is saved.</p>

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## Reviewing and Approving an Individual Entitlement Start, Continued

### Approval process (continued)

Step	Action
6	Click on the Save button. The approval status will change from “P” (Pending) to “A” (Approved) the JUMPS transaction will be transmitted. If the status does not change to reflect approved, and no error messages are presented, repeat step 5.
7	Use the worklist navigation buttons to view the next or previous items on your worklist.   <ul style="list-style-type: none"><li>Click the View Worklist button to return to your worklist. .</li></ul> From the worklist, use the  button to mark completed items as “worked” and remove them from the list.

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## Stopping an Entitlement

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**Introduction**      The section provides the procedure for stopping an entitlement.

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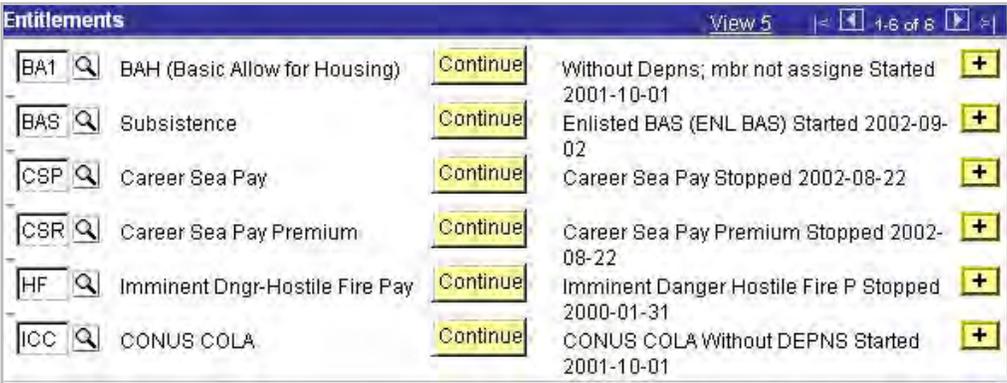
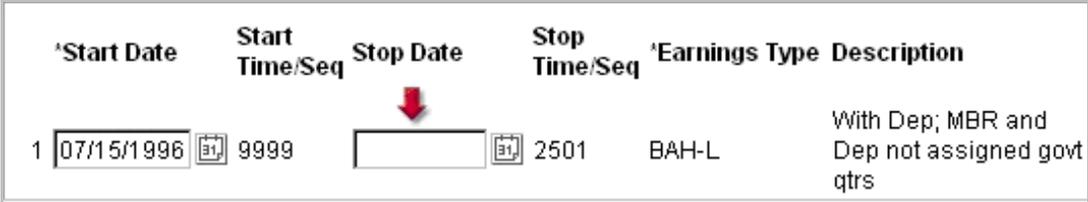
**Procedure**      Follow these steps to stop an entitlement.

Step	Action
1	Select menu items in the following order: Enterprise Menu > Compensate Employees > Maintain Entitlements > Use > <b>Employee Entitlements</b>
2	The <i>Employee Entitlements Find an Existing Value</i> page will display. Enter the member's Employee ID number in the <b>EmplID</b> field or enter their Social Security Number (without any hyphens or spaces) in the <b>SSN #</b> field.  <b>Warning:</b> Do not attempt to locate the member in the system by searching based on name, department, job code, etc. This practice is expressly prohibited. You must have the member's Employee ID or SSN to enter any transaction in the system. Selecting the wrong person from the search listing and entering erroneous transactions results in over/under payments for the members involved and exposes you to possible disciplinary action.
3	Mark the <b>Correct History</b> checkbox (you may have to scroll the page down slightly to access the checkbox).
4	Click the <span style="background-color: yellow;">Search</span> button to continue.
5	The <i>Employee Entitlements</i> page will display. This page has two sections, which are accessed using the links at the bottom of the page. Employee Entitlement Summary Employee Entitlement Detail Select the <a href="#">Employee Entitlement Summary</a> section if it is not already displayed (The current selection will have no underline). <a href="#">Employee Entitlement Summary</a>   <a href="#">Employee Entitlement Detail</a>

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## Stopping an Entitlement, Continued

**Procedure**  
(cont'd)

Step	Action
6	<p>The <i>Entitlements Summary</i> section will display. It lists all the entitlements the member is currently receiving and those, which have been stopped (use the <a href="#">View All</a> link, which will be active if there are more than 5 entitlements, to display all of the member's entitlements).</p>  <p>Scan the list of entitlements for an existing entitlement row of the same type you want to stop.</p> <p><b>Click</b> the <b>Continue</b> button adjacent to it. The Employee Entitlement Detail screen will appear.</p>
7	<p>The entitlements page will show the most recent row. Enter the <b>Stop Date</b> (MM/DD/YYYY) for the entitlement.</p>  <p>Completion of the Supporting Details and Approval are not required when stopping entitlements.</p>
8	<p>Click the <b>Save</b> button to save the transaction.</p>

## Correcting an Entitlement

---

**Introduction** This section provides the procedure for making a correction to an existing entitlement transaction.

---

**Before you begin** You cannot correct an entitlement's start date. You must delete the transaction (see Deleting an Entitlement) and resubmit it using the correct start date.

---

**Procedure** Follow these steps to correct an entitlement.

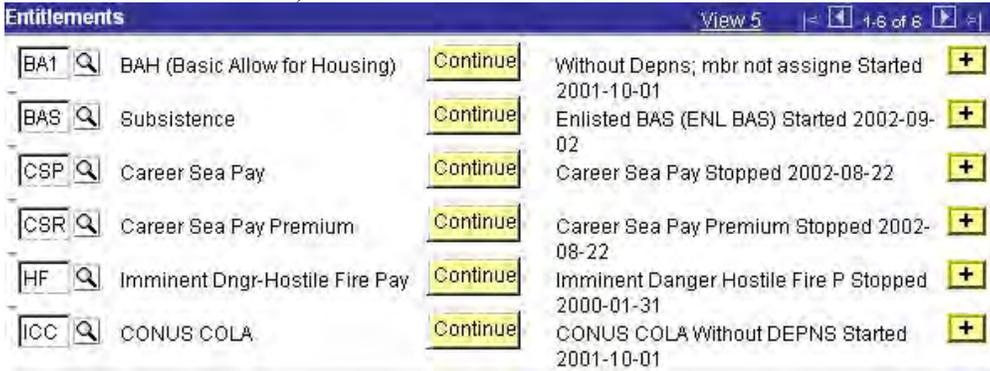
---

Step	Action
1	Select menu items in the following order: Enterprise Menu > Compensate Employees > Maintain Entitlements > Use > <b>Employee Entitlements</b>
2	The <i>Employee Entitlements Find an Existing Value</i> page will display. Enter the member's Employee ID number in the <b>EmplID</b> field or enter their Social Security Number (without any hyphens or spaces) in the <b>SSN #</b> field.  <b>Warning:</b> Do not attempt to locate the member in the system by searching based on name, department, job code, etc. This practice is expressly prohibited. You must have the member's Employee ID or SSN to enter any transaction in the system. Selecting the wrong person from the search listing and entering erroneous transactions results in over/under payments for the members involved and exposes you to possible disciplinary action.
3	Mark the <b>Correct History</b> checkbox (you may have to scroll the page down slightly to access the checkbox).
4	Click the <span style="border: 1px solid black; padding: 2px;">Search</span> button to continue.
5	The <i>Employee Entitlements</i> page will display. This page has two sections, which are accessed using the links at the bottom of the page. Employee Entitlement Summary Employee Entitlement Detail Select the <a href="#">Employee Entitlement Summary</a> section if it is not already displayed (The current selection will have no underline). <a href="#">Employee Entitlement Summary</a>   <a href="#">Employee Entitlement Detail</a>

*Continued on next page*

## Correcting an Entitlement, Continued

### Procedure (cont'd)

Step	Action
6	<p>The <i>Entitlements Summary</i> section will display. It lists all the entitlements the member is currently receiving and those, which have been stopped (use the <a href="#">View All</a> link, which will be active if there are more than 5 entitlements, to display all of the member's entitlements).</p>  <p>Scan the list of entitlements for an existing entitlement row of the same type you want to correct.</p> <p><b>Click</b> the <b>Continue</b> button adjacent to it. The Employee Entitlement Detail screen will appear.</p>
7	<p>The entitlements page will show the most recent row. Correct the stop date, earnings type code or supporting details as necessary.</p> <p><b>Reminder:</b> An entitlement's start date cannot be corrected. You must delete the original transaction and reenter it using the correct start date, or you'll receive this error message.</p> 
8	<p>Click  the button to save the transaction.</p>

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## Deleting an Entitlement

**Introduction** This section provides the procedure for deleting an entitlement transaction.

**Procedure** Follow these steps to delete an entitlement.

Step	Action
1	Select menu items in the following order: Enterprise Menu > Compensate Employees > Maintain Entitlements > Use > <b>Employee Entitlements</b>
2	The <i>Employee Entitlements Find an Existing Value</i> page will display. Enter the member's Employee ID number in the <b>EmpIID</b> field or enter their Social Security Number (without any hyphens or spaces) in the <b>SSN #</b> field.
3	Mark the <b>Correct History</b> checkbox (you may have to scroll the page down slightly to access the checkbox).
4	Click the <b>Search</b> button to continue.
5	The <i>Employee Entitlements</i> page will display. This page has two sections, which are accessed using the links at the bottom of the page. Employee Entitlement Summary Employee Entitlement Detail Select the <a href="#">Employee Entitlement Summary</a> section if it is not already displayed (The current selection will have no underline). <a href="#">Employee Entitlement Summary</a>   <a href="#">Employee Entitlement Detail</a>
6	The <i>Entitlements Summary</i> section will display. It lists all the entitlements the member is currently receiving and those, which have been stopped (use the <a href="#">View All</a> link, which will be active if there are more than 5 entitlements, to display all of the member's entitlements).  Scan the list of entitlements for an existing entitlement row of the same type you want to delete. <b>Click</b> the <b>Continue</b> button adjacent to it. The Employee Ent Detail screen will appear.

Continued on next page

## Deleting an Entitlement, Continued

### Procedure (cont'd)

Step	Action																																	
7	<p>The entitlements page will show the most recent row. <a href="#">Click</a> on the  button located in the row to be deleted.</p> <table border="1" data-bbox="298 573 1398 730"> <thead> <tr> <th></th> <th>'Start Date</th> <th>Start Time/Seq</th> <th>Stop Date</th> <th>Stop Time/Seq</th> <th>'Earnings Type</th> <th>Description</th> <th>Approval Status</th> <th>Manual Row Switch</th> <th>Earning Process Type</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="text" value="02/08/2003"/></td> <td>2502</td> <td><input type="text" value="03/11/2003"/></td> <td>2503</td> <td>FSA-T</td> <td>Family Separation Allowance, Category T</td> <td>A</td> <td><input type="checkbox"/></td> <td></td> <td> </td> </tr> <tr> <td>2</td> <td><input type="text" value="02/18/2000"/></td> <td>9999</td> <td><input type="text" value="03/19/2000"/></td> <td>9999</td> <td>FSA-T</td> <td>Family Separation Allowance, Category T</td> <td>A</td> <td><input type="checkbox"/></td> <td>Conversion</td> <td> </td> </tr> </tbody> </table>		'Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	'Earnings Type	Description	Approval Status	Manual Row Switch	Earning Process Type		1	<input type="text" value="02/08/2003"/>	2502	<input type="text" value="03/11/2003"/>	2503	FSA-T	Family Separation Allowance, Category T	A	<input type="checkbox"/>		 	2	<input type="text" value="02/18/2000"/>	9999	<input type="text" value="03/19/2000"/>	9999	FSA-T	Family Separation Allowance, Category T	A	<input type="checkbox"/>	Conversion	 
	'Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	'Earnings Type	Description	Approval Status	Manual Row Switch	Earning Process Type																									
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8	Click the  button to save the transaction.																																	

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# PPC SPO Manual

## Part II, Pay Entitlements

### Chapter 5, Subsistence Allowance

#### Overview

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##### Introduction

This chapter provides the *procedures* for **Basic Allowance for Subsistence (BAS)** and **Refund of Discount Meal Rate for Missed Meals** for members unable to eat meals normally furnished at a government dining facility.

Note: Please refer to Chapter 12, Temporary Duty (TDY) Entitlements, if submitting this transaction in conjunction with a TDY assignment.

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##### Contents

This chapter contains the following topics:

Topic	See Page
Basic Allowance for Subsistence	5-A
Refund of Discount Meal Rate for Missed Meals	5-B

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# Coast Guard Servicing Personnel Office Manual

## Part II, Pay Entitlements

### Chapter 5, Subsistence Allowance

#### Section A, Basic Allowance for Subsistence

#### Overview

---

**Introduction** This section provides the *procedures* for **Basic Allowance for Subsistence (BAS)** for enlisted personnel and commuted rations entitlement for cadets at the Coast Guard Academy.

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**Topics** The following topics are covered in this section

<b>Topic</b>	<b>See Page</b>
<a href="#">Guiding Principles</a>	II-5-A-3
<a href="#">Starting BAS</a>	II-5-A-5
<a href="#">Stopping BAS</a>	II-5-A-9
<a href="#">Correcting BAS</a>	II-5-A-11
<a href="#">Deleting BAS</a>	II-5-A-13
<a href="#">BAS Multiple Entry</a>	II-5-A-15

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## Guiding Principles

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**Introduction** This section provides the *guiding principles* for **Basic Allowance for Subsistence**.

---

**Reference** The following references provide additional information about BAS.

- (a) [Personnel and Pay Procedures Manual](#), PPCINST M1000.2(series), Chap 2
  - (b) [U.S. Coast Guard Pay Manual](#), COMDTINST M7220.29(series), Chap 3.A
- 

**Before you begin** If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3, Employee Entitlement Navigation and Data Entry.

Note: Please refer to Chapter 12, Temporary Duty (TDY) Entitlements, if submitting this transaction in conjunction with a TDY assignment.

---

**Auto-stop upon PCS departure (discount meal rate deductions)** Enlisted BAS/minus discount meal rate stops automatically on *the day prior* to PCS departure. Do not enter a Stop Enlisted BAS transaction when a member departs PCS. The system will not reflect the BAS stop until the PCS departing transaction is approved. JUMPS will pay Enlisted BAS during the period the member en route PCS. See Chapter 4, Pay Entitlements Automatically Stopped Upon Departing, in Part IV, PCS Transfer, of this manual for more information.

---

**Enlisted BAS-II** Transactions to start Enlisted BAS-II (see 3.A.3.c. of reference (a)) will be input by PPC (mas) upon receipt of authorization from Commandant (CG-1222).

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**Internal controls** BAS starts require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.

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## Guiding Principles, Continued

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**Supporting  
documentation**

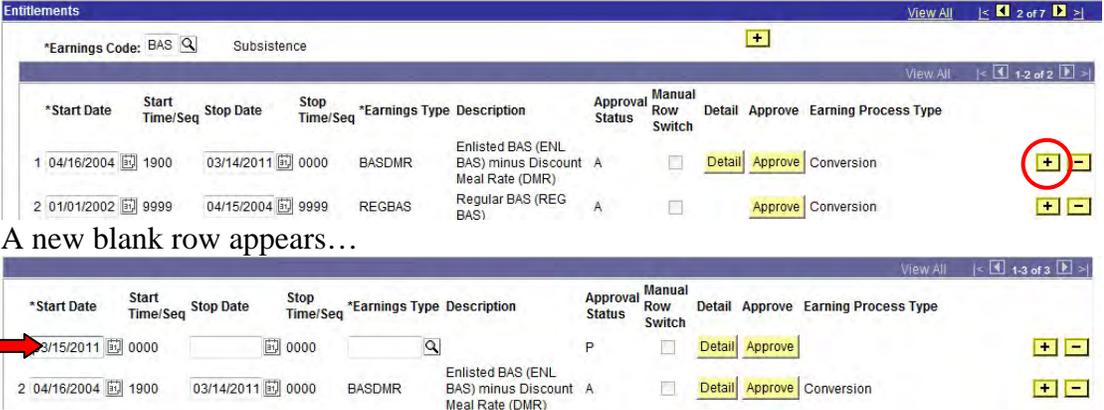
An enlisted member entitled to basic pay is also entitled to BAS except as indicated in paragraphs 3.A.3.a.(1) through 3.A.3.a.(7) of reference (a). No supporting documentation, beyond that which is required to support entitlement to basic pay (e.g. Enlistment Contract or Reserve Orders) is required.

- The PCS Departing Worksheet, CG-2000 is the supporting document for starting enlisted BAS upon graduation from basic military training.
  - The PCS Reporting Worksheet, CG-2005 is the supporting document for determining entitlement to Enlisted BAS or Enlisted BAS/minus discount meal rate (BASDMR) in conjunction with PCS reporting.
  - JUMPS will debit Enlisted BAS during periods of non-entitlement, as indicated in paragraphs 3.A.3.a.(3), 3.A.3.a.(4), and 3.A.3.a.(7), when the appropriate leave, disciplinary or general absence transaction is processed.
-

# Starting BAS

**Introduction** This section provides the procedure for *starting Basic Allowance for Subsistence*.

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member’s entitlements detail page. Then, follow these steps to enter a new BAS entitlement.

Step	Action
1	<p>Click the insert row -  button shown below.</p>  <p>A new blank row appears...</p>
2	<p>Enter the <b>Start Date</b>. The current date is automatically displayed. Use the calendar button  to select the desired date. You can also click &amp; drag over the date field to select the date and then type the start date in MM/DD/YYYY format. When submitting a Subsistence Start transaction in conjunction with a PCS Reporting, the Start Date must be the day after the member reports aboard.</p>
3	<p>Leave the <b>Stop Date</b> blank for active duty members and RC members on AD for 140 or more days ADT or more than 181 days ADOT. BASDMR will automatically stop upon PCS. If this is a temporary entitlement, you may enter the stop date.</p>

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## Starting BAS, Continued

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Procedure (continued)

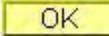
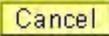
Step	Action												
4	<p>Enter the <b>Earnings Type</b> code if known or use the  to search and select from a listing of available earning types.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Earnings Type</th> <th style="text-align: center;">Description</th> <th style="text-align: center;">Use When</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">BASDMR</td> <td>Discount Meal Rate (DMR)</td> <td>See reference (a), Figure 3-2, Rules 1 through 4</td> </tr> <tr> <td style="text-align: center;">CADETC</td> <td>Cadet COMRATS</td> <td>Cadet is authorized to mess separately (USCGA SPO Only)</td> </tr> <tr> <td style="text-align: center;">ENLBAS</td> <td>Enlisted BAS</td> <td>See reference (a), Figure 3-2, Rules 4 through 6</td> </tr> </tbody> </table>	Earnings Type	Description	Use When	BASDMR	Discount Meal Rate (DMR)	See reference (a), Figure 3-2, Rules 1 through 4	CADETC	Cadet COMRATS	Cadet is authorized to mess separately (USCGA SPO Only)	ENLBAS	Enlisted BAS	See reference (a), Figure 3-2, Rules 4 through 6
Earnings Type	Description	Use When											
BASDMR	Discount Meal Rate (DMR)	See reference (a), Figure 3-2, Rules 1 through 4											
CADETC	Cadet COMRATS	Cadet is authorized to mess separately (USCGA SPO Only)											
ENLBAS	Enlisted BAS	See reference (a), Figure 3-2, Rules 4 through 6											
5	<p><b>Description</b> is pre-filled. Ensure the proper entitlement is shown, repeat step 4 to select the correct type if necessary.</p>												
6	<p><b>Approval Status</b> is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to "A".</p>												
7	<p><b>Manual Row Switch.</b> (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits.  <b>Caution:</b> Overriding pay edits may result in errors and possible overpayment of entitlement.</p>												

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## Starting BAS, Continued

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**Procedure** (continued)

Step	Action
8	The  button is only displayed when the BASDMR earnings type is used. Please refer to Chapter 12, Temporary Duty (TDY) Entitlements, if submitting this transaction in conjunction with a TDY assignment.
9	<p>Click the  button and enter the <b>Approving Official's Employee ID</b> number in the Approver EmplID field of the Supporting Data section.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p><b>Supporting Data</b></p> <p>1234567                      BAS    03/15/2011    ENLBAS</p> <p>Approval Status: Pending                      Originator ID: CGHRSONLY</p> <p>Role Name: CGHRSUP                      Approver EmplID: <input type="text" value="1234567"/> </p> <p> </p> </div> <p>Click the  button to return to the Entitlement Detail view.</p>
10	Click the  button. The transaction will be routed, via the worklist, to the approving official.
11	The PAO/CGHRSUP role user should refer to the <i>Reviewing and Approving an Entitlement Start</i> topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.

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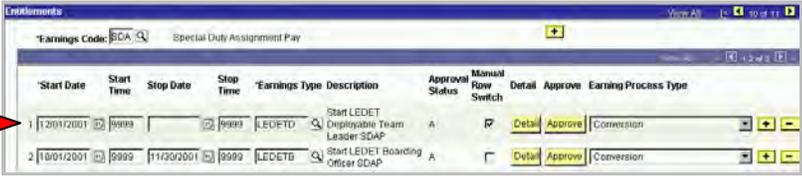
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## Stopping BAS

**Introduction** This section provides the procedure for *stopping Basic Allowance for Subsistence*.

**Reminder, PCS auto-stop** BASDMR stops automatically on the day prior to PCS departure. Do not enter a PeopleSoft Stop BAS transaction when a member departs PCS. The system will not reflect the BAS stop until the PCS departing endorsement is approved and saved.

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member’s entitlements detail page. Then, follow these steps to enter a stop BAS transaction.

Step	Action
1	<p>In the  mode, find the row to stop. The stop date will be blank as shown below:</p> 
2	Enter the <b>Stop Date</b> for the entitlement by using the calendar button  to select the desired date. You can also click & drag over the date field then Type the stop date in MM/DD/YYYY format. The stop date can be future dated.
3	<b>Stop Time</b> is pre-filled by the system and must not be changed.
4	<b>Approval Status</b> is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
5	<p><b>Manual Row Switch</b> (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected.</p> <p><b>Caution:</b> Overriding pay edits may result in errors and possible overpayment of entitlement.</p>
6	 Do Not Use. The detail is automatically set when the earnings type for BAS is selected and the entitlement is saved.
7	 Not Used. Stopping payment of BAS does not require audit and approval.
8	Click the  button (located at the bottom left of the screen) to approve and transmit the entry.

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## Correcting BAS

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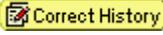
**Introduction** This section provides the procedure for *correcting Basic Allowance for Subsistence*.

---

**Discussion** Only the stop date may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete BAS) and then start a new BAS entitlement.

---

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Follow these steps to correct an incorrect Stop date.

Step	Action
1	In the  mode, find the BAS row to correct.  Click & drag over the Stop Date field to change its value. Dates must be typed in MM/DD/YYYY format. You may also use calendar buttons  to modify dates and the magnifying glass  to change the earning type.
2	Click the  button located at the bottom left of the screen.

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## Deleting BAS

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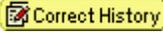
**Introduction** This section provides the procedure for *deleting Basic Allowance for Subsistence*.

---

**Discussion** The total Basic Allowance for Subsistence entitlement will be recouped when using this feature.

---

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a deletion of a BAS transaction.

Step	Action
1	In the  mode, find the BAS row to delete. Click on the  button located in the row to be deleted.
2	Click the  button located at the bottom left of the screen.

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## BAS (Multiple Entry)

---

**Introduction** This section provides the procedure for **BAS (Multiple Entry)**. Refer to [E-Mail ALSPO B/11](#) for access to this component.

---

**Before you begin** The Mange Multiple Entitlements component can be used to create transactions to start an entitlement, stop an entitlement, or start AND stop an entitlement for multiple personnel.

Note (1): Any corrections or deletions must be made using the individual employee entitlements transaction. You cannot correct or delete any entries using the multiple entitlements transactions.

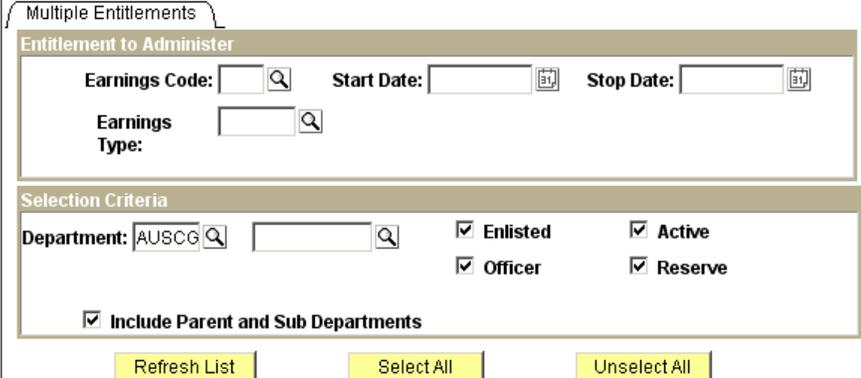
Note (2): Do not click "save" more than once. If you are unsure about the status of the data entry, open a new window and path to the individual employee entitlements listing for one of the people on your multiple transaction list. If you have already saved the multiple transaction the entry will be reflected in the member's individual employee entitlements. You cannot make any changes to the multiple transaction data entry after it has been saved (See note (1) above).

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## BAS (Multiple Entry), Continued

**Procedure** Follow these steps to enter a new BAS (Multiple Entry) entitlement.

Step	Action
1	<p>Select Menu items in the following order.  <a href="#">Enterprise Menu</a> &gt; <a href="#">Compensate Employees</a> &gt; <a href="#">Maintain Entitlements</a> &gt; <a href="#">Use</a> &gt; <b>Manage Multiple Entitlements</b></p> <p>The Multiple Entitlement Panel appears as shown below. <b>You can click in the Officer Block to remove the Check mark as this is for enlisted only.</b></p>  <p>The screenshot shows the 'Multiple Entitlements' panel. The 'Entitlement to Administer' section has fields for 'Earnings Code', 'Start Date', 'Stop Date', and 'Earnings Type'. The 'Selection Criteria' section has a 'Department' dropdown (set to 'AUSCG'), checkboxes for 'Enlisted', 'Active', 'Officer', and 'Reserve', and a checked 'Include Parent and Sub Departments' option. At the bottom are 'Refresh List', 'Select All', and 'Unselect All' buttons.</p>
2	<p>Type "BAS" in the <b>Earnings Code</b> field or use the magnifying glass  to search and select the Basic Allowance for Subsistence Earnings Code. Enter the <b>Earnings Type</b> code (BASDMR or ENLBAS)</p>  <p>The screenshot shows the 'Multiple Entitlements' panel with 'BAS' entered in the 'Earnings Code' field and 'BASDMR' in the 'Earnings Type' field. A red arrow points to the 'BAS' in the 'Earnings Code' field. The 'Start Date' is set to '03/18/2011' and the 'Earnings Type' is 'Discount Meal Rate (DMR)'. The 'Officer' checkbox is checked.</p>
3	<p>Enter the <b>Start Date</b>. The current date is automatically displayed. Use the calendar button  to select the desired date. You can also click &amp; drag over the date field to select the date then type the start date in MM/DD/YYYY format. Leave the <b>Start Date</b> blank if using the multiple entry component to stop BAS.</p>
4	<p>The <b>Stop Date</b> may be left blank to pay continuous BAS (Multiple Entry). If this is a temporary entitlement, you may enter the stop date. If you wish to stop the entitlement at a later date, recreated it per these instructions but leave the <b>Start Date</b> blank.</p>

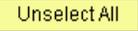
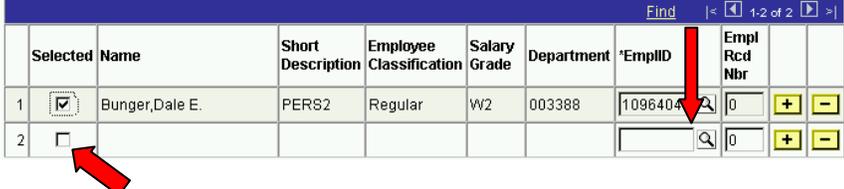
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## BAS (Multiple Entry), Continued

Step	Action																														
5	<p>Complete the “Selection Criteria” fields as outlined below.</p> <div data-bbox="300 401 1136 552" style="border: 1px solid black; padding: 5px;"> <p><b>Selection Criteria</b></p> <p>Department: <input type="text" value="AUSCG"/> <input type="text"/> <input checked="" type="checkbox"/> Enlisted <input checked="" type="checkbox"/> Active</p> <p><input checked="" type="checkbox"/> Officer <input checked="" type="checkbox"/> Reserve</p> <p><input checked="" type="checkbox"/> Include Parent and Sub Departments</p> </div> <table border="1" data-bbox="300 583 1409 1570"> <thead> <tr> <th data-bbox="300 583 516 625">Field</th> <th data-bbox="516 583 1409 625">Description/Instructions</th> </tr> </thead> <tbody> <tr> <td data-bbox="300 625 516 955"><b>Department</b></td> <td data-bbox="516 625 1409 955">                     There are 2 lookup boxes located next to Department...   <b>Leave the first box set to AUSCG (Active Duty USCG) as shown below.</b>                      Department: <input type="text" value="AUSCG"/> <input type="text"/> <input type="text"/>                      Type the Department Code in the 2<sup>nd</sup> block shown below or use the <input type="text"/> to search and select from a listing of available codes.                      Department: <input type="text" value="AUSCG"/> <input type="text"/> <input type="text"/> </td> </tr> <tr> <td data-bbox="300 955 516 1108"><b>Enlisted</b></td> <td data-bbox="516 955 1409 1108">                     A checkmark <input checked="" type="checkbox"/> indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired. A blank box <input type="checkbox"/> indicates enlisted personnel have been removed from the selection criteria.                 </td> </tr> <tr> <td data-bbox="300 1108 516 1150"><b>Active</b></td> <td data-bbox="516 1108 1409 1150">                     Always leave this item checked.                 </td> </tr> <tr> <td data-bbox="300 1150 516 1262"><b>Officer</b></td> <td data-bbox="516 1150 1409 1262">                     A checkmark <input checked="" type="checkbox"/> indicates officers will be included in the selection. Click on the box to remove officers. A blank box <input type="checkbox"/> indicates officers have been removed from the selection criteria.                 </td> </tr> <tr> <td data-bbox="300 1262 516 1415"><b>Reserve</b></td> <td data-bbox="516 1262 1409 1415">                     A checkmark <input checked="" type="checkbox"/> indicates reserve personnel will be included in the selection. Click on the box to remove reserve personnel, if desired. A blank box <input type="checkbox"/> indicates reserve personnel have been removed from the selection criteria.                 </td> </tr> <tr> <td data-bbox="300 1415 516 1570"><b>Include Parent and Sub Departments</b></td> <td data-bbox="516 1415 1409 1570">                     A checkmark <input checked="" type="checkbox"/> indicates sub departments will be included in the selection. Click on the box to remove sub departments, if desired. A blank box <input type="checkbox"/> indicates sub departments been removed from the selection criteria.                 </td> </tr> </tbody> </table>	Field	Description/Instructions	<b>Department</b>	There are 2 lookup boxes located next to Department...  <b>Leave the first box set to AUSCG (Active Duty USCG) as shown below.</b> Department: <input type="text" value="AUSCG"/> <input type="text"/> <input type="text"/> Type the Department Code in the 2 <sup>nd</sup> block shown below or use the <input type="text"/> to search and select from a listing of available codes. Department: <input type="text" value="AUSCG"/> <input type="text"/> <input type="text"/>	<b>Enlisted</b>	A checkmark <input checked="" type="checkbox"/> indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired. A blank box <input type="checkbox"/> indicates enlisted personnel have been removed from the selection criteria.	<b>Active</b>	Always leave this item checked.	<b>Officer</b>	A checkmark <input checked="" type="checkbox"/> indicates officers will be included in the selection. Click on the box to remove officers. A blank box <input type="checkbox"/> indicates officers have been removed from the selection criteria.	<b>Reserve</b>	A checkmark <input checked="" type="checkbox"/> indicates reserve personnel will be included in the selection. Click on the box to remove reserve personnel, if desired. A blank box <input type="checkbox"/> indicates reserve personnel have been removed from the selection criteria.	<b>Include Parent and Sub Departments</b>	A checkmark <input checked="" type="checkbox"/> indicates sub departments will be included in the selection. Click on the box to remove sub departments, if desired. A blank box <input type="checkbox"/> indicates sub departments been removed from the selection criteria.																
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6	<p>Click the <input type="button" value="Refresh List"/> button. A listing of personnel meeting the criteria in the previous step appears in the table below.</p> <table border="1" data-bbox="300 1661 1144 1787"> <thead> <tr> <th colspan="10" style="background-color: #4a7ebb; color: white;">Find</th> </tr> <tr> <th>Selected</th> <th>Name</th> <th>Short Description</th> <th>Employee Classification</th> <th>Salary Grade</th> <th>Department</th> <th>*EmpID</th> <th>Empl Rcd Nbr</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td align="center">1</td> <td><input type="checkbox"/></td> <td>Bunger, Dale E.</td> <td>PERS2</td> <td>Regular</td> <td>W2</td> <td>003388</td> <td><input type="text" value="096404"/> <input type="text"/></td> <td><input type="text" value="0"/></td> <td align="center">+ -</td> </tr> </tbody> </table> <p><b>Note:</b> Clicking on this button in later steps will undo all changes.</p>	Find										Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmpID	Empl Rcd Nbr			1	<input type="checkbox"/>	Bunger, Dale E.	PERS2	Regular	W2	003388	<input type="text" value="096404"/> <input type="text"/>	<input type="text" value="0"/>	+ -
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*Continued on next page*

## BAS (Multiple Entry), Continued

Step	Action
7	<p>Select Entries to be Processed:</p> <p>Click the  button. Each row in the table will run through a series of internal edits and all that pass will receive a check mark as shown below.</p>  <p>A check mark in the Selected Column indicates that the entitlement will be generated and placed in the member's history file upon saving.</p>
8	<p>Removal of Entries From Being Processed:</p> <p>Review the list and click the <input checked="" type="checkbox"/> box to remove appropriate entries. A blank box <input type="checkbox"/> indicates that an entry will not be generated upon saving. The  button can be used to remove an entire row and gain the same effect.</p> <p>The  button can be used to remove all entries if desired.</p>
9	<p>Add Entries to Be Processed:</p> <p>Click the  button in any row to add a blank row.</p> <p>Type the member's employee identification number in the <b>EmplID</b> block shown below or use the magnifying glass  to search and select individuals from a list.</p>  <p>Click on the empty box located in the <b>Selected</b> column so an entry will be generated upon saving.</p> <p><i>Note:</i> Carefully review your work one last time to ensure there are no mistakes before saving.</p>
10	<p>Click the  button.</p>

# Coast Guard Servicing Personnel Office Manual

## Part II, Pay Entitlements

### Chapter 5, Subsistence Allowance

#### Section B, Refund of Discount Meal Rate for Missed Meals

##### Overview

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**Introduction** This section provides the *procedures* for **Refund of Discount Meal Rate (DMR)** for missed meals. This entitlement is paid to enlisted members when assigned duties or dining facility exigencies prevent government furnished meals from being provided.

Note: Please refer to Chapter 12, Temporary Duty (TDY) Entitlements, if submitting this transaction in conjunction with a TDY assignment.

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##### Topics

The following topics are covered in this section

Topic	See Page
<a href="#">Guiding Principles</a>	II-5-B-3
<a href="#">Refund of DMR</a>	II-5-B-7
<a href="#">Corrections</a>	II-5-B-11
<a href="#">Deletions</a>	II-5-B-13

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## Guiding Principles

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<b>Introduction</b>	This section provides the <i>guiding principles</i> for <b>Refund of DMR</b> .
<b>Reference</b>	<p>The following references provide additional information about Refund of DMR.</p> <p>(a) <a href="#">U.S. Coast Guard Pay Manual, COMDTINST M7220.29(series), Chap 3.A.5.f, and Figure 3-4</a></p> <p>(b) <a href="#">Personnel and Pay Procedures Manual, PPCINST M1000.2(series), Chap 7-B</a></p>
<b>Discussion</b>	<p>Per reference (a), if a member is assigned to an Essential Station Messing (ESM) or Essential Unit Messing (EUM) status, and assigned duties or dining facility exigencies prevent government furnished meals from being provided, discount meal rate charges will be credited back to the member for affected meals. Reference (b) provides the procedure for the unit to notify the SPO when a member is entitled to a refund of DMR.</p>
<b>Before you begin</b>	<p>Do not enter a Refund of DMR transaction with any dates that overlap PCS orders, regular leave, emergency leave, or sick leave dates or for any date the member does not have a BAS-DMR entitlement in effect.</p>
<b>Timing</b>	<p>The effective date for ALL Refund DMR for Missed Meals transactions is the last day of the month. The system will automatically enter the date in the transaction Start and Stop date fields when the “DMRRMM” Earnings Type code is selected. For this reason you cannot enter multiple DMRRMM Earnings Type transactions for the same month. We recommend that you only input this transaction monthly, at the end of the month. Alternatively, you could input the transaction upon receipt of the information from the unit and submit a correction type transaction if the member becomes entitled to another refund of DMR credit later in the same month.</p>

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*Continued on next page*

**Guiding Principles,** Continued

**Internal controls**

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BAS starts require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.

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**Supporting documentation**

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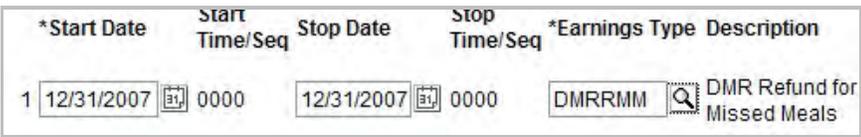
Per reference (b), the member's unit shall forward a certification of missed meals memo to the SPO monthly. Retain the memo in section 3 of the SPO PDR for 3 years/

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# Refund of DMR

**Introduction** This section provides the procedure for *entering a Refund of DMR* for missed meals.

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member’s entitlements detail page. Then, follow these steps to enter a new Refund of DMR entitlement.

Step	Action
1	<p>Click the  button shown below.</p>  <p>A new blank row appears...</p> 
2	<p>Enter the <b>Start Date</b>. The current date is automatically displayed. Use the calendar button  to select the desired date.</p>
3	<p>The <b>Stop Date</b> may be left blank. This field will automatically update to equal the Start Date.</p>
4	<p>Enter the <b>Earnings Type</b> code “DMRRMM” or use the  to search and select from a listing of available earning types.</p> <p><i>Note:</i> Upon moving to the Earnings Type code, the Start Date and Stop Date will automatically change to reflect the last day of the month.</p> 
5	<p><b>Description</b> is pre-filled. Ensure the proper entitlement is shown.</p>
6	<p><b>Approval Status</b> is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to “A”.</p>

Continued on next page

Refund of DMR, Continued

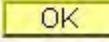
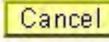
Procedure (continued)

Step	Action
7	<p><b>Manual Row Switch</b> (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits.  <b>Caution:</b> Overriding pay edits may result in errors and possible overpayment of entitlement.</p>
8	<p>Click the <b>Detail</b> button to bring up the Supporting Data screen below:</p>  <div data-bbox="946 653 1425 982" style="border: 1px solid black; background-color: #ffffcc; padding: 5px;"> <p style="text-align: center;"><b>Leave</b></p> <p><b>Do not</b> include the number of meals missed or the dates when a member was on <b>sick leave, regular leave paternity leave, maternity leave, or emergency leave</b>. The leave transaction (<b>Vacation Request</b>), will automatically credit missed meals for members who take leave. Submitting this transaction with dates overlapping a leave period will result in overpayment.</p> </div> <p>Enter 3 digits (i.e. 003) for the <b>Number of Breakfast</b> meals missed during the month. Leave blank if none were missed.</p> <p>Enter 3 digits (i.e. 003) for the <b>Number of Dinners</b> missed during the month. Leave blank if none were missed.</p> <p>Enter 3 digits (i.e. 003) for the <b>Number of Suppers</b> missed during the month. Leave blank if none were missed.</p> <p><b>Begin Date:</b> Enter the date of the first day for which Refund of DMR is being credited.</p> <p><b>End Date:</b> Enter the date of the last day for which Refund of DMR is being credited. May be left blank if entering transaction for a member who is TDY for more than 30 days. However, you must enter the end date on the final Refund DMR transaction for the TDY period.</p> <p><b>Note:</b> The <b>Begin</b> and <b>End</b> date fields are not part of the transaction (P603) that is passed to JUMPS for processing.</p> <p>Click the <b>OK</b> button when finished.</p>

Continued on next page

## Refund of DMR, Continued

Procedure (continued)

Step	Action
<p><b>9</b></p>	<p>Click the  button and enter the <b>Approving Official's Employee ID</b> number in the Approver EmplID field of the Supporting Data section.</p> <div data-bbox="347 604 1192 919" style="border: 1px solid black; padding: 5px;"> <p><b>Supporting Data</b></p> <p>1234567                      BAS    03/15/2011    ENLBAS</p> <p>Approval Status: Pending                      Originator ID: CGHRSONLY</p> <p>Role Name: <input type="text" value="CGHRSUP"/> Approver EmplID: <input type="text" value="1234567"/> </p> <p> </p> </div> <p>Click the  button to return to the Entitlement Detail view.</p>
<p><b>10</b></p>	<p>Click the  button. The transaction will be routed, via the worklist, to the approving official.</p>
<p><b>11</b></p>	<p>The PAO/CGHRSUP role user should refer to the <i>Reviewing and Approving an Entitlement Start</i> topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.</p>

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## Corrections

**Introduction** This section provides the procedure for correcting a Refund of Discount Meal Rate transaction.

**Discussion** Only the **Detail** (number of missed meals by type, Begin date and End date) may be corrected.

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member’s entitlements detail page. Then, follow these steps to enter a correction of a Refund of DMR transaction.

Step	Action
1	<p>Click the <b>Detail</b> button to bring up the Supporting Data screen.</p> 
2	<p>Enter 3 digits (i.e. 003) for the <b>Number of Breakfast</b> meals missed during the month. Leave blank if none were missed.</p> <p>Enter 3 digits (i.e. 003) for the <b>Number of Dinners</b> missed during the month. Leave blank if none were missed.</p> <p>Enter 3 digits (i.e. 003) for the <b>Number of Suppers</b> missed during the month. Leave blank if none were missed.</p>  <div data-bbox="919 1608 1373 1797" style="border: 1px solid black; background-color: #ffffcc; padding: 5px;"> <p><b>Note:</b> Setting the number of meals to “0” will “undo” any erroneous credit. This is preferable to deleting a transaction. Deleting this type of transaction causes JUMPS to put the member in an overpaid status if any other BAS changes process during the same month.</p> </div> <p>Click the <b>OK</b> button when finished.</p>

*Continued on next page*

## Corrections, Continued

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### Procedure (continued)

Step	Action
3	Click the  button (located at the bottom left of the screen) to approve and transmit the correction.

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## Deletions

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**Introduction** This section provides the procedure for deleting a Refund of Discount Meal Rate transaction.

---

**Before you begin** Setting the number of meals to “0” on the detail panel (see **corrections** on the previous page) will “undo” any erroneous credit.

This is preferable to deleting a transaction. Deleting this type of transaction causes JUMPS to put the member in an overpaid status if any other BAS changes process during the same month.

---

**Discussion** The total Refund of DMR entitlement will be recouped when using this procedure. See the block above and consider simply correcting the original transaction instead of deleting it. Deletions submitted during the same month as any other BAS entitlement changes may result in the DMR being deducted from the member’s account twice.

---

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member’s entitlements detail page. Then, follow these steps to enter a deletion of a Refund of DMR transaction.

Step	Action
1	Find the Refund of DMR row to delete. Click on the  button located in the row to be deleted.
2	Click the  Save button located at the bottom left of the screen.

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# Coast Guard Servicing Personnel Office Manual

## Part II, Pay Entitlements

### Chapter 7, Career Sea Pay / Time

#### Overview

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**Introduction** This section provides the *procedures* for **Career Sea Pay (CSP)**. This entitlement is paid to all members in pay-grades E-1 through O-6. Eligible members must be permanently or temporarily assigned for duty to a vessel, ship-based staff (including a mobile unit) or ship-based aviation unit pursuant to orders issued by competent authority and the vessels/units primary mission must be accomplished underway.

This section also provides the procedures for **Career Sea Pay Premium (CSPP)**. CSPP is paid to enlisted members, E4 through E9, and officers who are entitled to CSP, and have served 36 consecutive months of sea duty. The entitlement begins on 37<sup>th</sup> consecutive month.

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**Topics** The following topics are covered in this section

<b>Topic</b>	<b>See Page</b>
<a href="#">Guiding Principles</a>	II-7-3
<a href="#">Starting CSP</a>	II-7-5
<a href="#">Stopping CSP</a>	II-7-9
<a href="#">Correcting CSP</a>	II-7-11
<a href="#">Deleting CSP</a>	II-7-13
<a href="#">CSP Multiple Entry</a>	II-7-15
<a href="#">Starting Career Sea Pay Premium (CSPP)</a>	II-7-21
<a href="#">Correcting CSPP</a>	II-7-25
<a href="#">Deleting CSPP</a>	II-7-27

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## Guiding Principles

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**Introduction** This section provides the *guiding principles* for **Career Sea Pay**.

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**Reference** The following reference provides additional information about CSP.

- [U.S. Coast Guard Pay Manual, COMDTINST M7220.29\(series\), Chap 4.B](#)
- 

**Before you begin** If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3, Employee Entitlement Navigation and Data Entry.

Note: Please refer to Chapter 12, Temporary Duty (TDY) Entitlements, if submitting this transaction in conjunction with a TDY assignment.

The system will automatically stop Career Sea Pay Premium, if running, when Career Sea Pay/Time is stopped.

Authorized units are listed under the Unit File Inquiry (L4) option of JUMPS Online Inquiry.

---

**Auto-stop upon PCS departure** CSP stops automatically on *the date of* PCS departure. Do not enter a Stop CSP transaction when a member departs PCS. The system will not reflect the CSP stop until it is resynchronized with PMIS/JUMPS.

**Note:** Stop Hardship Duty Pay *the day before* a member becomes entitled to Career Sea Pay, if applicable.

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# Starting CSP

**Introduction** This section provides the procedure for *starting Career Sea Pay*.

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member’s entitlements detail page. Then, follow these steps to enter a new CSP entitlement.

Step	Action
1	<p>In the  mode, click the  button shown below.</p>  <p>A new blank row appears...</p> 
2	Enter the <b>Start Date</b> . The current date is automatically displayed. Use the calendar button  to select the desired date. You can also click & drag over the date field to select the date then type the start date in MM/DD/YYYY format.
3	The <b>Stop Date</b> may be left blank to pay continuous CSP. If this is a temporary entitlement, you may enter the stop date. Leave the stop date blank for active duty members and RC members on AD for 140 or more days ADT or more than 181 days (ADOT). CSP will automatically stop upon RELAD or PCS.
4	Enter the <b>Earnings Type</b> in the code (CSPAY) or use the  to search and select from a listing of available earning types.
5	<b>Description</b> is pre-filled. Ensure the proper entitlement is shown, repeat step 4 to select the correct type if necessary.

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## Starting CSP, Continued

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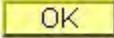
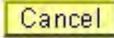
Procedure (continued)

Step	Action
6	<b>Approval Status</b> is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to “A”.
7	<b>Manual Row Switch.</b> (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits. <b>Caution:</b> Overriding pay edits may result in errors and possible overpayment of entitlement.
8	Click the <b>Detail</b> button to bring up the Supporting Data screen:
9	<p>Click the  next to the Department field and select the unit assigned for Career Sea Pay entitlement (if not already displayed). The level of sea pay will be based on the Department ID.</p>  <p><b>Note:</b> Follow the procedures in “TDY Entitlements” (Chapter 12 of this Part) to start, stop, or change sea pay involving TDY periods.</p>

*Continued on next page*

## Starting CSP, Continued

Procedure (continued)

Step	Action
10	Click the  button. This will update the ATU, OPFAC, and CSP Level Code.
11	<p>Click the  button and enter the <b>Approving Official's Employee ID</b> number in the Approver EmplID field of the Supporting Data section.</p> <div data-bbox="347 617 1192 926" style="border: 1px solid #ccc; padding: 10px;"> <p><b>Supporting Data</b></p> <p>1234567                      BAS    03/15/2011    ENLBAS</p> <p>Approval Status: Pending                      Originator ID: CGHRSONLY</p> <p>Role Name: CGHRSUP                      Approver EmplID: 1234567 </p> <p> </p> </div> <p>Click the  button to return to the Entitlement Detail view.</p>
10	Click the  button. The transaction will be routed, via the worklist, to the approving official.
11	The PAO/CGHRSUP role user should refer to the <i>Reviewing and Approving an Entitlement Start</i> topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.

**Pay Entitlements**

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# Stopping CSP

**Introduction** This section provides the procedure for *stopping Career Sea Pay*.

**Reminder, PCS auto-stop** CSP stops automatically on the day prior to PCS departure. Do not enter a PeopleSoft Stop CSP transaction when a member departs PCS. The system will not reflect the CSP stop until it is resynchronized with JUMPS.

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member’s entitlements detail page. Then, follow these steps to enter a stop CSP transaction.

Step	Action
1	<p>In the  mode, find the row to stop. The stop date will be blank as shown below:</p> 
2	<p>Enter the <b>Stop Date</b> for the entitlement by using the calendar button  to select the desired date. You can also click &amp; drag over the date field then Type the stop date in MM/DD/YYYY format. The stop date can be future dated.</p>
3	<p><b>Approval Status</b> is pre-filled.</p>
4	<p><b>Manual Row Switch.</b> (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected.  <b>Caution:</b> Overriding pay edits may result in errors and possible overpayment of entitlement.</p>
5	<p> Do Not Use. The detail is automatically set when the earnings type for CSP is selected and the entitlement is saved.</p>
6	<p> is not used. Stop payment of CSP does not require audit and approval.</p>
7	<p><b>Earnings Process Type</b> Not Required. Disregard this field</p>
8	<p>Click the  button (located at the bottom left of the screen) to approve and transmit the entry.</p>

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## Correcting CSP

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**Introduction** This section provides the procedure for *correcting Career Sea Pay*.

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**Discussion** Only the Department ID on the Supporting Data (Detail button) and the stop date may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete CSP) and then start a new CSP entitlement.

---

**Procedure** Follow these steps to correct an incorrect Stop date.

Step	Action
1	In the  mode, find the CSP row to correct. <ul style="list-style-type: none"><li>• Click &amp; drag over the Stop Date field to change its value. Dates must be typed in MM/DD/YYYY format. You may also use calendar button  to modify the date</li><li>• Click the Detail button to lookup the correct department ID.</li></ul>
2	Click the  button located at the bottom left of the screen.

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## Deleting CSP

---

**Introduction** This section provides the procedure for *deleting Career Sea Pay*.

---

**Discussion** The total Career Sea Pay entitlement will be recouped when using this feature.

---

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a deletion of a CSP transaction.

Step	Action
1	In the  mode, find the Career Sea Pay row to delete. Click on the  button located in the row to be deleted.
2	Click the  button located at the bottom left of the screen.

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## CSP Multiple Entry

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### Introduction

This section provides the procedure for **CSP Multiple Entry**. Refer to [E-Mail ALSPO B/11](#) for access to this component.

---

### Before you begin

The Mange Multiple Entitlements component can be used to create transactions to start an entitlement, stop an entitlement, or start AND stop an entitlement for multiple personnel.

Note (1): Any corrections or deletions must be made using the individual employee entitlements transaction. You cannot correct or delete any entries using the multiple entitlements transactions.

Note (2): Do not click "save" more than once. If you are unsure about the status of the data entry, open a new window and path to the individual employee entitlements listing for one of the people on your multiple transaction list. If you have already saved the multiple transaction the entry will be reflected in the member's individual employee entitlements. You cannot make any changes to the multiple transaction data entry after it has been saved (See note (1) above).

Stop Hardship Duty Pay the day before a member becomes entitled to Career Sea Pay, if applicable. Career Sea Pay/Time automatically stops the day of PCS departure. Career Sea Pay Premium, if running, will automatically stop when Career Sea Pay/Time is stopped.

Do not submit an entry to change the level of entitlement for personnel performing the mission of a mobile unit. They are entitled to Level 1 Sea Pay regardless of temporary assignment.

Authorized units are listed under the Unit File Inquiry (L4) option of JUMPS Online Inquiry.

**Warning:** Corrections and deletions cannot be accomplished using the multiple entry process. Mistakes will require extensive single entry rework. ***Please double check your work before saving!***

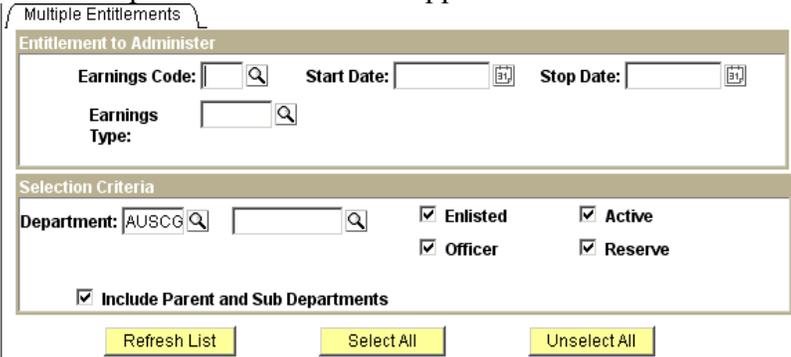
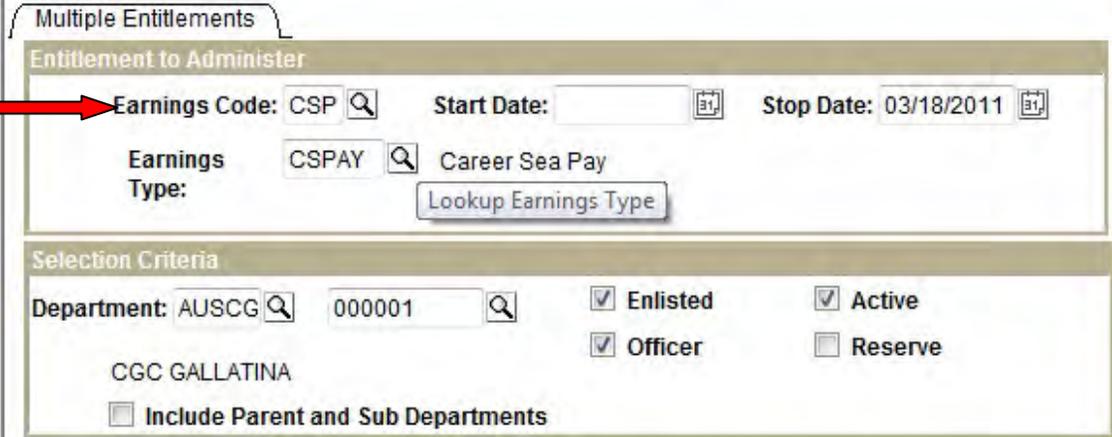
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*Continued on next page*

## CSP Multiple Entry, Continued

---

**Procedure** Follow these steps to enter a new CSP (Multiple Entry) entitlement.

Step	Action
1	<p>Select Menu items in the following order.  <a href="#">Enterprise Menu</a> &gt; <a href="#">Compensate Employees</a> &gt; <a href="#">Maintain Entitlements</a> &gt; <a href="#">Use</a> &gt; <b>Manage Multiple Entitlements</b></p> <p>The Multiple Entitlement Panel appears as shown below.</p>  <p>The screenshot shows the 'Multiple Entitlements' panel with the following fields:  <b>Entitlement to Administer:</b> Earnings Code: [ ] [Q], Start Date: [ ] [B], Stop Date: [ ] [B], Earnings Type: [ ] [Q].  <b>Selection Criteria:</b> Department: AUSCG [Q] [ ], [ ] [Q], <input checked="" type="checkbox"/> Enlisted, <input checked="" type="checkbox"/> Active, <input checked="" type="checkbox"/> Officer, <input checked="" type="checkbox"/> Reserve, <input checked="" type="checkbox"/> Include Parent and Sub Departments.  Buttons: Refresh List, Select All, Unselect All.</p>
2	<p>Type "CSP" in the Earnings Code field shown below or use the magnifying glass [Q] to search and select the Career Sea Pay Earnings Code.</p>  <p>The screenshot shows the 'Multiple Entitlements' panel with the following fields:  <b>Entitlement to Administer:</b> Earnings Code: CSP [Q], Start Date: [ ] [B], Stop Date: 03/18/2011 [B], Earnings Type: CSPAY [Q] Career Sea Pay, [Lookup Earnings Type].  <b>Selection Criteria:</b> Department: AUSCG [Q] 000001 [Q], <input checked="" type="checkbox"/> Enlisted, <input checked="" type="checkbox"/> Active, <input checked="" type="checkbox"/> Officer, <input type="checkbox"/> Reserve, CGC GALLATINA, <input type="checkbox"/> Include Parent and Sub Departments.</p> <p>Enter or select "CSPAY" in the <b>Earnings Type</b> field.</p> <p><b>Note:</b> Be sure to select the proper earnings type.</p>

*Continued on next page*

## CSP Multiple Entry, Continued

Procedure (continued)

Step	Action
3	Enter the <b>Start Date</b> . Use the calendar button  to select the desired date. You can also click & drag over the date field to select the date then type the start date in MM/DD/YYYY format. Leave the <b>Start Date</b> blank if using the multiple entry component to stop CSP.
4	The <b>Stop Date</b> may be left blank to pay continuous BAS (Multiple Entry). If this is a temporary entitlement, you may enter the stop date. If you wish to stop the entitlement at a later date, recreated it per these instructions but leave the <b>Start Date</b> blank.
5	Complete the “Selection Criteria” fields as outlined on the next page.  <p>The screenshot shows a 'Selection Criteria' form with the following fields and options:</p> <ul style="list-style-type: none"><li>Department: AUSCG (with a search icon) and an empty search box (with a search icon)</li><li><input checked="" type="checkbox"/> Enlisted</li><li><input checked="" type="checkbox"/> Active</li><li><input checked="" type="checkbox"/> Officer</li><li><input checked="" type="checkbox"/> Reserve</li><li><input checked="" type="checkbox"/> Include Parent and Sub Departments</li></ul>

*Continued on next page*

## CSP Multiple Entry, Continued

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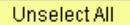
Procedure (continued)

Step	Action	
5	<b>Field</b>	<b>Description/Instructions</b>
	Department	<p>There are 2 lookup boxes located next to Department...</p> <p><b>Leave the first box set to AUSCG (Active Duty USCG) as shown below.</b></p> <p>Department: <input type="text" value="AUSCG"/> <input type="text"/> <input type="text"/></p> <p>Type the Department Code in the 2<sup>nd</sup> block shown below or use the <input type="text"/> to search and select from a listing of available codes.</p> <p>Department: <input type="text" value="AUSCG"/> <input type="text"/> <input type="text"/></p>
	Enlisted	<p>A checkmark <input checked="" type="checkbox"/> indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired.</p> <p>A blank box <input type="checkbox"/> indicates enlisted personnel have been removed from the selection criteria.</p>
	Active	Always leave this item checked.
	Officer	<p>A checkmark <input checked="" type="checkbox"/> indicates officers will be included in the selection. Click on the box to remove officers, if desired. A blank box <input type="checkbox"/> indicates officers have been removed from the selection criteria.</p>
	Reserve	<p>A checkmark <input checked="" type="checkbox"/> indicates reserve personnel will be included in the selection. Click on the box to remove reserve personnel, if desired.</p> <p>A blank box <input type="checkbox"/> indicates reserve personnel have been removed from the selection criteria.</p>
	Include Parent and Sub Departments	<p>A checkmark <input checked="" type="checkbox"/> indicates sub departments will be included in the selection. Click on the box to remove sub departments, if desired. A blank box <input type="checkbox"/> indicates sub departments been removed from the selection criteria.</p>

*Continued on next page*

## CSP Multiple Entry, Continued

Procedure (continued)

Step	Action																																								
6	<p>Click the  button. A listing of personnel meeting the criteria in the previous step appears in the table below.</p> <table border="1" data-bbox="302 522 1143 648"> <thead> <tr> <th colspan="10">Find  &lt; 1 of 1 &gt; </th> </tr> <tr> <th>Selected</th> <th>Name</th> <th>Short Description</th> <th>Employee Classification</th> <th>Salary Grade</th> <th>Department</th> <th>*EmplID</th> <th>Empl Rcd Nbr</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="checkbox"/></td> <td>Bunger,Dale E.</td> <td>PERS2</td> <td>Regular</td> <td>W2</td> <td>003388</td> <td>f1096404</td> <td>0</td> <td> </td> </tr> </tbody> </table> <p><b>Note:</b> Clicking on this button in later steps will undo all changes.</p>	Find  < 1 of 1 >										Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmplID	Empl Rcd Nbr			1	<input type="checkbox"/>	Bunger,Dale E.	PERS2	Regular	W2	003388	f1096404	0	 										
Find  < 1 of 1 >																																									
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1	<input type="checkbox"/>	Bunger,Dale E.	PERS2	Regular	W2	003388	f1096404	0	 																																
7	<p>Select Entries to be Processed:</p> <p>Click the  button. Each row in the table will run through a series of internal edits and all that pass will receive a check mark as shown below.</p> <table border="1" data-bbox="302 825 1143 951"> <thead> <tr> <th colspan="10">Find  &lt; 1 of 1 &gt; </th> </tr> <tr> <th>Selected</th> <th>Name</th> <th>Short Description</th> <th>Employee Classification</th> <th>Salary Grade</th> <th>Department</th> <th>*EmplID</th> <th>Empl Rcd Nbr</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input checked="" type="checkbox"/></td> <td>Bunger,Dale E.</td> <td>PERS2</td> <td>Regular</td> <td>W2</td> <td>003388</td> <td>f1096404</td> <td>0</td> <td> </td> </tr> </tbody> </table> <p>A check mark in the Selected Column indicates that the entitlement will be generated and placed in the member's history file upon saving.</p>	Find  < 1 of 1 >										Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmplID	Empl Rcd Nbr			1	<input checked="" type="checkbox"/>	Bunger,Dale E.	PERS2	Regular	W2	003388	f1096404	0	 										
Find  < 1 of 1 >																																									
Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmplID	Empl Rcd Nbr																																		
1	<input checked="" type="checkbox"/>	Bunger,Dale E.	PERS2	Regular	W2	003388	f1096404	0	 																																
8	<p>Removal of Entries From Being Processed:</p> <p>Review the list and click the <input checked="" type="checkbox"/> box to remove appropriate entries. A blank box <input type="checkbox"/> indicates that an entry will not be generated upon saving. The  button can be used to remove an entire row and gain the same effect.</p> <p>The  button can be used to remove all entries if desired.</p>																																								
9	<p>Add Entries to Be Processed:</p> <p>Click the  button in any row to add a blank row.</p> <p>Type the member's employee identification number in the <b>EmplID</b> block shown below or use the magnifying glass  to search and select individuals from a list.</p> <table border="1" data-bbox="302 1436 1143 1598"> <thead> <tr> <th colspan="10">Find  &lt; 1-2 of 2 &gt; </th> </tr> <tr> <th>Selected</th> <th>Name</th> <th>Short Description</th> <th>Employee Classification</th> <th>Salary Grade</th> <th>Department</th> <th>*EmplID</th> <th>Empl Rcd Nbr</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input checked="" type="checkbox"/></td> <td>Bunger,Dale E.</td> <td>PERS2</td> <td>Regular</td> <td>W2</td> <td>003388</td> <td>f1096404</td> <td>0</td> <td> </td> </tr> <tr> <td>2</td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>0</td> <td> </td> </tr> </tbody> </table> <p>Click on the empty box located in the <b>Selected</b> column so an entry will be generated upon saving.</p> <p><b>Note:</b> Carefully review your work one last time to ensure there are no mistakes before saving.</p>	Find  < 1-2 of 2 >										Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmplID	Empl Rcd Nbr			1	<input checked="" type="checkbox"/>	Bunger,Dale E.	PERS2	Regular	W2	003388	f1096404	0	 	2	<input type="checkbox"/>							0	 
Find  < 1-2 of 2 >																																									
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1	<input checked="" type="checkbox"/>	Bunger,Dale E.	PERS2	Regular	W2	003388	f1096404	0	 																																
2	<input type="checkbox"/>							0	 																																
10	Click the  button.																																								

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## Starting Career Sea Pay Premium (CSPP)

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<b>Introduction</b>	<p>This section provides the <i>procedures</i> for <b>Career Sea Pay Premium (CSPP)</b>. This entitlement is paid to enlisted members in pay-grades E-4 through E-9 and for officers that are entitled to Career Sea Pay that have served 36 consecutive months of sea duty. Career Sea Pay Premium begins on the 37<sup>th</sup> consecutive month and is payable for each subsequent consecutive month of sea duty.</p>
<b>Before you begin</b>	<p>To manually stop CSPP, stop Career Sea Pay/Time. Career Sea Pay Premium stops automatically when Career Sea Pay/Time is stopped. If a manual stop is entered, JUMPS will automatically stop Career Sea Pay/Time as well; however Direct Access will not enter a stop date in the Career Sea Pay row.</p> <p>Units authorized Sea Pay are listed under the Unit File Inquiry (L4) option of JUMPS Online Inquiry.</p>
<b>Auto-stop upon PCS departure</b>	<p>CSPP stops automatically on <i>the day of</i> PCS departure. Do not enter a Stop CSPP transaction when a member departs PCS. The system will not reflect the CSPP stop until it is resynchronized with PMIS/JUMPS.</p>

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*Continued on next page*

## Starting Career Sea Pay Premium (CSPP), Continued

---

**Introduction** This section provides the procedure for *starting Career Sea Pay Premium*.

---

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member’s entitlements detail page. Then, follow these steps to enter a new CSPP entitlement.

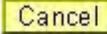
Step	Action
1	<p>In the  mode, click the  button to insert a new blank row to work in.</p> 
2	Enter the <b>Start Date</b> . The current date is automatically displayed. Use the calendar button  to select the desired date. You can also click & drag over the date field to select the date then type the start date in MM/DD/YYYY format.
3	The <b>Stop Date</b> should be left blank. CSPP stops automatically when CSP is stopped.
4	<p>Enter the <b>Earnings Type</b> in the code “CSR” or use the  to search and select from a listing of available earning types.</p> <p><b>*Earnings Type Description</b></p> 
5	<b>Description</b> is pre-filled. Ensure the proper entitlement is shown, repeat step 4 to select the correct type if necessary.
6	<b>Approval Status</b> is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to “A”.
7	<p><b>Manual Row Switch</b>. (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits.</p> <p><b>Caution:</b> Overriding pay edits may result in errors and possible overpayment of entitlement.</p>

*Continued on next page*

## Starting Career Sea Pay Premium (CSPP), Continued

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Procedure (continued)

Step	Action
<b>8</b>	 Do Not Use. The detail is automatically set when the earnings type for CSPP is selected and the entitlement is saved.
<b>9</b>	<p>Click the  button and enter the <b>Approving Official's Employee ID</b> number in the Approver EmplID field of the Supporting Data section.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p><b>Supporting Data</b></p> <p>123 CSR 03/16/2011 CSPREM</p> <p>Approval Status: Pending      Originator ID: 105</p> <p>Role Name: CGHRSUP      Approver EmplID: 123 </p> <p> </p> </div> <p>Click the  button to return to the Entitlement Detail view.</p>
<b>10</b>	Click the  button. The transaction will be routed, via the worklist, to the approving official.
<b>11</b>	The PAO/CGHRSUP role user should refer to the <i>Reviewing and Approving an Entitlement Start</i> topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.

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## Correcting CSPP

---

**Introduction** This section provides the procedure for *correcting Career Sea Pay Premium*.

---

**Discussion** Only the stop date may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete CSPP) and then start a new CSPP entitlement.

---

**Procedure** Follow these steps to correct an incorrect Stop date.

Step	Action
1	In the  mode, find the CSPP row to correct.  Click & drag over the Stop Date field to change its value. Dates must be typed in MM/DD/YYYY format. You may also use calendar buttons  to modify dates and the magnifying glass  to change the earning type.
2	Click the  button located at the bottom left of the screen.

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## Deleting CSPP

---

**Introduction** This section provides the procedure for *deleting Career Sea Pay Premium*.

---

**Discussion** The total Career Sea Pay Premium entitlement will be recouped when using this feature.

---

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a deletion of a CSPP transaction.

Step	Action
1	In the  mode, find the CSPP row to delete. Click on the  button located in the row to be deleted.
2	Click the  button located at the bottom left of the screen.

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# Coast Guard Servicing Personnel Office Manual

## Part II, Pay Entitlements

### Chapter 8, Clothing and Uniform Allowances

#### Overview

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**Introduction** This chapter provides for payment of clothing and uniform allowances.

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**In this chapter**

Topic	See Section
Officer Uniform Allowance	II-8-A
Small Store Checkage	II-8-B
Supplemental Clothing Monetary Allowance (CMA)	II-8-C
Maternity Uniform Allowance	II-8-D
Civilian Clothing Monetary Allowance	II-8-E

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# Coast Guard Servicing Personnel Office Manual

## Part II, Pay Entitlements

### Chapter 8, Clothing and Uniform Allowances

#### Section A, Officer Uniform Allowance

#### Overview

---

**Introduction** This guide provides the *procedures* for **Officer Uniform Allowance**.

---

**Topics** The following topics are covered in this section

<b>Topic</b>	<b>See Page</b>
<a href="#">Guiding Principles</a>	II-8-A-3
<a href="#">Starting Officer Uniform Allowance</a>	II-8-A-5
<a href="#">Correcting Officer Uniform Allowance</a>	II-8-A-9
<a href="#">Deleting Officer Uniform Allowance</a>	II-8-A-11

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**Pay Entitlements**

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## Guiding Principles

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**Introduction** This section provides the *guiding principles* for **Officer Uniform Allowance**.

---

**Reference** The following reference provides the entitlement policy for Officer Uniform Allowance.

- (a) [U.S. Coast Guard Pay Manual, COMDTINST M7220.29\(series\), Chap 3](#)
    - Section 3.I. – Clothing Allowance for Regular Officers
    - Section 3.K. – Uniform Allowances for Reserve Officers
      - 3.K.2 – Initial Uniform Allowance
      - 3.K.3. – Additional Active duty Uniform Allowance
- 

**Before you begin** If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3, Employee Entitlement Navigation and Data Entry.

**Note:** **Do NOT** prepare this entry on Active Duty Academy, Officer Candidate School graduates, or on Active Duty Warrant Officers. JUMPS is programmed to pay officer uniform allowance for these officers upon commissioning.

If the officer is entitled to two officer uniform allowances, two separate transactions must be prepared with different effective dates (a day apart).

Do not submit this transaction until the member is established as an officer.

This transaction is used in conjunction with the Officer Uniform Allowance Claim Worksheet (CG-5100), which is available via the PPC web site at <http://www.uscg.mil/ppc/forms/>.

---

**Internal controls** Officer Uniform Allowance payments require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.

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*Continued on next page*

## Guiding Principles, Continued

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**Supporting  
documentation**

The Officer Uniform Allowance Claim Worksheet, CG-5102 is the supporting document for payment of Officer Uniform Allowance. File the completed worksheet in section 3 of the SPO PDR for 3 years and forward a copy to PSC (psd-mr) for inclusion in the eIPDR.

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# Starting Officer Uniform Allowance

**Introduction** This section provides the procedure for *starting Officer Uniform Allowance*.

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member’s entitlements detail page. Then, follow these steps to enter a new Officer Uniform Allowance entitlement.

Step	Action
1	<p>Navigate to an existing <i>CM6- Officer Initial Uniform Allow</i> earnings code row or insert a new CM6 earnings code, if one is not present.</p> 
2	<p>Enter the <b>Start Date</b>. The current date is automatically displayed. Use the calendar button  to select the desired date. You can also click &amp; drag over the date field to select the date then type the start date in MM/DD/YYYY format.</p> <p><i>Note:</i> Do not use the 31<sup>st</sup> day of the month as the start date. For reserve officers ordered to active duty, use a start date one day later than the reporting endorsement (L68B in Recents) containing nature duty code “R”. If entitled to two separate allowances, submit two different entries one day apart.</p>
3	<p>The <b>Stop Date</b> should be left blank it will auto-fill upon saving the transaction.</p>

Continued on next page

Starting Officer Uniform Allowance, Continued

Procedure (continued)

Step	Action										
4	<p>Enter the <b>Earnings Type</b> in the code if known or use the  to search and select from a listing of available earning types.</p> <table border="1" data-bbox="285 604 1403 1186"> <thead> <tr> <th data-bbox="285 604 444 667">Earning Type</th> <th data-bbox="444 604 1403 667">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="285 667 444 789"><b>CODEB</b></td> <td data-bbox="444 667 1403 789">Initial uniform allowance for reservists only. The officer has NOT already received the initial uniform allowance and meets the entitlement requirements:                             <ul style="list-style-type: none"> <li>○ Section 3.K. – Uniform Allowances for Reserve Officers, 3.K.2 – Initial Uniform Allowance</li> </ul> </td> </tr> <tr> <td data-bbox="285 789 444 884"><b>CODEC</b></td> <td data-bbox="444 789 1403 884">Initial uniform allowance for reservists only. Upon appointment or transfer from another Reserve component of the Armed Forces where a different uniform was required. See reference (a), Section 3.K.2.a.(4).</td> </tr> <tr> <td data-bbox="285 884 444 1129"><b>CODED</b></td> <td data-bbox="444 884 1403 1129">Initial uniform allowance for all regular officers and for those reserve officers who have recently graduated from OCS and are currently on active duty for a period in excess of 139 days. An officer is entitled to an initial uniform allowance upon first appointment as an officer (temporary or regular) or as a permanent warrant officer.  Note: Normally paid automatically by JUMPS upon commissioning, no SPO data entry required.</td> </tr> <tr> <td data-bbox="285 1129 444 1186"><b>CODEE</b></td> <td data-bbox="444 1129 1403 1186">Additional active duty uniform allowance for reserves only. See reference (a), Section 3.K.3.a. and 3.K.3.b.</td> </tr> </tbody> </table>	Earning Type	Description	<b>CODEB</b>	Initial uniform allowance for reservists only. The officer has NOT already received the initial uniform allowance and meets the entitlement requirements: <ul style="list-style-type: none"> <li>○ Section 3.K. – Uniform Allowances for Reserve Officers, 3.K.2 – Initial Uniform Allowance</li> </ul>	<b>CODEC</b>	Initial uniform allowance for reservists only. Upon appointment or transfer from another Reserve component of the Armed Forces where a different uniform was required. See reference (a), Section 3.K.2.a.(4).	<b>CODED</b>	Initial uniform allowance for all regular officers and for those reserve officers who have recently graduated from OCS and are currently on active duty for a period in excess of 139 days. An officer is entitled to an initial uniform allowance upon first appointment as an officer (temporary or regular) or as a permanent warrant officer.  Note: Normally paid automatically by JUMPS upon commissioning, no SPO data entry required.	<b>CODEE</b>	Additional active duty uniform allowance for reserves only. See reference (a), Section 3.K.3.a. and 3.K.3.b.
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<b>CODEE</b>	Additional active duty uniform allowance for reserves only. See reference (a), Section 3.K.3.a. and 3.K.3.b.										
5	<p>Click the  button. The following screen appears.</p> <p><b>Supporting Data</b></p> <p>1061291                      CM6   08/13/1999   CODED</p> <p>Eligibility Date: <input data-bbox="509 1356 607 1381" type="text"/> </p> <p> </p>										
6	<p>Enter the <b>Eligibility Date</b> in MM/DD/YYYY format or use the calendar button  to select the date. This date will be the date of commissioning for temporary and regular officers and reservists meeting the requirements shown in the Pay Manual and Uniform Allowance Claim Worksheet (CG PPC-5100).</p>										

Continued on next page

## Starting Officer Uniform Allowance, Continued

Procedure (continued)

Step	Action
7	<p>Click the OK button to return to the entitlement row</p> 
8	<p>Review the Start Date and Earnings Type Description for accuracy.</p>
Note	<p><b>Approval Status</b> is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to “A”.</p>
9	<p>Click the <b>Approve</b> button and enter the <b>Approving Official’s Employee ID</b> number in the Approver EmplID field of the Supporting Data section.</p>  <p>Click the <b>OK</b> button to return to the Entitlement Detail view.</p>
10	<p>Click the <b>Save</b> button. The transaction will be routed, via the worklist, to the approving official.</p>
11	<p>The PAO/CGHRSUP role user should refer to the <i>Reviewing and Approving an Entitlement Start</i> topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.</p>

Continued on next page

## Starting Officer Uniform Allowance, Continued

---

Overriding  
system edits  
(not  
recommended)

**Manual Row Switch**. (CGHRSUP role users only) Select this field only  
when necessary to override pay edits.

**Caution:** Overriding pay edits may result in errors and possible overpayment  
of entitlement.

---

## Correcting Officer Uniform Allowance

---

**Introduction** This section provides the procedure for *correcting* **Officer Uniform Allowance**.

---

**Discussion** Only the Eligibility Date field on the Entitlement Detail panel may be corrected. Delete and resubmit the transaction to change any other fields.

---

**Procedure** Access the entitlement row and:

1. Click the Detail button
2. Enter the correct eligibility date.
3. Click the OK button.
4. Click Save

The corrected transaction will be approved and transmitted.

---

## Pay Entitlements

---

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## Deleting Officer Uniform Allowance

---

**Introduction** This section provides the procedure for *deleting Officer Uniform Allowance*.

---

**Discussion** The total Officer Uniform Allowance entitlement will be recouped when using this feature.

---

**Procedure** Access the officer's entitlements detail page. Then, follow these steps to enter a deletion of an Officer Uniform Allowance transaction.

Step	Action
1	In the  mode, find the Officer Uniform Allowance row to delete. Click on the  button located in the row to be deleted.
2	Click the  button located at the bottom left of the screen.

---

**Pay Entitlements**

---

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# Coast Guard Servicing Personnel Office Manual

## Part II, Pay Entitlements

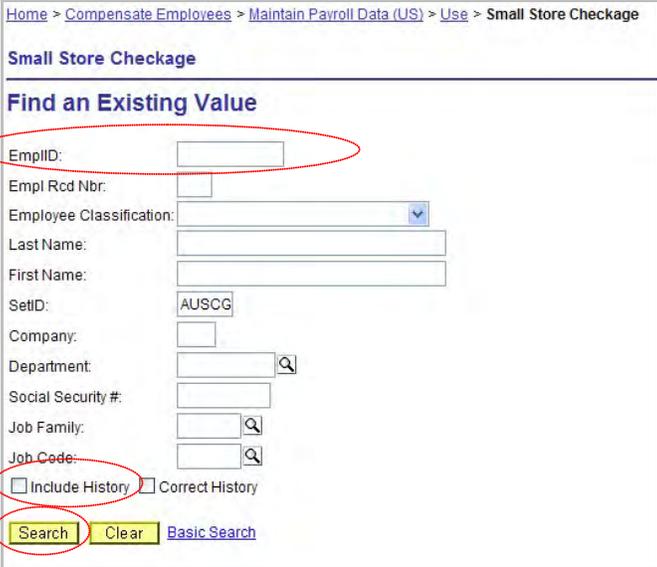
### Chapter 8, Clothing and Uniform Allowances

#### Section B, Small Store Checkage

## Overview

**Introduction** This section provides the procedure for *entering* the **Small Store Checkage** transaction.

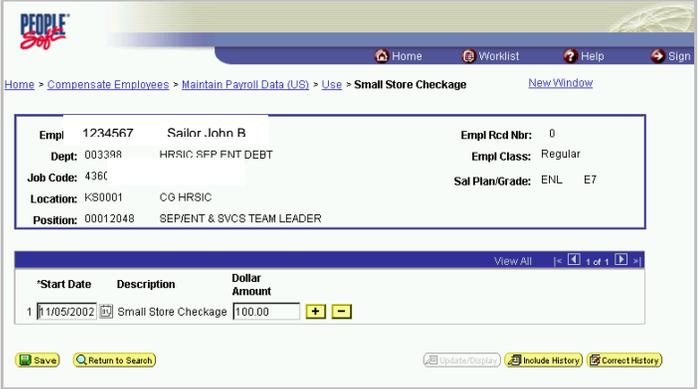
**Procedure** Start Direct Access, sign-in and follow these steps to access **Small Store Checkage**.

Step	Action
1	From the Enterprise Menu, select these items: <a href="#">Compensate Employees</a> > <a href="#">Maintain Entitlements</a> > <a href="#">Use</a> > <b>Small Store Checkage</b>
2	A search page will appear (example below). Enter the member's Employee ID number or other search criteria (SSN for example). 
3	Select the input mode by checking the <b>Include History</b> box located at the bottom of the search screen. This mode will include a list of previously submitted transactions.
4	Click the <b>Search</b> button and select the member you want to input a Small Store Checkage for from the search results.  <b>Note:</b> When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. <b>Verify the employee ID or SSN before making any changes.</b>

Continued on next page

# Overview, Continued

## Procedure (continued)

Step	Action
5	<p>The following screen appears:</p>  <p><b>Note:</b> If no previous Small Store Checkage transactions have been submitted or you are not in the <b>“Include History”</b> mode (See step 3) the page will load with a row showing the current date in the <b>Start Date</b> field and the <b>Dollar Amount</b> field will be blank as shown in the example below:</p> 
6	<p>If this is the first Small Store Checkage for this member, enter the <b>Dollar Amount</b>. If history rows exist, click the <b>+</b> button to enter a new checkage. The Start Date will default to the current date, enter the <b>Dollar Amount</b>.</p>
7	<p>Click the <b>Save</b> button.</p> <p><b>Note:</b> Only one entry per day is allowed per member.</p>

### Corrections / Deletions

This transaction cannot not be corrected or deleted. Refunds for erroneous entries and credits for returned merchandise can be input via the [Compensate Employees > Maintain Payroll Data \(US\) > Use > Pay Adjustments](#) menu.

# Coast Guard Servicing Personnel Office Manual

## Part II, Pay Entitlements

### Chapter 8, Clothing and Uniform Allowances

#### Section C, Enlisted Supplementary Clothing Allowance

##### Overview

---

**Introduction** This section provides the *procedures* for Enlisted Supplementary Clothing Allowance. This entitlement is paid to enlisted members who are assigned to duty where they are required to have special items or quantities of individual uniform clothing not normally required for the majority of enlisted members. This allowance is in addition to any other clothing monetary allowance.

---

**Topics** The following topics are covered in this section

Topic	See Page
<a href="#">Guiding Principles</a>	II-8-C-3
<a href="#">Entering Enlisted Supplementary Clothing Allowance</a>	II-8-C-5
<a href="#">Deleting Enlisted Supplementary Clothing Allowance</a>	II-8-C-7

---

**Pay Entitlements**

---

## Guiding Principles

---

**Introduction** This section provides the *guiding principles* for **Enlisted Supplementary Clothing Allowance**.

---

**Reference** The following reference provides the policy for payment of Enlisted Supplementary Clothing Allowance.

(a) [U.S. Coast Guard Pay Manual](#), COMDTINST M7220.29(series), Section 3-J-6

(b) Enlisted Supplementary Clothing Allowances Table of Rules, <http://www.uscg.mil/ppc/mas/suppcma.asp>

---

**Before you begin** If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3, Employee Entitlement Navigation and Data Entry.

---

**Payment policy** The allowance is payable only once during an assignment to such duty. The allowance is not payable upon reassignment to the same type of duty during a period of continuous active duty, unless three or more years have elapsed between such assignments.

---

**Internal controls** Enlisted Supplementary Clothing Allowance transactions require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.

---

**Supporting documentation** The Enlisted Supplementary Clothing Allowance Worksheet, CG-5155A is the supporting document for payment of this allowance. File the completed worksheet in section 3 of the SPO PDR for 3 years and forward a copy to PSC (psd-mr) for inclusion in the eIPDR.

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# Entering Enlisted Supplementary Clothing Allowance

**Introduction** This section provides the procedure for *starting Enlisted Supplementary Clothing Allowance*.

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member’s entitlements detail page. Then, follow these steps to enter a new Supplementary Clothing Allowance entitlement.

Step	Action
1	<p>If necessary, click the insert row button  shown below to create a new entry.</p> 
2	<p>Enter the <b>Start Date</b>. The current date is automatically displayed. Use the calendar button  to select the desired date. You can also click &amp; drag over the date field to select the date then type the start date in MM/DD/YYYY format.</p>
3	<p>The <b>Stop Date</b> may be left.</p>
4	<p>Enter the <b>Earnings Type</b> in the code if known or use the  to search and select from a listing of available earning types.</p>
5	<p><b>Description</b> is pre-filled. Ensure the proper entitlement is shown, repeat step 4 to select the correct type if necessary.</p>
Note	<p><b>Approval Status</b> is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to “A”.</p>
6	<p>Click the  button and enter the <b>Approving Official’s Employee ID</b> number in the Approver EmplID field of the Supporting Data section.</p>  <p>Click the  button to return to the Entitlement Detail view.</p>

*Continued on next page*

## Entering Enlisted Supplementary Clothing Allowance, Continued

---

**Procedure** (continued)

<b>Step</b>	<b>Action</b>
7	Click the  button. The transaction will be routed, via the worklist, to the approving official.
8	The PAO/CGHRSUP role user should refer to the <i>Reviewing and Approving an Entitlement Start</i> topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.

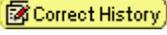
---

## Deleting Enlisted Supplementary Clothing Allowance

**Introduction** This section provides the procedure for *deleting* **Enlisted Supplementary Clothing Allowance**.

**Discussion** The total Enlisted Supplementary Clothing Allowance entitlement will be recouped when using this feature.

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a deletion of a Supplemental CMA transaction.

Step	Action
1	In the  mode, find the Enlisted Supplementary Clothing Allowance row to delete.  Click on the  button located in the row to be deleted.
2	Click the  button located at the bottom left of the screen.

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# Coast Guard Servicing Personnel Office Manual

## Part II, Pay Entitlements

### Chapter 8, Clothing and Uniform Allowances

#### Section D, Maternity Uniform Allowance

#### Overview

---

**Introduction** This section provides the *procedures* for Maternity Uniform Allowance.

---

**Topics** The following topics are covered in this section

Topic	See Page
<a href="#">Guiding Principles</a>	II-8-D-3
<a href="#">Starting Maternity Uniform Allowance</a>	II-8-D-5
<a href="#">Deleting Maternity Uniform Allowance</a>	II-8-D-9

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## Guiding Principles

---

<b>Introduction</b>	This section provides the <i>guiding principles</i> for Maternity Uniform Allowance.
<b>Reference</b>	<p>The following references provide additional information about Maternity Uniform Allowance.</p> <p>(a) <a href="#">U.S. Coast Guard Pay Manual</a>, COMDTINST M7220.29(series), Section 3-J-6</p> <p>(b) Enlisted Supplementary Clothing Allowances Table of Rules, <a href="http://www.uscg.mil/ppc/mas/suppcma.asp">http://www.uscg.mil/ppc/mas/suppcma.asp</a></p>
<b>Policy guidance</b>	<p>Reference (a) authorizes Supplementary Clothing Allowance to enlisted members who are assigned to duty where they are required to have special items or quantities of individual uniform clothing not normally required for the majority of enlisted members. This supplementary allowance is in addition to any other clothing monetary allowance.</p> <p><b>3 Years between payments:</b></p> <p>Note the provisions of reference (b), Note 6 to Rule 8:</p> <ul style="list-style-type: none"><li>• “Subsequent payment will not be authorized for more than one pregnancy within 3 years of the date of approval of earlier payments.”</li></ul>
<b>Before you begin</b>	If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3, Employee Entitlement Navigation and Data Entry.
<b>Internal controls</b>	Enlisted Supplementary Clothing Allowance transactions require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.

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*Continued on next page*

## Guiding Principles, Continued

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**Supporting documentation**

The Enlisted Supplementary Clothing Allowance Worksheet, CG-5155A is the supporting document for payment of this allowance. File the completed worksheet in section 3 of the SPO PDR for 3 years and forward a copy to PSC (psd-mr) for inclusion in the eIPDR.

---

**JUMPS effect**

This transaction creates a P603 transaction, which updates Segment 43. Element code 16 of the P603 will show “08”, which is the rule code number from reference (b).

---

# Starting Maternity Uniform Allowance

**Introduction** This section provides the procedure for *starting Maternity Uniform Allowance*.

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member’s entitlements detail page. Then, follow these steps to enter a new Maternity Uniform Allowance entitlement.

Step	Action																																				
1	<p>Navigate to the member’s Employee Entitlements page and create a new entitlement row using the “CM2 – Maternity Uniform” Earnings Code.</p> <p><a href="#">Home</a> &gt; <a href="#">Compensate Employees</a> &gt; <a href="#">Maintain Entitlements</a> &gt; <a href="#">Use</a> &gt; Employee Entitlements</p> <p>Earnings Code: <input type="text" value="CM2"/>                      Description: <input type="text"/>                      Entitlement Category: <input type="text"/></p> <p><input type="button" value="Lookup"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> <a href="#">Basic Lookup</a></p> <p><b>Search Results</b></p> <p>VIEW ALL First 1 of 1 Last</p> <table border="1"> <thead> <tr> <th>Earnings Code</th> <th>Description</th> <th>Entitlement Category</th> </tr> </thead> <tbody> <tr> <td>CM2</td> <td>Maternity Uniform Allowances</td> <td></td> </tr> </tbody> </table> <p>Entitlements <span style="float:right">View All &lt; 4 of 5 &gt;</span></p> <p>*Earnings Code: <input type="text" value="CM2"/> Maternity Uniform <input type="button" value="+"/></p> <table border="1"> <thead> <tr> <th>*Start Date</th> <th>Start Time/Seq</th> <th>Stop Date</th> <th>Stop Time/Seq</th> <th>*Earnings Type</th> <th>Description</th> <th>Approval Status</th> <th>Manual Row Switch</th> <th>Detail</th> <th>Earning Process Type</th> </tr> </thead> <tbody> <tr> <td>1 06/19/2008</td> <td>0000</td> <td></td> <td>0000</td> <td></td> <td></td> <td>P</td> <td><input type="checkbox"/></td> <td><input type="button" value="Detail"/></td> <td></td> </tr> <tr> <td>2 06/02/2005</td> <td>2542</td> <td>06/02/2005</td> <td>2543</td> <td>MTRNTY</td> <td>Start Maternity Supplementary Clothing Allowance</td> <td>A</td> <td><input type="checkbox"/></td> <td><input type="button" value="Detail"/></td> <td></td> </tr> </tbody> </table>	Earnings Code	Description	Entitlement Category	CM2	Maternity Uniform Allowances		*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Earning Process Type	1 06/19/2008	0000		0000			P	<input type="checkbox"/>	<input type="button" value="Detail"/>		2 06/02/2005	2542	06/02/2005	2543	MTRNTY	Start Maternity Supplementary Clothing Allowance	A	<input type="checkbox"/>	<input type="button" value="Detail"/>	
Earnings Code	Description	Entitlement Category																																			
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2 06/02/2005	2542	06/02/2005	2543	MTRNTY	Start Maternity Supplementary Clothing Allowance	A	<input type="checkbox"/>	<input type="button" value="Detail"/>																													
2	<p>The <b>Start Date</b> will auto-fill with the current date. It should not be changed; future dating or back dating of this transaction is not permitted.</p> <p><i>Note:</i> If a previous entitlement row is present, be aware that only one payment is allowed within a three year period.</p>																																				
3	<p>Leave the <b>Stop Date</b> blank. It will auto-fill with the current date/start date upon saving the transaction.</p>																																				

*Continued on next page*

## Starting Maternity Uniform Allowance, Continued

---

**Procedure** (continued)

Step	Action						
4	<p>Enter the <b>Earnings Type</b> in the code “MTRNTY” or use the  to search and select from a listing of available earning types.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p><b>Lookup Earnings Type</b></p> <p><span style="border: 1px solid black; padding: 2px;">Cancel</span></p> <p><b>Search Results</b></p> <p>View All <span style="float: right;">First  1 of 1  Last</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th style="text-align: left;">Earnings Code</th> <th style="text-align: left;">Earnings Type</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">CM2</td> <td style="text-align: left;">MTRNTY</td> <td style="text-align: left;">Start Maternity Supplementary Clothing Allowance</td> </tr> </tbody> </table> </div>	Earnings Code	Earnings Type	Description	CM2	MTRNTY	Start Maternity Supplementary Clothing Allowance
Earnings Code	Earnings Type	Description					
CM2	MTRNTY	Start Maternity Supplementary Clothing Allowance					
5	<p><b>Description</b> is pre-filled with “Start Maternity Supplementary Clothing Allowance”. Ensure the proper entitlement is shown, repeat the previous steps to select the correct type if necessary.</p>						
<b>Note</b>	<p><b>Approval Status</b> is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to “A”.</p>						
6	<p><b>Manual Row Switch</b> (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits.</p> <p><b>Caution:</b> Overriding pay edits may result in errors and possible overpayment of entitlement.</p>						

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## Starting Maternity Uniform Allowance, Continued

Procedure (continued)

Step	Action
7	<p>Click the  button and enter the <b>Approving Official's Employee ID</b> number in the Approver EmplID field of the Supporting Data section.</p> <div data-bbox="342 575 976 810" style="border: 1px solid gray; padding: 5px;"> <p><b>Supporting Data</b></p> <p>1234567      BAS    03/15/2011    ENLBAS</p> <p>Approval Status: Pending      Originator ID: CGHRSONLY</p> <p>Role Name: CGHRSUP      Approver EmplID: <input type="text" value="1234567"/> </p> <p> </p> </div> <p>Click the  button to return to the Entitlement Detail view.</p>
8	<p>Click the  button. The transaction will be routed, via the worklist, to the approving official.</p>
9	<p>The PAO/CGHRSUP role user should refer to the <i>Reviewing and Approving an Entitlement Start</i> topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.</p>

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## Deleting Maternity Uniform Allowance

---

**Introduction** This section provides the procedure for *deleting Maternity Uniform Allowance*.

---

**Discussion** The total Maternity Uniform Allowance entitlement will be recouped when using this feature.

---

**Procedure** Follow these steps to enter a deletion of a Maternity Uniform Allowance transaction.

Step	Action
1	In the  mode, find the Maternity Uniform Allowance row to delete.  Click on the  button located in the row to be deleted.
2	Click the  button located at the bottom left of the screen.

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# Coast Guard Servicing Personnel Office Manual

## Part II, Pay Entitlements

### Chapter 8, Clothing and Uniform Allowances

#### Section E, Civilian Clothing Monetary Allowance

##### Overview

---

**Introduction** This section provides the *procedures* for **Civilian Clothing Monetary Allowance**. This entitlement may be paid to officers assigned to a permanent duty station outside the United States when required to wear civilian clothing in the performance of official duties and to enlisted members when they are assigned to duty requiring the wearing of civilian clothing.

---

**Topics** The following topics are covered in this section

Topic	See Page
<a href="#">Guiding Principles</a>	II-8-E-3
<a href="#">Starting Civilian Clothing Monetary Allowance</a>	II-8-E-5
<a href="#">Correcting Civilian Clothing Monetary Allowance</a>	II-8-E-7
<a href="#">Deleting Civilian Clothing Monetary Allowance</a>	II-8-E-9

---

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## Guiding Principles

---

**Introduction** This section provides the *guiding principles* for Civilian Clothing Monetary Allowance.

---

**Reference** The following references provide additional information about Civilian Clothing Monetary Allowance.

- (a) [U.S. Coast Guard Pay Manual](#), COMDTINST M7220.29(series),  
Section:
    - a. 3-I-3 and 4, Regular Officers
    - b. 3-J-5, Enlisted Members
  - (b) Civilian Clothing Allowance Table of Rules,  
<http://www.uscg.mil/ppc/mas/cca.asp>
- 

**Before you begin** If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3, Employee Entitlement Navigation and Data Entry.

---

**Internal controls** Enlisted Supplementary Clothing Allowance transactions require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.

---

**Supporting documentation** The [Civilian Clothing Allowance Worksheet, CG-5150](#) or a memo from Commandant (CG-1222) is the supporting document for payment of this allowance. File the completed worksheet or memo in section 3 of the SPO PDR for 3 years and forward a copy to PSC (psd-mr) for inclusion in the eIPDR.

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# Starting Civilian Clothing Monetary Allowance

**Introduction** This section provides the procedure for *starting* Civilian Clothing Monetary Allowance.

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member’s entitlements detail page. Then, follow these steps to enter a new Civilian Clothing Monetary Allowance entitlement.

Step	Action										
1	<p>Navigate to the member’s entitlements page and insert a “<i>CM3-Civilian Clothing Maint. Allowance</i>” Earnings Code if necessary, or insert a new blank row in an existing CM3 Earnings Code section.</p> 										
2	<p>Enter the <b>Start Date</b>. The current date is automatically displayed. Use the calendar button  to select the desired date. You can also click &amp; drag over the date field to select the date then type the start date in MM/DD/YYYY format.</p>										
3	<p>The <b>Stop Date</b> should be left blank (system will fill in with the same date as the start date upon saving).</p>										
4	<p>Enter the <b>Earnings Type</b> in the code if known or use the  to search and select from a listing of available earning types.  <b>Reminder:</b> Some Earnings Type codes require the assignment of a Competency Code before the member is eligible to receive Civilian Clothing Monetary Allowance.</p> <table border="1" data-bbox="289 1411 1398 1604"> <thead> <tr> <th>Earnings Type</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>CIVCON</td> <td>Special Continuing Civilian CMA (SCCMA-CIV)</td> </tr> <tr> <td>CIVINI</td> <td>Special Initial Civilian CMA (SICMA-CIV)</td> </tr> <tr> <td>CIVPAR</td> <td>Partial Initial Civilian CMA (PART-SICMA-CIV)</td> </tr> <tr> <td>CIVTDY</td> <td>Special TDY Civilian CMA (STDYCMA-CIV)</td> </tr> </tbody> </table>	Earnings Type	Description	CIVCON	Special Continuing Civilian CMA (SCCMA-CIV)	CIVINI	Special Initial Civilian CMA (SICMA-CIV)	CIVPAR	Partial Initial Civilian CMA (PART-SICMA-CIV)	CIVTDY	Special TDY Civilian CMA (STDYCMA-CIV)
Earnings Type	Description										
CIVCON	Special Continuing Civilian CMA (SCCMA-CIV)										
CIVINI	Special Initial Civilian CMA (SICMA-CIV)										
CIVPAR	Partial Initial Civilian CMA (PART-SICMA-CIV)										
CIVTDY	Special TDY Civilian CMA (STDYCMA-CIV)										
5	<p><b>Description</b> is pre-filled. Ensure the proper entitlement is shown, repeat step 4 to select the correct type if necessary.</p>										
Note	<p><b>Approval Status</b> is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to “A”.</p>										

Continued on next page

## Starting Civilian Clothing Monetary Allowance, Continued

Procedure (continued)

Step	Action
6	<p><b>Manual Row Switch</b> (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits.  <b>Caution:</b> Overriding pay edits may result in errors and possible overpayment of entitlement.</p>
7	<p>Click the  button to bring up the Supporting Data screen below:</p> <div data-bbox="293 688 716 898" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p><b>Supporting Data</b></p> <p>1080807      CM3   08/23/2002   CIVCON</p> <p>Dollar Amount: <input type="text" value="0.00"/></p> <p> </p> </div> <p>Enter the Dollar Amount of Civilian Clothing Monetary Allowance.                      (Amounts are listed in reference (b) )</p> <p>Click the  button when finished.</p>
8	<p>Click the  button and enter the <b>Approving Official's Employee ID</b> number in the Approver EmplID field of the Supporting Data section.</p> <div data-bbox="342 1199 976 1430" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p><b>Supporting Data</b></p> <p>1234567      BAS   03/15/2011   ENLBAS</p> <p>Approval Status: Pending      Originator ID: CGHRSONLY</p> <p>Role Name: CGHRSUP      Approver EmplID: <input type="text" value="1234567"/> </p> <p> </p> </div> <p>Click the  button to return to the Entitlement Detail view.</p>
9	<p>Click the  button. The transaction will be routed, via the worklist, to the approving official.</p>
10	<p>The PAO/CGHRSUP role user should refer to the <i>Reviewing and Approving an Entitlement Start</i> topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.</p>

## Correcting Civilian Clothing Monetary Allowance

---

**Introduction** This section provides the procedure for *correcting* Civilian Clothing Monetary Allowance.

---

**Procedure** Only the amount (in the detail section) may be corrected. If the earnings type code is incorrect, delete and resubmit this transaction.

Step	Action
1	In the  mode, find the Civilian Clothing Monetary Allowance row to correct.
2	<p>Click the  button to bring up the Supporting Data screen below:</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p><b>Supporting Data</b></p> <p>1080807                      CM3    08/23/2002    CIVCON</p> <p style="text-align: center;">Dollar Amount: <input style="width: 100px;" type="text" value="0.00"/></p> <p style="text-align: center;"> </p> </div> <p>Enter the Dollar Amount of Civilian Clothing Monetary Allowance.</p> <p>Click the  button when finished.</p>
3	Click the  button located at the bottom left of the screen.

---

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## Deleting Civilian Clothing Monetary Allowance

---

**Introduction** This section provides the procedure for *deleting* Civilian Clothing Monetary Allowance.

---

**Discussion** The total Civilian Clothing Monetary Allowance entitlement will be recouped when using this feature.

---

**Procedure** Follow these steps to enter a deletion of a Civilian Clothing Monetary Allowance transaction.

<b>Step</b>	<b>Action</b>
<b>1</b>	In the  mode, find the Civilian Clothing Monetary Allowance row to delete.  Click on the  button located in the row to be deleted.
<b>2</b>	Click the  button located at the bottom left of the screen.

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# Coast Guard Servicing Personnel Office Manual

## Part II, Pay Entitlements

### Chapter 8, Clothing and Uniform Allowances

#### Section E, Civilian Clothing Monetary Allowance

##### Overview

---

**Introduction** This section provides the *procedures* for **Civilian Clothing Monetary Allowance**. This entitlement may be paid to officers assigned to a permanent duty station outside the United States when required to wear civilian clothing in the performance of official duties and to enlisted members when they are assigned to duty requiring the wearing of civilian clothing.

---

**Topics** The following topics are covered in this section

Topic	See Page
<a href="#">Guiding Principles</a>	II-8-E-3
<a href="#">Starting Civilian Clothing Monetary Allowance</a>	II-8-E-5
<a href="#">Correcting Civilian Clothing Monetary Allowance</a>	II-8-E-7
<a href="#">Deleting Civilian Clothing Monetary Allowance</a>	II-8-E-9

---

**Pay Entitlements**

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## Guiding Principles

---

**Introduction** This section provides the *guiding principles* for Civilian Clothing Monetary Allowance.

---

**Reference** The following references provide additional information about Civilian Clothing Monetary Allowance.

- (a) [U.S. Coast Guard Pay Manual](#), COMDTINST M7220.29(series),  
Section:
    - a. 3-I-3 and 4, Regular Officers
    - b. 3-J-5, Enlisted Members
  - (b) Civilian Clothing Allowance Table of Rules,  
<http://www.uscg.mil/ppc/mas/cca.asp>
- 

**Before you begin** If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3, Employee Entitlement Navigation and Data Entry.

---

**Internal controls** Enlisted Supplementary Clothing Allowance transactions require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.

---

**Supporting documentation** The [Civilian Clothing Allowance Worksheet, CG-5150](#) or a memo from Commandant (CG-1222) is the supporting document for payment of this allowance. File the completed worksheet or memo in section 3 of the SPO PDR for 3 years and forward a copy to PSC (psd-mr) for inclusion in the eIPDR.

---

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# Starting Civilian Clothing Monetary Allowance

**Introduction** This section provides the procedure for *starting* Civilian Clothing Monetary Allowance.

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member’s entitlements detail page. Then, follow these steps to enter a new Civilian Clothing Monetary Allowance entitlement.

Step	Action										
1	<p>Navigate to the member’s entitlements page and insert a “<i>CM3-Civilian Clothing Maint. Allowance</i>” Earnings Code if necessary, or insert a new blank row in an existing CM3 Earnings Code section.</p> 										
2	<p>Enter the <b>Start Date</b>. The current date is automatically displayed. Use the calendar button  to select the desired date. You can also click &amp; drag over the date field to select the date then type the start date in MM/DD/YYYY format.</p>										
3	<p>The <b>Stop Date</b> should be left blank (system will fill in with the same date as the start date upon saving).</p>										
4	<p>Enter the <b>Earnings Type</b> in the code if known or use the  to search and select from a listing of available earning types.  <b>Reminder:</b> Some Earnings Type codes require the assignment of a Competency Code before the member is eligible to receive Civilian Clothing Monetary Allowance.</p> <table border="1" data-bbox="289 1413 1398 1604"> <thead> <tr> <th>Earnings Type</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>CIVCON</td> <td>Special Continuing Civilian CMA (SCCMA-CIV)</td> </tr> <tr> <td>CIVINI</td> <td>Special Initial Civilian CMA (SICMA-CIV)</td> </tr> <tr> <td>CIVPAR</td> <td>Partial Initial Civilian CMA (PART-SICMA-CIV)</td> </tr> <tr> <td>CIVTDY</td> <td>Special TDY Civilian CMA (STDYCMA-CIV)</td> </tr> </tbody> </table>	Earnings Type	Description	CIVCON	Special Continuing Civilian CMA (SCCMA-CIV)	CIVINI	Special Initial Civilian CMA (SICMA-CIV)	CIVPAR	Partial Initial Civilian CMA (PART-SICMA-CIV)	CIVTDY	Special TDY Civilian CMA (STDYCMA-CIV)
Earnings Type	Description										
CIVCON	Special Continuing Civilian CMA (SCCMA-CIV)										
CIVINI	Special Initial Civilian CMA (SICMA-CIV)										
CIVPAR	Partial Initial Civilian CMA (PART-SICMA-CIV)										
CIVTDY	Special TDY Civilian CMA (STDYCMA-CIV)										
5	<p><b>Description</b> is pre-filled. Ensure the proper entitlement is shown, repeat step 4 to select the correct type if necessary.</p>										
Note	<p><b>Approval Status</b> is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to “A”.</p>										

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## Starting Civilian Clothing Monetary Allowance, Continued

Procedure (continued)

Step	Action
6	<p><b>Manual Row Switch</b> (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits.  <b>Caution:</b> Overriding pay edits may result in errors and possible overpayment of entitlement.</p>
7	<p>Click the  button to bring up the Supporting Data screen below:</p> <div data-bbox="293 688 716 898" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p><b>Supporting Data</b></p> <p>1080807                      CM3    08/23/2002    CIVCON</p> <p>Dollar Amount: <input type="text" value="0.00"/></p> <p> </p> </div> <p>Enter the Dollar Amount of Civilian Clothing Monetary Allowance.                      (Amounts are listed in reference (b) )</p> <p>Click the  button when finished.</p>
8	<p>Click the  button and enter the <b>Approving Official's Employee ID</b> number in the Approver EmplID field of the Supporting Data section.</p> <div data-bbox="342 1199 976 1430" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p><b>Supporting Data</b></p> <p>1234567                      BAS    03/15/2011    ENLBAS</p> <p>Approval Status: Pending                      Originator ID: CGHRSONLY</p> <p>Role Name: CGHRSUP                      Approver EmplID: <input type="text" value="1234567"/> </p> <p> </p> </div> <p>Click the  button to return to the Entitlement Detail view.</p>
9	<p>Click the  button. The transaction will be routed, via the worklist, to the approving official.</p>
10	<p>The PAO/CGHRSUP role user should refer to the <i>Reviewing and Approving an Entitlement Start</i> topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.</p>

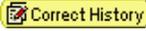
## Correcting Civilian Clothing Monetary Allowance

---

**Introduction** This section provides the procedure for *correcting* Civilian Clothing Monetary Allowance.

---

**Procedure** Only the amount (in the detail section) may be corrected. If the earnings type code is incorrect, delete and resubmit this transaction.

Step	Action
1	In the  mode, find the Civilian Clothing Monetary Allowance row to correct.
2	<p>Click the  button to bring up the Supporting Data screen below:</p> <div style="border: 1px solid gray; padding: 5px; width: fit-content; margin: 10px auto;"> <p><b>Supporting Data</b></p> <p>1080807                      CM3   08/23/2002   CIVCON</p> <p style="text-align: center;">Dollar Amount: <input style="width: 100px;" type="text" value="0.00"/></p> <p style="text-align: center;"> </p> </div> <p>Enter the Dollar Amount of Civilian Clothing Monetary Allowance.</p> <p>Click the  button when finished.</p>
3	Click the  button located at the bottom left of the screen.

---

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## Deleting Civilian Clothing Monetary Allowance

---

**Introduction** This section provides the procedure for *deleting* Civilian Clothing Monetary Allowance.

---

**Discussion** The total Civilian Clothing Monetary Allowance entitlement will be recouped when using this feature.

---

**Procedure** Follow these steps to enter a deletion of a Civilian Clothing Monetary Allowance transaction.

Step	Action
1	In the  mode, find the Civilian Clothing Monetary Allowance row to delete.  Click on the  button located in the row to be deleted.
2	Click the  button located at the bottom left of the screen.

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# PPC SPO Manual

## Part II, Pay Entitlements

### Chapter 9, Cost of Living Allowance (CONUS & OUTCONUS)

#### Chapter Overview

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In this chapter

Topic	See Section
CONUS COLA	II-9-A
OUTCONUS COLA With Dependents	II-9-B
OUTCONUS COLA Without Dependents	II-9-C
Fractional OUTCONUS COLA	II-9-D

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# Coast Guard Servicing Personnel Office Manual

## Part II, Pay Entitlements

### Chapter 9, Cost of Living Allowance (CONUS & OUTCONUS)

#### Section A, CONUS COLA

#### Overview

---

**Introduction** This section provides the *procedures* for **Cost of Living Allowance (CONUS COLA)**. This entitlement is paid to members entitled to a *CONUS* high cost area. It is also payable to unaccompanied member's *OCONUS*, if their primary dependent resides in a CONUS high cost area. A member assigned to CONUS duty must get approval from COMDT (CG-1222), when equitable due to duty location or other circumstances, to receive CONUS COLA based on the primary dependent's residence.

---

**Topics** The following topics are covered in this section

<b>Topic</b>	<b>See Page</b>
<a href="#">Guiding Principles</a>	II-9-A-3
<a href="#">Starting CONUS COLA</a>	II-9-A-5
<a href="#">Stopping CONUS COLA</a>	II-9-A-9
<a href="#">Correcting CONUS COLA</a>	II-9-A-11
<a href="#">Deleting CONUS COLA</a>	II-9-A-13

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## Guiding Principles

---

### Introduction

This section provides the *guiding principles* for CONUS COLA.

---

### Reference

The following references provide additional information about CONUS COLA.

- (a) [Joint Federal Travel Regulations, Volume 1, Chapter 8](#)
  - (b) [Personnel and Pay Procedures Manual, PPCINST M1000.2 \(series\)](#)
  - (c) Personnel Manual, COMDTINST M1000.6 (series)
- 

### Before you begin

If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3, Employee Entitlement Navigation and Data Entry.

---

### Review and Approval

CONUS COLA entries can be initiated by a user with CGHRS role. Review and approval by a CGHRSUP role user is required.

---

### Reserve component members

See JFTR, para **U8038**, for entitlement to CCOLA for Reserve Component members on active duty. Understand that involuntary active duty under Title 14 recall orders does not meet the definition of a DOD Contingency operation.

---

### Auto-stop upon PCS departure

CONUS COLA stops automatically on *the day prior* to PCS departure. Do not enter a Stop CONUS COLA transaction when a member departs PCS. The system will not reflect the CONUS COLA stop until it is resynchronized with PMIS/JUMPS.

Complete a CONUS COLA entry on all INCONUS PCS reporting transactions. If a member is receiving two COLA entitlements (i.e., OCONUS COLA without dependents and CONUS COLA with dependents), manually stop CONUS COLA at the old unit and enter a start for the new permanent duty assignment. CONUS COLA/Time will automatically stop the day before arriving PCS (except as noted above). An entry is required when dependency changes to “with” or “without” dependents.

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## Guiding Principles, Continued

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**Supporting  
documentation**

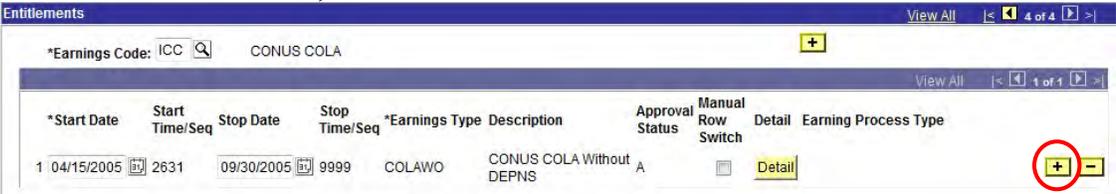
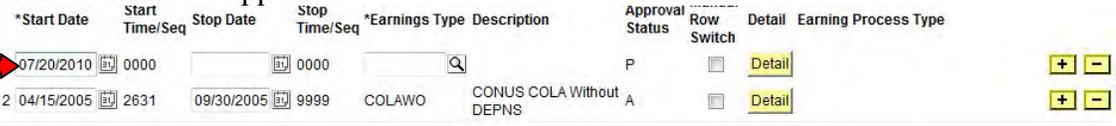
The PCS Reporting Worksheet, CG-2005, is the supporting documentation for this allowance. Payment at the with dependent rate requires properly completed dependency documentation (CG-2020, CG-2025) on file.

---

# Starting CONUS COLA

**Introduction** This section provides the procedure for *starting* CONUS COLA.

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member’s entitlements detail page. Then, follow these steps to enter a new CONUS COLA entitlement.

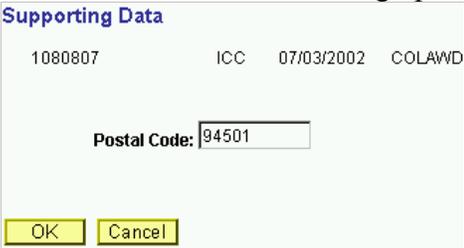
Step	Action
<p>1</p>	<p>In the  mode, click the  button shown below.</p>  <p>A new blank row appears...</p> 
<p>2</p>	<p>Enter the <b>Start Date</b>. The current date is automatically displayed. Use the calendar button  to select the desired date. You can also click &amp; drag over the date field to select the date then type the start date in MM/DD/YYYY format.</p>
<p>3</p>	<p>Enter the <b>Stop Date</b> only if this is a temporary entitlement. You must enter a stop date if this entry is for a Reserve Component (RC) member on AD for 140 to 180 days. Leave the stop date blank for active duty members and RC members on AD for 140 or more days ADT or more than 181 days (ADOT). CCOLA will automatically stop upon RELAD or PCS.</p>
<p>4</p>	<p>Enter the <b>Earnings Type</b> in the code for CONUS COLA With Dependents or CONUS COLA Without Dependents or use the  to search and select from a listing of available earning types.</p> 

*Continued on next page*

## Starting CONUS COLA, Continued

---

**Procedure** (continued)

Step	Action
5	<b>Description</b> is pre-filled. Ensure the proper entitlement is shown, repeat the previous step to select the correct type if necessary.
6	<b>Approval Status</b> is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to "A".
7	<p><b>Manual Row Switch</b> (CGHRSUP role users only). Select this field <u>only when necessary</u> to override pay edits.</p> <p><b>Caution:</b> Overriding pay edits may result in errors and possible overpayment of entitlement.</p>
8	<p>Click the <b>Detail</b> button to bring up the Supporting Data screen below:</p>  <p>Enter the zip code at which CONUS COLA is payable (the permanent duty station or dependent's locale, as applicable).</p> <p>Click the <b>OK</b> button when finished.</p>
9	<p>Click the <b>Approve</b> button and enter the <b>Approving Official's Employee ID</b> number in the Approver EmplID field of the Supporting Data section.</p>  <p>Click the <b>OK</b> button to return to the Entitlement Detail view.</p>

*Continued on next page*

## Starting CONUS COLA, Continued

---

**Procedure** (continued)

Step	Action
10	Click the  button. The transaction will be routed, via the worklist, to the approving official.
11	The PAO/CGHRSUP role user should refer to the <i>Reviewing and Approving an Entitlement Start</i> topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.

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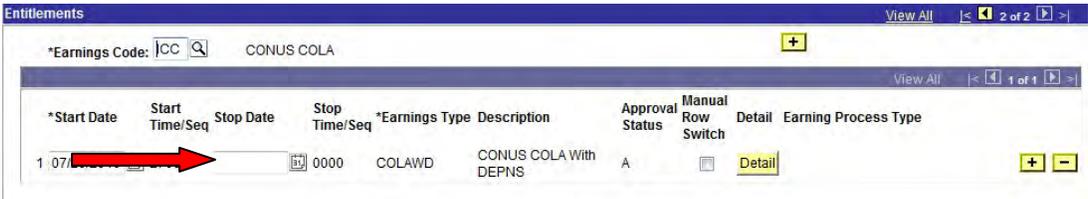
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## Stopping CONUS COLA

**Introduction** This section provides the procedure for *stopping* CONUS COLA.

**Reminder, PCS auto-stop** CONUS COLA stops automatically on the day prior to PCS departure. Do not enter a PeopleSoft Stop CONUS COLA transaction when a member departs PCS. The system will not reflect the CONUS COLA stop until it is resynchronized with JUMPS.

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member’s entitlements detail page. Then, follow these steps to enter a stop CONUS COLA transaction.

Step	Action
1	In the  mode, find the row to stop. The stop date will be blank as shown below: 
2	Enter the <b>Stop Date</b> for the entitlement by using the calendar button  to select the desired date. You can also click & drag over the date field then Type the stop date in MM/DD/YYYY format. The stop date can be future dated.
3	<b>Manual Row Switch</b> (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected. <b>Caution:</b> Overriding pay edits may result in errors and possible overpayment of entitlement.
4	 Do not use when stopping CONUS COLA, see Correcting CONUS COLA on the following page if changes to the detail screen are needed.
5	Click the  button (located at the bottom left of the screen) to approve and transmit the entry.

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## Correcting CONUS COLA

---

**Introduction** This section provides the procedure for *correcting* CONUS COLA.

---

**Discussion** Only the stop date may and Detail (ZIP/Postal Code) be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete CONUS COLA) and then start a new CONUS COLA entitlement.

---

**Procedure** Follow these steps to correct an incorrect Stop date.

Step	Action
1	<p>In the  mode, find the CONUS COLA row to correct.</p> <p>Click &amp; drag over the Stop Date field to change its value. Dates must be typed in MM/DD/YYYY format. You may also use calendar buttons  to modify dates and the magnifying glass  to change the earning type.</p> <p>Or,</p> <p>Click the  button to bring up the Supporting Data screen:</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p><b>Supporting Data</b></p> <p>1080807            ICC    07/03/2002    COLAWD</p> <p>Postal Code: <input style="width: 100px;" type="text" value="94501"/></p> <p style="text-align: center;"><input type="button" value="OK"/>   <input type="button" value="Cancel"/></p> </div> <p>Enter the zip code at which CONUS COLA is payable (the permanent duty station or dependent's locale, as applicable).</p> <p>Click the  button when finished.</p>
2	<p>Click the  button located at the bottom left of the screen.</p>

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## Deleting CONUS COLA

---

**Introduction** This section provides the procedure for *deleting* CONUS COLA.

---

**Discussion** The total CONUS COLA entitlement will be recouped when using this feature.

---

**Procedure** Follow these steps to enter a deletion of a CONUS COLA transaction.

Step	Action
1	In the  mode, find the CONUS COLA row to delete. Click on the  button located in the row to be deleted.
2	Click the  button located at the bottom left of the screen.

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# Coast Guard Servicing Personnel Office Manual

## Part II, Pay Entitlements

### Chapter 9, Cost of Living Allowance (CONUS & OUTCONUS)

#### Section B, OUTCONUS COLA with Dependents

##### Overview

---

##### Introduction

This section provides the *procedures* for **OUTCONUS COLA with Dependents**. Members with dependents assigned OUTCONUS are entitled to COLA (see par. U9210 JFTR for entitlement for member married to member couples) regardless of Government mess availability at the PDS (including vessel).

---

##### Topics

The following topics are covered in this section

Topic	See Page
<a href="#">Guiding Principles</a>	II-9-B-3
<a href="#">Starting OUTCONUS COLA with Dependents</a>	II-9-B-5
<a href="#">Stopping OUTCONUS COLA with Dependents</a>	II-9-B-9
<a href="#">Correcting OUTCONUS COLA with Dependents</a>	II-9-B-11
<a href="#">Deleting OUTCONUS COLA with Dependents</a>	II-9-B-13

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## Guiding Principles

---

**Introduction** This section provides the *guiding principles* for **OUTCONUS COLA with Dependents**.

---

**Reference** The following references provide additional information about OUTCONUS COLA with Dependents.

- (a) [Coast Guard Personnel Manual, COMDTINST M1000.6\(series\), Section 4.H.9.b. Command Sponsorship of Dependents](#)
  - (b) [Joint Federal Travel Regulations \(JFTR\), Chapter 9](#)
- 

**Before you begin** If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3, Employee Entitlement Navigation and Data Entry.

---

**Reserve Component members** Please see JFTR U9145, COLA for an RC member, for information on payment of OUTCONUS COLA to a Reserve Component member on active duty.

---

**Auto-stop upon PCS departure** OUTCONUS COLA with Dependents stops automatically on *the day prior* to PCS departure. Do not enter a Stop OUTCONUS COLA with Dependents transaction when a member departs PCS. The system will not reflect the OUTCONUS COLA with Dependents stop until the departing endorsement on orders transaction is approved and saved.

Timely submission of this entry is important since significant pay impact may result for the member. OUTCONUS COLA is automatically shutdown the day prior to PCS departure.

---

**Manual stop upon departure on terminal leave** Entitlement to OUTCONUS COLA ends on the date the member departs the OUTCONUS unit on terminal leave. The SPO will create a separate stop transaction in Direct Access to stop the entitlement.

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*Continued on next page*

## Guiding Principles, Continued

---

**Review and Approval**

OUTCONUS COLA entries can be initiated by a user with CGHRS role. Review and approval by a CGHRSUP role user is required.

---

**Supporting documentation**

The PCS Reporting Worksheet, CG-2005 or the Reserve Travel Order, is the supporting documentation for this allowance. Payment at the with dependent rate requires properly completed dependency documentation (CG-2020, CG-2025) and overseas entry approval for command sponsored dependents in accordance with reference (a).

---

## Starting OUTCONUS COLA with Dependents

**Introduction** This section provides the procedure for *starting* OUTCONUS COLA with Dependents.

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member’s entitlements detail page. Then, follow these steps to enter a new OUTCONUS COLA with Dependents entitlement.

Step	Action
1	<p>In the  mode, click the  button shown below.</p>  <p>A new blank row appears...</p> 
2	<p>Enter the <b>Start Date</b>. The current date is automatically displayed. Use the calendar button  to select the desired date. You can also click &amp; drag over the date field to select the date then type the start date in MM/DD/YYYY format.</p> <p>Note: See Reference (b), <b>U9105</b>, for guidance on determining the correct date to start OUTCONUS COLA with dependents.</p>
3	<p>The <b>Stop Date</b> may be left blank to pay continuous OUTCONUS COLA with Dependents. If this is a temporary entitlement, you may enter the stop date. Leave the stop date blank for active duty members and RC members on AD for 140 or more days ADT or more than 181 days (ADOT). OCOLA will automatically stop upon RELAD or PCS.</p>

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Starting OUTCONUS COLA with Dependents, Continued

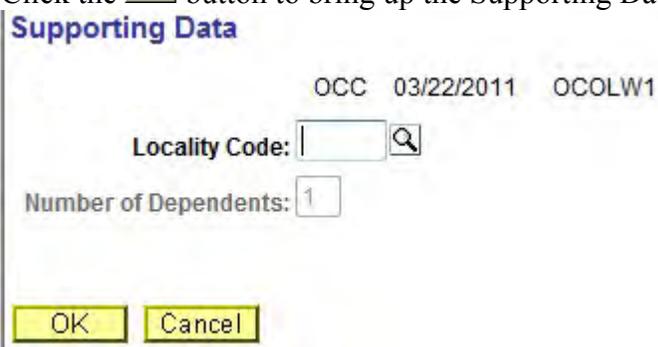
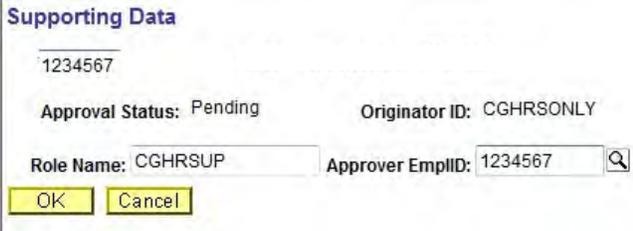
Procedure (continued)

Step	Action																					
4	<p>Enter the <b>Earnings Type</b> in the code if known or use the  to search and select from a listing of available earning types.</p> <table border="1" data-bbox="300 567 1031 829"> <thead> <tr> <th>Earnings Code</th> <th>Earnings Type</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td><a href="#">OCC</a></td> <td><a href="#">OCOLW1</a></td> <td><a href="#">OCONUS COLA with 1 Dependent</a></td> </tr> <tr> <td><a href="#">OCC</a></td> <td><a href="#">OCOLW2</a></td> <td><a href="#">OCONUS COLA with 2 Dependents</a></td> </tr> <tr> <td><a href="#">OCC</a></td> <td><a href="#">OCOLW3</a></td> <td><a href="#">OCONUS COLA with 3 Dependents</a></td> </tr> <tr> <td><a href="#">OCC</a></td> <td><a href="#">OCOLW4</a></td> <td><a href="#">OCONUS COLA with 4 Dependents</a></td> </tr> <tr> <td><a href="#">OCC</a></td> <td><a href="#">OCOLW5</a></td> <td><a href="#">OCONUS COLA with 5 Dependents</a></td> </tr> <tr> <td><a href="#">OCC</a></td> <td><a href="#">OCOLW6</a></td> <td><a href="#">OCONUS COLA with 6 Dependents</a></td> </tr> </tbody> </table> <p>Per reference (b), par U9130, the Earnings Type Code is based on the number of <b>command-sponsored dependents</b> (maximum of 6) <b>at the PDS</b> (See reference (b), par. U9210, for authorization for member-married-to-member couples if applicable).</p>	Earnings Code	Earnings Type	Description	<a href="#">OCC</a>	<a href="#">OCOLW1</a>	<a href="#">OCONUS COLA with 1 Dependent</a>	<a href="#">OCC</a>	<a href="#">OCOLW2</a>	<a href="#">OCONUS COLA with 2 Dependents</a>	<a href="#">OCC</a>	<a href="#">OCOLW3</a>	<a href="#">OCONUS COLA with 3 Dependents</a>	<a href="#">OCC</a>	<a href="#">OCOLW4</a>	<a href="#">OCONUS COLA with 4 Dependents</a>	<a href="#">OCC</a>	<a href="#">OCOLW5</a>	<a href="#">OCONUS COLA with 5 Dependents</a>	<a href="#">OCC</a>	<a href="#">OCOLW6</a>	<a href="#">OCONUS COLA with 6 Dependents</a>
Earnings Code	Earnings Type	Description																				
<a href="#">OCC</a>	<a href="#">OCOLW1</a>	<a href="#">OCONUS COLA with 1 Dependent</a>																				
<a href="#">OCC</a>	<a href="#">OCOLW2</a>	<a href="#">OCONUS COLA with 2 Dependents</a>																				
<a href="#">OCC</a>	<a href="#">OCOLW3</a>	<a href="#">OCONUS COLA with 3 Dependents</a>																				
<a href="#">OCC</a>	<a href="#">OCOLW4</a>	<a href="#">OCONUS COLA with 4 Dependents</a>																				
<a href="#">OCC</a>	<a href="#">OCOLW5</a>	<a href="#">OCONUS COLA with 5 Dependents</a>																				
<a href="#">OCC</a>	<a href="#">OCOLW6</a>	<a href="#">OCONUS COLA with 6 Dependents</a>																				
5	<p><b>Description</b> is pre-filled. Ensure the proper entitlement is shown, repeat step 6 to select the correct type if necessary.</p>																					
6	<p><b>Approval Status</b> is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to "A".</p>																					
7	<p><b>Manual Row Switch</b> (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits.  <b>Caution:</b> Overriding pay edits may result in errors and possible overpayment of entitlement.</p>																					

Continued on next page

## Starting OUTCONUS COLA with Dependents, Continued

Procedure (continued)

Step	Action
8	<p>Click the <b>Detail</b> button to bring up the Supporting Data screen below:</p>  <p>The screenshot shows a window titled "Supporting Data" with the following fields: "OCC 03/22/2011 OCOLW1", "Locality Code:" with a search icon, and "Number of Dependents:" with the value "1". There are "OK" and "Cancel" buttons at the bottom.</p> <p>Click the magnifying glass  to select the locality of the member's PDS or other location where OUTCONUS COLA with Dependents entitlement is payable.</p> <p>The number of dependents is automatically displayed based on the earnings type selected. If it is not correct, repeat step 4.</p> <p>Click the <b>OK</b> button when finished.</p>
9	<p>Click the <b>Approve</b> button and enter the <b>Approving Official's Employee ID</b> number in the Approver EmplID field of the Supporting Data section.</p>  <p>The screenshot shows the "Supporting Data" window with the "Approver EmplID" field containing the value "1234567". Other fields include "Approval Status: Pending", "Originator ID: CGHRSONLY", and "Role Name: CGHRSUP". There are "OK" and "Cancel" buttons at the bottom.</p> <p>Click the <b>OK</b> button to return to the Entitlement Detail view.</p>

*Continued on next page*

## Starting OUTCONUS COLA with Dependents, Continued

---

**Procedure** (continued)

<b>Step</b>	<b>Action</b>
<b>10</b>	Click the  button. The transaction will be routed, via the worklist, to the approving official.
<b>11</b>	The PAO/CGHRSUP role user should refer to the <i>Reviewing and Approving an Entitlement Start</i> topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.

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## Stopping OUTCONUS COLA with Dependents

**Introduction** This section provides the procedure for *stopping OUTCONUS COLA with Dependents*.

**Reminder, PCS auto-stop** OUTCONUS COLA stops automatically on the day prior to PCS departure. Do not enter a stop OUTCONUS COLA transaction when a member departs PCS. Continuation of OUTCONUS CLOA beyond the the PCS departure date must be approved by Commandant (CG-1222) and will be entered by PPC (mas) if authorized.

**Manual stop upon departure on terminal leave** Entitlement to OUTCONUS COLA ends on the date the member departs the OUTCONUS unit on terminal leave. The SPO will create a separate stop transaction in Direct Access to stop the entitlement.

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member’s entitlements detail page. Then, follow these steps to enter a stop OUTCONUS COLA with Dependents transaction.

Step	Action																
1	<p>In the  mode, find the row to stop. The stop date will be blank as shown:</p>  <p>The screenshot shows the following table data:</p> <table border="1"> <thead> <tr> <th>*Start Date</th> <th>Start Time/Seq</th> <th>Stop Date</th> <th>Stop Time/Seq</th> <th>*Earnings Type</th> <th>Description</th> <th>Approval Status</th> <th>Manual Row Switch</th> </tr> </thead> <tbody> <tr> <td>07/02/2004</td> <td>2300</td> <td></td> <td>0000</td> <td>OCOLWO</td> <td>OUTCONUS COLA without Dependents</td> <td>A</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	07/02/2004	2300		0000	OCOLWO	OUTCONUS COLA without Dependents	A	<input type="checkbox"/>
*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch										
07/02/2004	2300		0000	OCOLWO	OUTCONUS COLA without Dependents	A	<input type="checkbox"/>										
2	<p>Enter the <b>Stop Date</b> for the entitlement by using the calendar button  to select the desired date. You can also click and drag over the date field then Type the stop date in MM/DD/YYYY format. The stop date can be future dated. See reference (b), par. <b>U9105</b>, for guidance on the determining the correct date to stop OUTCONUS COLA with dependents.</p>																
3	<p><b>Manual Row Switch</b> (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected.  <b>Caution:</b> Overriding pay edits may result in errors and possible overpayment of entitlement.</p>																

*Continued on next page*

## Stopping OUTCONUS COLA with Dependents, Continued

---

**Procedure** (continued)

<b>Step</b>	<b>Action</b>
<b>4</b>	Click the  button (located at the bottom left of the screen) to approve and transmit the entry. (The approval and detail buttons are not used in this procedure).

---

## Correcting OUTCONUS COLA with Dependents

---

**Introduction** This section provides the procedure for *correcting* OUTCONUS COLA with Dependents.

---

**Discussion** Only the stop date and the locality code may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete OUTCONUS COLA with Dependents) and then start a new OUTCONUS COLA with Dependents entitlement.

---

**Procedure** Follow these steps to correct an incorrect stop date or locality code.

Step	Action
1	In the  mode, find the OUTCONUS COLA with Dependents row to correct. Enter the correct <ul style="list-style-type: none"><li>• stop date or (See Stopping OUTCONUS COLA procedure step 2)</li><li>• locality code (See Starting OUTCONUS COLA procedure step 8)</li></ul>
2	Click the  button located at the bottom left of the screen.

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## Deleting OUTCONUS COLA with Dependents

---

**Introduction** This section provides the procedure for *deleting* OUTCONUS COLA with Dependents.

---

**Discussion** The total OUTCONUS COLA with Dependents entitlement will be recouped when using this feature.

---

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member’s entitlements detail page. Then, follow these steps to enter a deletion of an OUTCONUS COLA with Dependents transaction.

Step	Action
1	In the  mode, find the OUTCONUS COLA with Dependents row to delete.  Click on the  button located in the row to be deleted.
2	Click the  button located at the bottom left of the screen.

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# Coast Guard Servicing Personnel Office Manual

## Part II, Pay Entitlements

### Chapter 9, Cost of Living Allowance (CONUS & OUTCONUS)

#### Section C, OUTCONUS COLA without Dependents

#### Overview

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**Introduction** This section provides the *procedures* for full or partial **OUTCONUS COLA without Dependents**. See the references in the Guiding Principles section for specific rules concerning this entitlement.

---

**Topics** The following topics are covered in this section

Topic	See Page
<a href="#">Guiding Principles</a>	II-9-C-3
<a href="#">Starting OUTCONUS COLA without Dependents</a>	II-9-C-5
<a href="#">Stopping OUTCONUS COLA without Dependents</a>	II-9-C-9
<a href="#">Correcting OUTCONUS COLA without Dependents</a>	II-9-C-11
<a href="#">Deleting OUTCONUS COLA without Dependents</a>	II-9-C-13

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**Pay Entitlements**

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## Guiding Principles

---

<b>Introduction</b>	This section provides the <i>guiding principles</i> for <b>OUTCONUS COLA without Dependents</b> .
<b>Reference</b>	The following references provide additional information about OUTCONUS COLA without Dependents.  (a) <a href="#">Joint Federal Travel Regulations (JFTR), Chapter 9</a>
<b>Before you begin</b>	If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3, Employee Entitlement Navigation and Data Entry.
<b>Reserve Component members</b>	Please see JFTR U9145, COLA for an RC member, for information on payment of OUTCONUS COLA to a Reserve Component member on active duty.
<b>Auto-stop upon PCS departure</b>	OUTCONUS COLA without Dependents stops automatically on <i>the day prior</i> to PCS departure. Do not enter a Stop OUTCONUS COLA without Dependents transaction when a member departs PCS. The system will not reflect the OUTCONUS COLA without Dependents stop until the departing endorsement on orders transaction is approved and saved.
<b>Manual stop upon departure on terminal leave</b>	Entitlement to OUTCONUS COLA ends on the date the member departs the OUTCONUS unit on terminal leave. The SPO will create a separate stop transaction in Direct Access to stop the entitlement.

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## Guiding Principles, Continued

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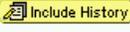
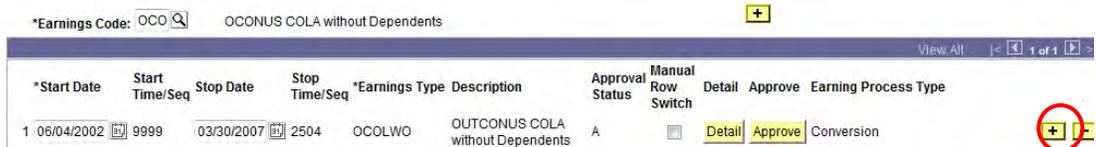
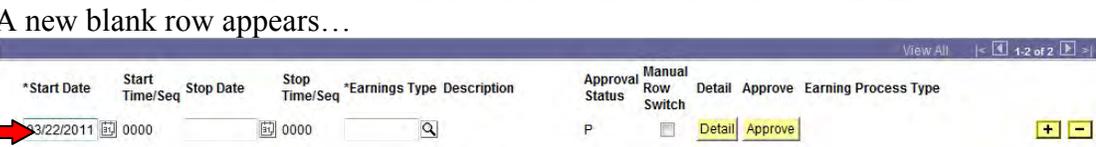
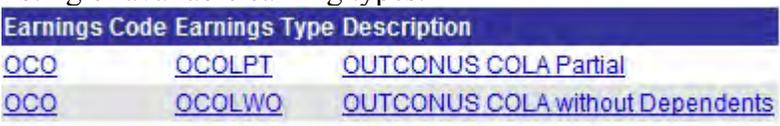
<b>Review and Approval</b>	OUTCONUS COLA entries can be initiated by a user with CGHRS role. Review and approval by a CGHRSUP role user is required.
<b>Supporting documentation</b>	The PCS Reporting Worksheet, CG-2005 or the Reserve Travel Order, is the supporting documentation for this allowance.

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# Starting OUTCONUS COLA without Dependents

**Introduction** This section provides the procedure for *starting* OUTCONUS COLA without Dependents.

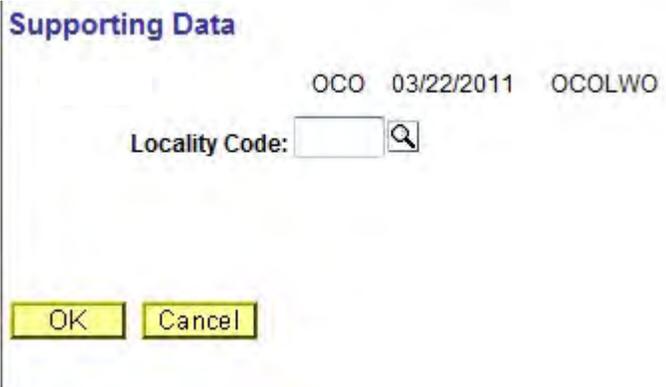
**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member’s entitlements detail page. Then, follow these steps to enter a new OUTCONUS COLA without Dependents entitlement.

Step	Action
1	<p>In the  mode, click the  button shown below.</p>  <p>A new blank row appears...</p> 
2	<p>Enter the <b>Start Date</b>. The current date is automatically displayed. Use the calendar button  to select the desired date. You can also click and drag over the date field to select the date then type the start date in MM/DD/YYYY format.</p> <p>Note: See Reference (b), <b>U9105</b>, for guidance on determining the correct date to start OUTCONUS COLA without dependents.</p>
3	<p>The <b>Stop Date</b> may be left blank to pay continuous OUTCONUS COLA without Dependents. If this is a temporary entitlement, you may enter the stop date. Leave the stop date blank for active duty members and RC members on AD for 140 or more days ADT or more than 181 days (ADOT). OCOLA will automatically stop upon RELAD or PCS.</p>
4	<p>Enter the <b>Earnings Type</b> code if known or use the  to search and select from a listing of available earning types.</p>  <p>See reference (a), par. <b>U9115 COLA for a Member Without Dependent</b>, for guidance on selecting the correct earnings code.</p>

*Continued on next page*

## Starting OUTCONUS COLA without Dependents, Continued

Procedure (continued)

Step	Action
5	<b>Description</b> is pre-filled. Ensure the proper entitlement is shown, repeat step 6 to select the correct type if necessary.
6	<b>Approval Status</b> is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to "A".
7	<b>Manual Row Switch</b> (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits. <b>Caution:</b> Overriding pay edits may result in errors and possible overpayment of entitlement.
8	<p>Click the <b>Detail</b> button to bring up the Supporting Data screen below:</p>  <p>Click the magnifying glass  to select the locality code of the member's PDS for OUTCONUS COLA without Dependents entitlement.</p> <p>Click the <b>OK</b> button when finished.</p>

*Continued on next page*

## Starting OUTCONUS COLA without Dependents, Continued

Procedure (continued)

Step	Action
9	<p>Click the  button and enter the <b>Approving Official's Employee ID</b> number in the Approver EmplID field of the Supporting Data section.</p> <div data-bbox="358 604 992 835" style="border: 1px solid gray; padding: 5px;"> <p><b>Supporting Data</b></p> <p>1234567</p> <p>Approval Status: Pending      Originator ID: CGHRSONLY</p> <p>Role Name: CGHRSUP      Approver EmplID: 1234567 </p> <p> </p> </div> <p>Click the  button to return to the Entitlement Detail view.</p>
10	Click the  button. The transaction will be routed, via the worklist, to the approving official.
11	The PAO/CGHRSUP role user should refer to the <i>Reviewing and Approving an Entitlement Start</i> topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.

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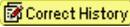
## Stopping OUTCONUS COLA without Dependents

**Introduction** This section provides the procedure for *stopping* OUTCONUS COLA without Dependents.

**Reminder, PCS auto-stop** OUTCONUS COLA without Dependents stops automatically on the day prior to PCS departure.

**Manual stop upon departure on terminal leave** Entitlement to OUTCONUS COLA ends on the date the member departs the OUTCONUS unit on terminal leave. The SPO will create a separate stop transaction in Direct Access to stop the entitlement.

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member’s entitlements detail page. Then, follow these steps to enter a stop OUTCONUS COLA without Dependents transaction.

Step	Action
1	<p>In the  mode, find the row to stop. The stop date will be blank as shown:</p> 
2	<p>Enter the <b>Stop Date</b> for the entitlement by using the calendar button  to select the desired date. You can also click &amp; drag over the date field then Type the stop date in MM/DD/YYYY format. The stop date can be future dated. See reference (a), par. <b>U9105</b>, for guidance on the determining the correct date to stop OUTCONUS COLA without dependents.</p>
4	<p><b>Manual Row Switch</b> (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected.  <b>Caution:</b> Overriding pay edits may result in errors and possible overpayment of entitlement.</p>

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## Stopping OUTCONUS COLA without Dependents, Continued

---

**Procedure** (continued)

<b>Step</b>	<b>Action</b>
<b>5</b>	Click the  button (located at the bottom left of the screen) to approve and transmit the entry. (The approval and detail buttons are not used in this procedure)

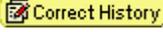
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## Correcting OUTCONUS COLA without Dependents

**Introduction** This section provides the procedure for *correcting* OUTCONUS COLA without Dependents.

**Discussion** Only the stop date and locality code may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete OUTCONUS COLA without Dependents) and then start a new OUTCONUS COLA without Dependents entitlement.

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member’s entitlements detail page. Then, follow these steps to correct an incorrect Stop date.

Step	Action
1	In the  mode, find the OUTCONUS COLA without Dependents row to correct. Enter the correct <ul style="list-style-type: none"> <li>• stop date or (See Stopping OUTCONUS COLA procedure step 2)</li> <li>• locality code (See Starting OUTCONUS COLA procedure step 9)</li> </ul> Click & drag over the Stop Date field to change its value. Dates must be typed in MM/DD/YYYY format. You may also use calendar buttons  to modify dates and the magnifying glass  to change the earning type.
2	Click the  button located at the bottom left of the screen.

## Pay Entitlements

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## Deleting OUTCONUS COLA without Dependents

---

**Introduction** This section provides the procedure for *deleting* **OUTCONUS COLA without Dependents**.

---

**Discussion** The total OUTCONUS COLA without Dependents entitlement will be recouped when using this feature.

---

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a deletion of an OUTCONUS COLA without Dependents transaction.

Step	Action
1	In the  mode, find the OUTCONUS COLA without Dependents row to delete.  Click on the  button located in the row to be deleted.
2	Click the  button located at the bottom left of the screen.

---

## Pay Entitlements

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# Coast Guard Servicing Personnel Office Manual

## Part II, Pay Entitlements

### Chapter 9, Cost of Living Allowance (CONUS & OUTCONUS)

#### Section D, Fractional OUTCONUS COLA

##### Overview

---

##### Introduction

This section provides the *procedures* for **Fractional OUTCONUS COLA**. This entitlement is paid to members without dependents on duty at a PDS where a Government mess is available, and whose duty, as distinguished from a travel status, requires the member's absence from the PDS (including a ship or other fleet unit having an assigned homeport outside CONUS) during one or more meals.

---

##### Topics

The following topics are covered in this section

Topic	See Page
<a href="#">Guiding Principles</a>	II-9-D-3
<a href="#">Entering Fractional OUTCONUS COLA</a>	II-9-D-5
<a href="#">Correcting Fractional OUTCONUS COLA</a>	II-9-D-7
<a href="#">Deleting Fractional OUTCONUS COLA</a>	II-9-D-9

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## Guiding Principles

---

**Introduction** This section provides the *guiding principles* for **Fractional OUTCONUS COLA**.

---

**Reference** The following references provide additional information about Fractional OUTCONUS COLA.

- (a) [Joint Federal Travel Regulations \(JFTR\), Chapter 9 \(U9125\)](#)
  - (b) [Personnel and Pay Procedures Manual, PPCINST M1000.2\(series\), Chap 7-B](#)
- 

**Before you begin** If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3, Employee Entitlement Navigation and Data Entry.

---

**Timing** The effective date for ALL Fractional OUTCONUS COLA transactions is the last day of the month. The system will automatically enter the date in the transaction Start and Stop date fields when the Fractional OUTCONUS COLA Earnings Type code is selected. For this reason you cannot enter multiple Fractional OUTCONUS COLA Earnings Type transactions for the same month. We recommend that you only input this transaction monthly, at the end of the month. Alternatively, you could input the transaction upon receipt of the information from the unit and submit a correction type transaction if the member becomes entitled to another Fractional OUTCONUS COLA credit later in the same month.

---

**Internal controls** BAS starts require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.

---

**Supporting documentation** Per reference (b), the member's unit shall forward a certification of missed meals memo to the SPO monthly. Retain the memo in section 3 of the SPO PDR for 3 years/

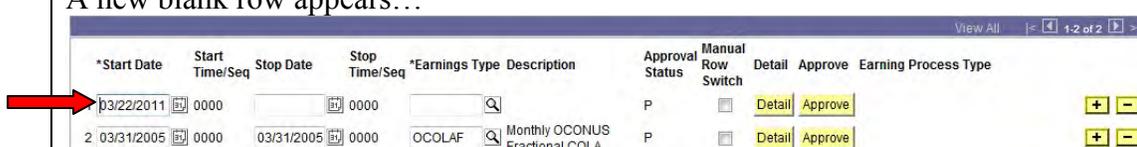
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# Entering Fractional OUTCONUS COLA

**Introduction** This section provides the procedure for *starting Fractional OUTCONUS COLA*.

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member’s entitlements detail page. Then, follow these steps to enter a new Fractional OUTCONUS COLA entitlement.

Step	Action
<p><b>1</b></p>	<p>In the  mode, click the  button shown below.</p>  <p>A new blank row appears...</p> 
<p><b>2</b></p>	<p>Enter the <b>Start Date</b>. The effective date for ALL Fractional OUTCONUS COLA transactions is the last day of the month. The system will automatically enter the date in the transaction Start and Stop date fields.</p>
<p><b>3</b></p>	<p>Enter the <b>Earnings Type</b> code – OCOLAF, or use the  to search and select from a listing of available earning types.</p>
<p><b>4</b></p>	<p><b>Description</b> is pre-filled. Ensure the proper entitlement is shown, repeat step 6 to select the correct type if necessary.</p>
<p><b>5</b></p>	<p><b>Approval Status</b> is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to “A”.</p>
<p><b>6</b></p>	<p><b>Manual Row Switch</b> (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits.  <b>Caution:</b> Overriding pay edits may result in errors and possible overpayment of entitlement.</p>

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## Entering Fractional OUTCONUS COLA, Continued

Procedure (continued)

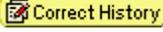
Step	Action
7	<p>Click the  button to bring up the Supporting Data screen below:</p> <div data-bbox="331 569 849 856" style="border: 1px solid gray; padding: 5px;"> <p><b>Supporting Data</b></p> <p>1234567      OCU    10/31/2002    OCOLAF</p> <p>Locality Code: <input type="text"/> </p> <p>Number of Breakfast: <input type="text"/></p> <p>Number of Dinners: <input type="text"/></p> <p>Number of Suppers: <input type="text"/></p> <p> </p> </div> <p>Click the magnifying glass  next to the Locality Code and select the code where the member was stationed for the Fractional OUTCONUS COLA entitlement.</p> <ul style="list-style-type: none"> <li>• Enter the number of breakfast meals authorized during the month.</li> <li>• Enter the number of Dinners authorized during the month.</li> <li>• Enter the number of Suppers authorized during the month.</li> </ul> <p>Click the  button when finished.</p>
9	<p>Click the  button and enter the <b>Approving Official's Employee ID</b> number in the Approver EmplID field of the Supporting Data section.</p> <div data-bbox="378 1318 1010 1549" style="border: 1px solid gray; padding: 5px;"> <p><b>Supporting Data</b></p> <p>1234567</p> <p>Approval Status: Pending      Originator ID: CGHRSONLY</p> <p>Role Name: CGHRSUP      Approver EmplID: <input type="text"/> </p> <p> </p> </div> <p>Click the  button to return to the Entitlement Detail view.</p>
10	<p>Click the  button. The transaction will be routed, via the worklist, to the approving official.</p>
11	<p>The PAO/CGHRSUP role user should refer to the <i>Reviewing and Approving an Entitlement Start</i> topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.</p>

## Correcting Fractional OUTCONUS COLA

**Introduction** This section provides the procedure for *correcting* Fractional OUTCONUS COLA.

**Discussion** Only the locality code and number of breakfast, lunch or supper meals may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete Fractional OUTCONUS COLA) and then start a new Fractional OUTCONUS COLA entitlement.

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member’s entitlements detail page. Then, follow these steps to correct the supporting data panel.

Step	Action
1	In the  mode, find the Fractional OUTCONUS COLA s row to correct. Enter the correct <ul style="list-style-type: none"> <li>• locality code and/or number of missed meals(See Entering Fractional OUTCONUS COLA procedure step 7)</li> </ul>
2	Click the  button located at the bottom left of the screen.

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## Deleting Fractional OUTCONUS COLA

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**Introduction** This section provides the procedure for *deleting Fractional OUTCONUS COLA*.

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**Discussion** The total Fractional OUTCONUS COLA entitlement will be recouped when using this feature.

---

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a deletion of a Fractional OUTCONUS COLA transaction.

Step	Action
1	In the  mode, find the Fractional OUTCONUS COLA row to delete. Click on the  button located in the row to be deleted.
2	Click the  button located at the bottom left of the screen.

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## Pay Entitlements

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# Coast Guard Servicing Personnel Office Manual

## Part II, Pay Entitlements

### Chapter 11, Special and Incentive Pays

#### Overview

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#### In this chapter

<b>Topic</b>	<b>See Section</b>
Aviation Career Incentive Pay (ACIP)	II-11-A
Aviation Crew / Non-Crew Hazardous Duty Incentive Pay	II-11-B
Combat SGLI Allowance (Individual and Multiple)	II-11-C
Combat Tax Exclusion (Individual and Multiple)	II-11-D
Diving Duty Pay	II-11-E
Family Separation Allowance (Individual and Multiple)	II-11-F
Flight Deck Hazardous Duty Incentive Pay	II-11-G
Foreign language Proficiency Pay	II-11-H
Hardship Duty Pay	II-11-I
Hazardous Duty Incentive Pay for High Pressure Chamber	II-11-J
Hazardous Duty Incentive Pay for Visit, Board, Search and Seizure (HDIP-VBSS) Boarding Team Members	II-11-K
Imminent Danger (Hostile Fire) Pay	II-11-L
Personal Money Allowance	II-11-M
Responsibility Pay	II-11-N
Special Duty Assignment Pay (SDAP)	II-11-O

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## Deleting ACIP

**Introduction** This section provides the procedure for *deleting Aviation Career Incentive Pay*.

**Discussion** The total Aviation Career Incentive Pay entitlement will be recouped when using this feature.

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member’s entitlements detail page. Then, follow these steps to enter a deletion of an ACIP transaction.

**ESACIP Earnings Type Entries Cannot be Deleted** Transactions submitted to Establish an Officer as an Aviator (Earnings Type ESACIP) cannot be deleted. Only corrections may be made to these transactions. See the corrections procedure on the previous page. Notify PPC Customer Care of any erroneous ESACIP submissions. They will coordinate with PPC (ID) to have the transaction removed from the system.

Step	Action
1	In  mode, find the Aviation Career Incentive Pay row to delete.
2	Ensure the Earnings Type code is not “ <b>ESACIP</b> ”. Transactions with this earnings type can only be corrected. They cannot be deleted.
3	Click on the  button located in the row to be deleted.
4	Click the  button located at the bottom left of the screen.
	<b>Note:</b> The total Aviation Career Incentive Pay entitlement will be recouped when using this feature.

## Pay Entitlements

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# Coast Guard Servicing Personnel Office Manual

## Part II, Pay Entitlements

### Chapter 11, Special and Incentive Pay

#### Section C, Combat Servicemembers' Group Life Insurance Allowance

##### Overview

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##### Introduction

This section provides the procedures for Combat SGLI Allowance. This entitlement provides an allowance to members for the cost of the maximum SGLI coverage (Currently \$400,000) plus the cost of Traumatic SGLI (Currently \$1) for duty served during any part of a month serving in Operations Enduring Freedom or Iraqi Freedom Theaters or serving outside the U.S. on orders in support of Operations Enduring Freedom or Iraqi Freedom.

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##### Topics

The following topics are covered in this guide

Topic	See Page
<a href="#">Guiding Principles</a>	II-11-C-3
<a href="#">Starting Combat SGLI Allowance</a>	II-11- C-7
<a href="#">Stopping Combat SGLI Allowance</a>	II-11- C-11
<a href="#">Correcting Combat SGLI Allowance</a>	II-11- C-13
<a href="#">Deleting Combat SGLI Allowance</a>	II-11- C-15
<a href="#">Starting Combat SGLI Allowance (Multiple Entry)</a>	II-11- C-17
<a href="#">Stopping Combat SGLI Allowance Multiple Entry</a>	II-11- C-21

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## Guiding Principles

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**Introduction** This section provides the guiding principles for Combat SGLI Allowance.

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**References** The following references provide additional information about Combat SGLI Allowance and/or related entitlements, such as Combat Tax Exclusion.

- (a) National Defense Authorization Act for Fiscal Year 2008 (Public Law 110-181)
  - (b) Coast Guard Pay Manual, COMDTINST M7220.29(series), Sec. 8-G-2
  - (c) Personnel and Pay Procedures Manual, PPCINST M1000.2(series), Sec. 8-B
- 

**Before you begin** If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3, Employee Entitlement Navigation and Data Entry.

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**Entitlement Overview** Per references (a) and (b), members entitled to Income Tax Exclusion for Duty serving in Operations Enduring Freedom or Iraqi Freedom Theaters or serving outside the U.S. on orders in support of Operations Enduring Freedom or Iraqi Freedom and shall receive an allowance equal to the amount of the cost for the maximum SGLI coverage plus the cost of Traumatic SGLI coverage. Family SGLI coverage costs are not included.

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**Internal controls** Combat SGLI Allowance transactions require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.

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## Guiding Principles, Continued

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### Connection with Combat Tax Exclusion

A member must be entitled to Income Tax Exclusion for Duty in Operations Enduring Freedom or Iraqi Freedom Theaters or be serving outside the U.S. on orders in support of Operations Enduring Freedom or Iraqi Freedom in order to be eligible for Combat SGLI Allowance. Policies and procedures for entitlement to Combat Tax Exclusion can be found in references (b) and (c). Combat SGLI Allowance can be recorded as a one-time entitlement (allowance for a single month only) or as a continuous entitlement (allowance will continue until submission of a stop transaction). **Entries for entitlement to Combat SGLI and Combat Tax Exclusion must match.** For example:

- If a member is entitled to Combat Tax Exclusion for one month only, then the entry for Combat SGLI must also be for one month only.
- If a member is entitled to Combat Tax Exclusion continuously, then the entry for Combat SGLI must also be for a continuous entitlement and a stop transaction must be entered when the stop Combat Tax Exclusion is entered.

**Note:** If the member is entitled to Combat SGLI Allowance due to serving outside the U.S. on orders in support of Operations Enduring Freedom or Iraqi Freedom, but not entitled to Combat Tax Exclusion, the Combat SGLI Allowance entitlement must be entered by a SPO Supervisor (CGHRSUP Role User) using the “Manual Row Switch” checkbox to override edits and allow the transaction to save.

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### Connection with SGLI and Family SGLI Elections

Members with SGLI coverage elections of \$0 (declined), or any other amount less than the current \$400,000 maximum, who become entitled to Combat SGLI Allowance, will temporarily have their SGLI coverage increased to \$400,000 for the duration of the entitlement to Combat SGLI Allowance.

The member’s previous SGLI coverage resumes the first day of the month following the month the member’s entitlement to Combat SGLI Allowance ends, unless the member submits a new SGLI or SGLI Family election during the time they are entitled to Combat SGLI allowance. If a member submits a new SGLI election or SGLI Family election, while entitled to Combat SGLI Allowance, the new elections will override any elections the member had in place prior to receipt of Combat SGLI allowance.

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## Guiding Principles, Continued

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**Connection  
with SGLI and  
Family SGLI  
Elections  
(cont.)**

JUMPS will open a new Segment 32 to increase the member's SGLI coverage to \$400,000 when a start Combat SGLI Allowance transaction processes. The temporary increase is effective the first day of the month in which the member is entitled to Combat SGLI and ends the last day of the month the entitlement to Combat SGLI stops. The letter "S" will appear in the "Combat Code" field of any Segment 32 opened by JUMPS to record a temporary SGLI coverage increase.

Temporary SGLI coverage changes, made in JUMPS, due to receipt of Combat SGLI allowance will not appear in the member's SGLI elections in DA ([Compensate Employees](#) > [Administer Base Benefits](#) > **Life and AD/D Benefits**).

When starting Combat SGLI Allowance SPOs shall also:

- Review member's current SGLI Election and Certificate (form SGLV-8286) for accuracy and completeness. If no SGLV-8286 form is on file, provide the member with a blank form with instructions to complete and return to the SPO as soon as possible.
- Inform married members, who have previously declined SGLI coverage, or have coverage at the \$50,000 level, that Family SGLI coverage is available while they are receiving Combat SGLI Allowance. The member must submit a SGLI Family Coverage Election (form SGLV-8286A) and SGLV-8286 form, with a coverage level of at least \$100,000, if they desire coverage under the SGLI Family program. Premiums for SGLI and SGLI Family coverage will be deducted from the member's pay and will continue after entitlement to Combat SGLI Allowance ends.
- Compare SGLV-8286 (and SGLV-8286A, if applicable) with LES to confirm correct deductions are (or were) in effect.

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**Supporting  
documentation**

A memo, message or e-mail from the commander of the deployable unit stating the date the unit, or the member in the case of an individual, entered and/or departed the combat zone or location outside the U.S. on orders in support of Operations Enduring Freedom or Iraqi Freedom is the supporting documentation for payment of this allowance.

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## Guiding Principles, Continued

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**Timing**

If starting this entitlement in conjunction with a PCS reporting event, please make sure the PCS Departing Endorsement (L68C-111) has processed through a compute cycle - mid or end month, prior to submitting Tax Exclusion, Hostile Fire or Combat SGLI starts. If the PCS Departing Endorsement processes *after* an entitlement start the auto-stop process will close the pay entitlement segments.

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## Starting Combat SGLI Allowance

**Introduction** This section provides the procedure for starting Combat SGLI Allowance.

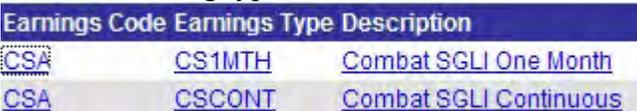
**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member’s entitlements detail page. Then, follow these steps to enter a new Combat SGLI Allowance entitlement.

Step	Action						
1	<p>Review the member’s Entitlement Summary page to see if the member has a previous or current entry for Combat SGLI Allowance entitlement.</p>  <table border="1"> <thead> <tr> <th>If a Combat SGLI Allowance Entry is...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>Present</td> <td>Click the <b>Continue</b> button</td> </tr> <tr> <td>Not present</td> <td>Click any <b>+</b> to insert a new entitlement. Enter code “CSA” in the entitlement block in the new row. Then, click the <b>Continue</b> button</td> </tr> </tbody> </table>	If a Combat SGLI Allowance Entry is...	Then...	Present	Click the <b>Continue</b> button	Not present	Click any <b>+</b> to insert a new entitlement. Enter code “CSA” in the entitlement block in the new row. Then, click the <b>Continue</b> button
If a Combat SGLI Allowance Entry is...	Then...						
Present	Click the <b>Continue</b> button						
Not present	Click any <b>+</b> to insert a new entitlement. Enter code “CSA” in the entitlement block in the new row. Then, click the <b>Continue</b> button						
2	<p>If this is the first Combat SGLI Allowance entry for this member, go to step 3.</p> <p>If this is not the first Combat SGLI Allowance entry for this member, click the <b>+</b> button to begin a new transaction.</p> 						

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## Starting Combat SGLI Allowance, Continued

Procedure (continued)

Step	Action
3	<p>Enter the <b>Start Date</b>. The current date is automatically displayed. Use the calendar button  to select the desired date. You can also click &amp; drag over the date field to select the date then type the start date in MM/DD/YYYY format.</p>  <p><b>Notes:</b> (1) The system will automatically change the Start Date to the 1<sup>st</sup> of the month upon successfully saving this transaction.            (2) The Start date must be for the same month as the entry for Combat Tax Exclusion (CT1).</p>
4	<p><b>Stop Date.</b> Leave blank.</p> <p>A Stop Date is not required if you are entering Combat SGLI One Month Only (see next step for selecting the Earnings Type). The system will automatically enter the last day of the month in this field when you successfully save the transaction.</p> <p>See the instructions in the following section for <a href="#">stopping Combat SGLI</a> Continuous. Never future date or “estimate” the stop date.</p>
5	<p>Enter the <b>Earnings Type</b> code or use the  to search and select from a listing of available earning types.</p>  <ul style="list-style-type: none"> <li>• If a member is entitled to Combat Tax Exclusion for one month only, then the entry for Combat SGLI must also be for one month only. Use code CS1MTH.</li> <li>• If a member is entitled to Combat Tax Exclusion continuously, then the entry for Combat SGLI must also be for a continuous entitlement, use code CSCONT. A stop transaction must be entered when the stop Combat Tax Exclusion is entered.</li> </ul> <p><b>Note:</b> Transactions to start Combat Tax Exclusion must be entered in the system before entering transactions to start Combat SGLI Allowance.</p>

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## Starting Combat SGLI Allowance, Continued

### Procedure (continued)

Step	Action
6	<b>Description</b> is pre-filled. Ensure the proper entitlement is shown, repeat step 5 to select the correct type if necessary.
7	<b>Approval Status</b> is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to “A”.
8	<p><b>Manual Row Switch</b> (SPO Supervisors/CGHRSUP role users only) Select this checkbox <u>only when necessary</u> to override pay edits.</p> <p><b>Caution:</b> Overriding pay edits may result in errors and possible overpayment of entitlement.</p> <p><b>Note:</b> If the member is entitled to Combat SGLI Allowance due to serving outside the U.S. on orders in support of Operations Enduring Freedom or Iraqi Freedom, but not entitled to Combat Tax Exclusion, the Combat SGLI Allowance entitlement <b>must</b> be entered by an SPO Supervisor (CGHRSUP Role User) using the “Manual Row Switch” checkbox to override edits and allow the transaction to save.</p>
9	<p>Click the <b>Approve</b> button and enter the <b>Approving Official’s Employee ID</b> number in the Approver EmplID field of the Supporting Data section.</p> <div data-bbox="332 1192 966 1423" style="border: 1px solid gray; padding: 5px;"> <p><b>Supporting Data</b></p> <p>1234567      BAS    03/15/2011    ENLBAS</p> <p>Approval Status: Pending      Originator ID: CGHRSONLY</p> <p>Role Name: CGHRSUP      Approver EmplID: 1234567 <input type="text"/></p> <p><input type="button" value="OK"/>   <input type="button" value="Cancel"/></p> </div> <p>Click the <b>OK</b> button to return to the Entitlement Detail view.</p>
10	Click the <b>Save</b> button. The transaction will be routed, via the worklist, to the approving official.
11	The PAO/CGHRSUP role user should refer to the <i>Reviewing and Approving an Entitlement Start</i> topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.

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## Stopping Combat SGLI Allowance

**Introduction** This section provides the procedure for stopping Continuous Combat SGLI Allowance (Earnings Type “CSCONT”).

**Before you begin** Continuous Combat SGLI Allowance must be stopped before stopping Combat Tax Exclusion.

Continuous Combat SGLI Allowance automatically stops the last day of the month of PCS departure. Do not enter a stop Continuous Combat SGLI Allowance if the member is departing PCS during a month in which they are entitled to Combat SGLI Allowance.

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member’s entitlements detail page. Then, follow these steps to enter a stop Combat SGLI Allowance transaction.

Step	Action
1	Find the row to stop. The stop date will be blank as shown below: 
2	Enter the <b>Stop Date</b> for the entitlement by using the calendar button  to select the desired date. You can also click & drag over the date field then Type the stop date in MM/DD/YYYY format.
3	Click the  button (located at the bottom left of the screen) to approve and transmit the entry.

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## Correcting Combat SGLI Allowance

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**Introduction** This section provides the procedure for correcting Combat SGLI Allowance.

---

**Discussion** Only the stop date may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete Combat SGLI Allowance) and then start a new Combat SGLI Allowance entitlement.

---

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to correct an incorrect Stop date.

Step	Action
1	Find the Combat SGLI Allowance row to correct.  Click & drag over the Stop Date field to change its value. Dates must be typed in MM/DD/YYYY format. You may also use calendar buttons  to modify dates and the magnifying glass  to change the earning type.
2	Click the  button located at the bottom left of the screen.

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## Deleting Combat SGLI Allowance

---

**Introduction** This section provides the procedure for deleting Combat SGLI Allowance.

---

**Discussion** The total Combat SGLI Allowance entitlement will be recouped when using this feature.

---

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a deletion of a Combat SGLI Allowance transaction.

Step	Action
1	Find the Combat SGLI Allowance row to delete. Click on the  button located in the row to be deleted.
2	Click the  button located at the bottom left of the screen.

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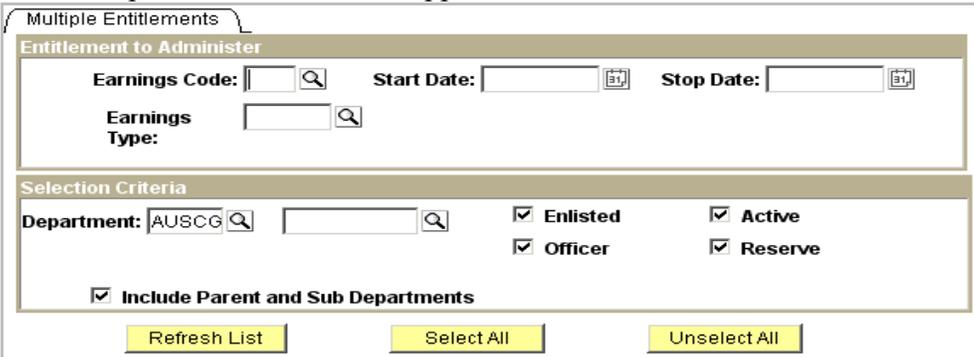
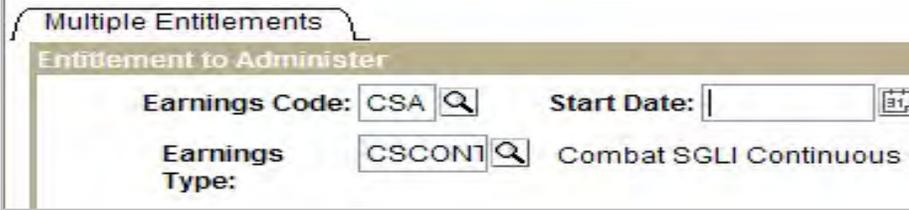
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## Starting Combat SGLI Allowance (Multiple Entry)

**Introduction** This section provides the procedure for starting Combat SGLI Allowance (Multiple Entry). Refer to [E-Mail ALSPO B/11](#) for access to this component.

**Before you begin** You will not be able to save this transaction unless all members you select to receive Combat SGLI Allowance also have a Combat Tax Exclusion entry for the same month.

**Procedure** Follow these steps to enter a new Combat SGLI Allowance (Multiple Entry) entitlement.

Step	Action
<p><b>1</b></p>	<p>Select Menu items in the following order: <a href="#">Enterprise Menu</a> &gt; <a href="#">Compensate Employees</a> &gt; <a href="#">Maintain Entitlements</a> &gt; <a href="#">Use</a> &gt; <b>Manage Multiple Entitlements</b></p> <p>The Multiple Entitlement Panel appears as shown below.</p> 
<p><b>2</b></p>	<p>Type “CSA” in the <b>Earnings Code</b> field shown below or use the magnifying glass  to search and select the Combat SGLI Allowance Earnings Code.</p> 

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## Starting Combat SGLI Allowance (Multiple Entry), Continued

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**Procedure** (continued)

Step	Action
<b>3</b>	<p>Enter the <b><u>Earnings Type Code</u></b>.</p> <ul style="list-style-type: none"> <li>• If the members are entitled to Combat Tax Exclusion for one month only, then the entry for Combat SGLI must also be for one month only. Use code CS1MTH.</li> <li>• If the members are entitled to Combat Tax Exclusion continuously, then the entry for Combat SGLI Allowance must also be for a continuous entitlement, use code CSCONT.</li> </ul> <p><i>Note:</i> Transactions to start Combat Tax Exclusion must be entered in the system before entering transactions to start Combat SGLI Allowance.</p>
<b>4</b>	<p>Enter the <b><u>Start Date</u></b>. The current date is automatically displayed. Use the calendar button  to select the desired date. You can also click &amp; drag over the date field to select the date then type the start date in MM/DD/YYYY format. <b>The Start Date must be the same as the start date for Combat Tax Exclusion, usually the first day of the month in which the entitlement begins.</b></p>
<b>5</b>	<p><b><u>Stop Date</u></b>. Leave blank.</p> <p>A Stop Date is not required if you are entering Combat SGLI One Month Only. The system will automatically enter the last day of the month in this field when you successfully save the transaction.</p> <p>See the instructions in the following section for stopping Combat SGLI Continuous. Never “estimate” the stop date.</p>

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## Starting Combat SGLI Allowance (Multiple Entry), Continued

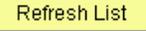
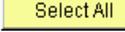
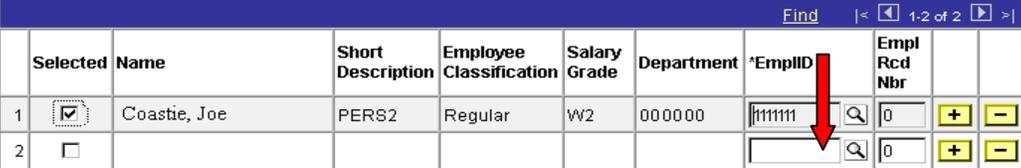
Procedure (continued)

Step	Action
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Step	Action														
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Continued on next page

## Starting Combat SGLI Allowance (Multiple Entry), Continued

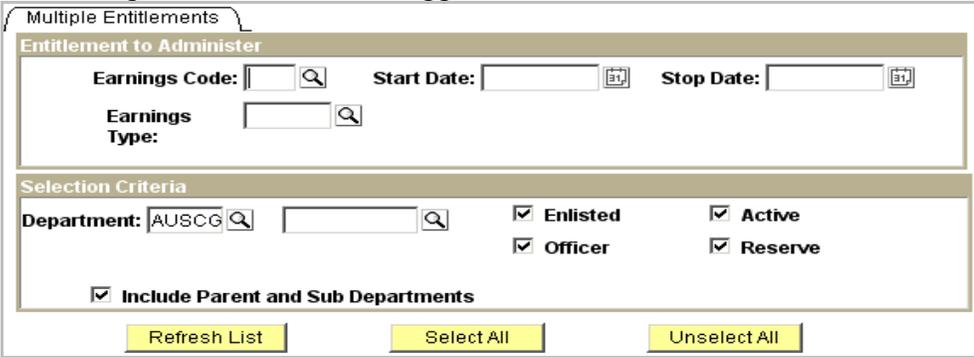
Step	Action
7	<p>Click the  button. A listing of personnel meeting the criteria in the previous step appears in the table below.</p>  <p><i>Note:</i> Clicking on this button in later steps will undo all changes.</p>
8	<p><b>Select Entries to be Processed:</b> Mark the Checkbox in the Selected column for each person you want to create a transaction on, or you can also click the  button. Each row in the table will run through a series of internal edits and all that pass will receive a check mark as shown below:</p>  <p>A check mark in the Selected Column indicates that the entitlement will be generated and placed in the members' entitlements upon saving.</p>
9	<p><b>Removal of Entries From Being Processed:</b> Review the list and click the <input checked="" type="checkbox"/> box to remove appropriate entries.</p> <ul style="list-style-type: none"> <li>• A blank box <input type="checkbox"/> indicates that an entry will not be generated upon saving.</li> <li>• The  button can be used to remove an entire row and gain the same effect.</li> <li>• The  button can be used to remove all entries if desired.</li> </ul>
10	<p><b>Add Entries to Be Processed:</b> Click the  button in any row to add a blank row. Type the member's employee identification number in the <b>EmplID</b> block shown below or use the magnifying glass  to search and select individuals from a list.</p>  <p>Click on the empty box located in the <b>Selected</b> column so an entry will be generated upon saving.</p> <p><i>Note:</i> Carefully review your work one last time to ensure there are no mistakes before saving.</p>
11	<p>Click the  button.</p>

## Stopping Combat SGLI Allowance Multiple Entry

**Introduction** This section provides the procedure for stopping Combat SGLI Allowance (Multiple Entry). Transactions to stop Combat SGLI Allowance must be entered in the system before entering transactions to stop Combat Tax Exclusion. Refer to [E-Mail ALSPO B/11](#) for access to this component.

**Reminder, PCS auto-stop** Combat SGLI Allowance stops automatically on the day prior to PCS departure. Do not enter a Stop Combat SGLI Allowance transaction when a member departs PCS. The system will not reflect the Combat SGLI Allowance (Multiple Entry) stop until the departing endorsement on orders transaction is approved and saved.

**Procedure** Follow these steps to enter a stop Combat SGLI Allowance (Multiple Entry) transaction.

Step	Action
<p><b>1</b></p>	<p>Select Menu items in the following order: <a href="#">Enterprise Menu</a> &gt; <a href="#">Compensate Employees</a> &gt; <a href="#">Maintain Entitlements</a> &gt; <a href="#">Use</a> &gt; <b>Manage Multiple Entitlements</b></p> <p>The Multiple Entitlement Panel appears as shown below.</p> 
<p><b>2</b></p>	<p>Type “CSA” in the <b>Earnings Code</b> field shown below or use the magnifying glass  to search and select the Combat SGLI Allowance Earnings Code.</p> 

*Continued on next page*

## Stopping Combat SGLI Allowance Multiple Entry, Continued

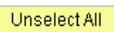
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Procedure (continued)

Step	Action														
3	Enter the <b>Earnings Type Code</b> CSCONT.														
4	<b>Start Date.</b> Leave blank.														
5	<b>Stop Date.</b> Enter the date to stop the entitlement.														
6	<p>Complete the “Selection Criteria” fields as outlined below.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Field</th> <th style="text-align: center;">Description/Instructions</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b>Department</b></td> <td> <p>There are 2 lookup boxes located next to Department... Leave the first box set to AUSCG (Active USCG Units) as shown below.</p> <p><b>Department:</b> <input type="text" value="AUSCG"/> <input type="button" value="Q"/> <input type="text"/> <input type="button" value="Q"/></p> <p>Type the Department Code in the 2<sup>nd</sup> block shown above or use the <input type="button" value="Q"/> to search and select from a listing of available codes.</p> </td> </tr> <tr> <td style="text-align: center;"><b>Enlisted</b></td> <td>A checkmark <input checked="" type="checkbox"/> indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired. A blank box <input type="checkbox"/> indicates enlisted personnel were removed from the selection criteria.</td> </tr> <tr> <td style="text-align: center;"><b>Active</b></td> <td>A checkmark <input checked="" type="checkbox"/> indicates active duty personnel will be included in the selection. Click on the box to remove active duty personnel if desired.</td> </tr> <tr> <td style="text-align: center;"><b>Officer</b></td> <td>A checkmark <input checked="" type="checkbox"/> indicates officers will be included in the selection. Click on the box to remove officers, if desired. A blank box <input type="checkbox"/> indicates officers were removed from the selection criteria.</td> </tr> <tr> <td style="text-align: center;"><b>Reserve</b></td> <td>A checkmark <input checked="" type="checkbox"/> indicates reserve personnel will be included in the selection. Click on the box to remove reserve personnel if desired. A blank box <input type="checkbox"/> indicates reserve personnel were removed from the selection criteria. Reserve personnel are not entitled to Combat SGLI Allowance unless they are on active duty.</td> </tr> <tr> <td style="text-align: center;"><b>Include Parent and Sub Departments</b></td> <td>A checkmark <input checked="" type="checkbox"/> indicates sub departments will be included in the selection. Click on the box to remove sub departments if desired. A blank box <input type="checkbox"/> indicates sub departments were removed from the selection criteria.</td> </tr> </tbody> </table>	Field	Description/Instructions	<b>Department</b>	<p>There are 2 lookup boxes located next to Department... Leave the first box set to AUSCG (Active USCG Units) as shown below.</p> <p><b>Department:</b> <input type="text" value="AUSCG"/> <input type="button" value="Q"/> <input type="text"/> <input type="button" value="Q"/></p> <p>Type the Department Code in the 2<sup>nd</sup> block shown above or use the <input type="button" value="Q"/> to search and select from a listing of available codes.</p>	<b>Enlisted</b>	A checkmark <input checked="" type="checkbox"/> indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired. A blank box <input type="checkbox"/> indicates enlisted personnel were removed from the selection criteria.	<b>Active</b>	A checkmark <input checked="" type="checkbox"/> indicates active duty personnel will be included in the selection. Click on the box to remove active duty personnel if desired.	<b>Officer</b>	A checkmark <input checked="" type="checkbox"/> indicates officers will be included in the selection. Click on the box to remove officers, if desired. A blank box <input type="checkbox"/> indicates officers were removed from the selection criteria.	<b>Reserve</b>	A checkmark <input checked="" type="checkbox"/> indicates reserve personnel will be included in the selection. Click on the box to remove reserve personnel if desired. A blank box <input type="checkbox"/> indicates reserve personnel were removed from the selection criteria. Reserve personnel are not entitled to Combat SGLI Allowance unless they are on active duty.	<b>Include Parent and Sub Departments</b>	A checkmark <input checked="" type="checkbox"/> indicates sub departments will be included in the selection. Click on the box to remove sub departments if desired. A blank box <input type="checkbox"/> indicates sub departments were removed from the selection criteria.
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*Continued on next page*

## Stopping Combat SGLI Allowance Multiple Entry, Continued

Step	Action
7	<p>Click the  button. A listing of personnel meeting the criteria in the previous step appears in the table below.</p>  <p><i>Note:</i> Clicking on this button in later steps will undo all changes.</p>
8	<p><b>Select Entries to be Processed:</b> Mark the Checkbox in the <b>Selected</b> column for each person you want to create a transaction on, or you can also click the  button. Each row in the table will run through a series of internal edits and all that pass will receive a check mark as shown below.</p>  <p>A check mark in the Selected Column indicates that the entitlement transaction will be generated for the member(s) upon saving.</p>
9	<p><b>Removal of Entries From Being Processed:</b> Review the list and click the <input checked="" type="checkbox"/> box to remove appropriate entries. A blank box <input type="checkbox"/> indicates that an entry will not be generated upon saving. The  button can be used to remove an entire row and gain the same effect.</p> <p>The  button can be used to remove all entries if desired.</p>
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11	<p>Click the  button.</p>

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# Coast Guard Servicing Personnel Office Manual

## Part II, Pay Entitlements

### Chapter 11, Special and Incentive Pay

#### Section D, Combat Tax Exclusion

#### Overview

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**Introduction** This section provides the *procedures* for **Combat Tax Exclusion**. This entitlement excludes members of the armed forces from paying Federal Income taxes and State Income taxes (if applicable) for duty served during any part of a month for Active Service in a Combat Zone or Qualified Hazardous Duty Area.

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**Topics** The following topics are covered in this section

Topic	See Page
<a href="#">Guiding Principles</a>	II-11-D-3
<a href="#">Starting Combat Tax Exclusion (Single Entry)</a>	II-11-D-5
<a href="#">Stopping Combat Tax Exclusion (Single Entry)</a>	II-11-D-9
<a href="#">Correcting Combat Tax Exclusion</a>	II-11-D-11
<a href="#">Deleting Combat Tax Exclusion</a>	II-11-D-13
<a href="#">Starting Combat Tax Exclusion (Multiple Entry)</a>	II-11-D-15
<a href="#">Stopping Combat Tax Exclusion (Multiple Entry)</a>	II-11-D-21

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## Guiding Principles

**Introduction** This section provides the *guiding principles* for Combat Tax Exclusion.

**Reference** The following references provide additional information about Combat Tax Exclusion.

- (a) [U.S. Coast Guard Pay Manual](#), COMDTINST M7220.29(series), Section 8-G
- (b) [DoD Financial Management Regulation, Volume 7a: Military Pay Policy and Procedures - Active Duty And Reserve Pay, Chap 44, Par 440103.A - Combat Zone Defined and Figure 44-2 Combat Zone Tax Relief Areas](#) for list of authorized areas

**Before you begin** If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3, Employee Entitlement Navigation and Data Entry.

**Understanding Earnings Types** There are two Earnings Type codes which can be used with this transaction. If the member is entitled to Combat Tax Exclusion for more than one month, use the “CTECON” Earnings Type code. If the member is entitled to Combat Tax Exclusion for one calendar month, use the “CTXMO” Earnings Type Code.



**Note:** The “CTECON” Earnings Type code can be used with a stop date. If entering the transaction retroactively and the entitlement (start and stop dates) spans more than one calendar month, you should use the “CTECON” code and enter both the start and stop dates.

## Guiding Principles, Continued

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**Internal controls**

Combat SGLI Allowance transactions require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.

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**Supporting documentation**

A memo, message or e-mail from the commander of the deployable unit stating the date the unit, or the member in the case of an individual, entered and/or departed the combat zone is the supporting documentation for payment of this allowance.

# Starting Combat Tax Exclusion (Single Entry)

**Introduction** This section provides the procedure for *starting* Combat Tax Exclusion.

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member’s entitlements detail page. Then, follow these steps to enter a new Combat Tax Exclusion entitlement.

Step	Action						
<p><b>1</b></p>	<p>Review the member’s Entitlement Summary page to see if the member has a previous or current entry for Combat Tax Exclusion.</p>  <table border="1" data-bbox="326 1131 1373 1398"> <thead> <tr> <th data-bbox="326 1131 751 1205">If a Combat Tax Exclusion Entry is...</th> <th data-bbox="751 1131 1373 1205">Then...</th> </tr> </thead> <tbody> <tr> <td data-bbox="326 1205 751 1251">Present</td> <td data-bbox="751 1205 1373 1251">Click the <b>Continue</b> button</td> </tr> <tr> <td data-bbox="326 1251 751 1398">Not present</td> <td data-bbox="751 1251 1373 1398">Click any <b>+</b> to insert a new entitlement. Enter code “CT1” in the entitlement block in the new row Then, click the <b>Continue</b> button</td> </tr> </tbody> </table>	If a Combat Tax Exclusion Entry is...	Then...	Present	Click the <b>Continue</b> button	Not present	Click any <b>+</b> to insert a new entitlement. Enter code “CT1” in the entitlement block in the new row Then, click the <b>Continue</b> button
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Present	Click the <b>Continue</b> button						
Not present	Click any <b>+</b> to insert a new entitlement. Enter code “CT1” in the entitlement block in the new row Then, click the <b>Continue</b> button						
<p><b>2</b></p>	<p>If this is the first Combat Tax Exclusion entry for this member (in DA) go to step 3.</p> <p>If this is not the first Combat SGLI Allowance entry for this member (in DA) click the <b>+</b> button to begin a new transaction.</p> 						

*Continued on next page*

## Starting Combat Tax Exclusion (Single Entry), Continued

**Procedure** (continued)

Step	Action
<p align="center"><b>3</b></p>	<p>Enter the <b>Start Date</b>. The current date is automatically displayed. Use the calendar button  to select the desired date. You can also click &amp; drag over the date field to select the date then type the start date in MM/DD/YYYY format.</p>  <p><b>Note:</b> Upon selecting the Earnings Type code, (See instructions for the Earnings Type Code on the following page.) the system will change the date to the first day of the month entered.</p>
<p align="center"><b>4</b></p>	<p><b>Stop Date.</b> Leave blank.</p> <p>A Stop Date is not required if you are entering Combat Tax for One Month Only (see next step for selecting the Earnings Type). The system will automatically enter the last day of the month in this field when you successfully save the transaction.</p> <p>See the instructions in the following section for <a href="#">stopping</a> Combat SGLI Continuous. Never future date or “estimate” the stop date. However, if you are entering this transaction retroactively using the Continuous Earnings Type (CTECON) for an entitlement that spans more than one month AND you know the actual date the entitlement ended, you may enter the stop date at this time.</p> <p><b>Note:</b> Upon saving, the system will set the stop date to the last day of the month of the start date if the “CTX1MO” Earnings Type is selected in the next step.</p>
<p align="center"><b>5</b></p>	<p>Enter the <b>Earnings Type</b> code or use the  to search and select from a listing of available earning types.</p> <ul style="list-style-type: none"> <li>• If a member is entitled to Combat Tax Exclusion for one month only, then the entry for Combat SGLI must also be for one month only. Use code CTX1MO.</li> <li>• If a member is entitled to Combat Tax Exclusion continuously, then the entry for Combat SGLI must also be for a continuous entitlement, use code CTECON.</li> </ul> <p><b>Note:</b> Transactions to start Combat Tax Exclusion must be entered in the system before entering transactions to start Combat SGLI Allowance.</p>

*Continued on next page*

# Starting Combat Tax Exclusion (Single Entry), Continued

Procedure (continued)

Step	Action																								
<p>6</p>	<p>Click the <b>Detail</b> button and enter the two-letter country code for the Combat Tax Exclusion zone.</p> <div data-bbox="349 562 1037 816" style="border: 1px solid black; padding: 5px;"> <p><b>Supporting Data</b></p> <p style="text-align: right;">CT1    03/01/2008    CTX1MO</p> <p>Foreign Country: <input type="text" value="KU"/> <input type="button" value="Q"/> Kuwait</p> <p>Dollar Amount: <input type="text" value="0.00"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div> <p>You can use the lookup button -- <input type="button" value="Q"/> -- to search for codes as shown below:</p> <div data-bbox="349 934 812 1404" style="border: 1px solid black; padding: 5px;"> <p><b>Lookup Foreign Country</b></p> <p>Foreign Country: <input type="text" value="P"/></p> <p><input type="button" value="Lookup"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> <a href="#">Basic Lookup</a></p> <p><b>Search Results</b></p> <p>View All    First <input type="button" value="◀"/> 1-11 of 11 <input type="button" value="▶"/> Last</p> <table border="1"> <thead> <tr> <th>Foreign Country</th> <th>Description</th> </tr> </thead> <tbody> <tr><td><a href="#">PA</a></td><td><a href="#">Paraguay</a></td></tr> <tr><td><a href="#">PE</a></td><td><a href="#">Peru</a></td></tr> <tr><td><a href="#">PG</a></td><td><a href="#">PERSIAN/ARABAIN GULF</a></td></tr> <tr><td><a href="#">PK</a></td><td><a href="#">Pakistan</a></td></tr> <tr><td><a href="#">PL</a></td><td><a href="#">Poland</a></td></tr> <tr><td><a href="#">PM</a></td><td><a href="#">Panama</a></td></tr> <tr><td><a href="#">PO</a></td><td><a href="#">Portugal</a></td></tr> <tr><td><a href="#">PP</a></td><td><a href="#">Papua New Guinea</a></td></tr> <tr><td><a href="#">PR</a></td><td><a href="#">Puerto Rico</a></td></tr> <tr><td><a href="#">PS</a></td><td><a href="#">Palau</a></td></tr> <tr><td><a href="#">PU</a></td><td><a href="#">Guinea-Bissau</a></td></tr> </tbody> </table> </div> <p>(Note see <a href="#">DOD PAYMAN, Chap 44, Par 440103.A - Combat Zone Defined and Figure 44-2 Combat Zone Tax Relief Areas</a> for list of authorized areas).</p>	Foreign Country	Description	<a href="#">PA</a>	<a href="#">Paraguay</a>	<a href="#">PE</a>	<a href="#">Peru</a>	<a href="#">PG</a>	<a href="#">PERSIAN/ARABAIN GULF</a>	<a href="#">PK</a>	<a href="#">Pakistan</a>	<a href="#">PL</a>	<a href="#">Poland</a>	<a href="#">PM</a>	<a href="#">Panama</a>	<a href="#">PO</a>	<a href="#">Portugal</a>	<a href="#">PP</a>	<a href="#">Papua New Guinea</a>	<a href="#">PR</a>	<a href="#">Puerto Rico</a>	<a href="#">PS</a>	<a href="#">Palau</a>	<a href="#">PU</a>	<a href="#">Guinea-Bissau</a>
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<p>7</p>	<p><b>Approval Status</b> is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to "A".</p>																								

Continued on next page

## Starting Combat Tax Exclusion (Single Entry), Continued

Procedure (continued)

Step	Action
8	<p><b>Manual Row Switch.</b> (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits.  <b>Caution!</b> Overriding pay edits may result in errors and possible overpayment of entitlement.</p>
9	<p>Click the <b>Approve</b> button and enter the <b>Approving Official's Employee ID</b> number in the Approver EmplID field of the Supporting Data section.</p> <div data-bbox="397 724 1031 955" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>Supporting Data</b></p> <p>1234567      BAS    03/15/2011    ENLBAS</p> <p>Approval Status: Pending      Originator ID: CGHRSONLY</p> <p>Role Name: CGHRSUP      Approver EmplID: 1234567 <input type="text"/></p> <p><input type="button" value="OK"/>    <input type="button" value="Cancel"/></p> </div> <p>Click the <b>OK</b> button to return to the Entitlement Detail view.</p>
10	<p>Click the <b>Save</b> button. The transaction will be routed, via the worklist, to the approving official.</p> <p>Several reminders/warnings will appear upon saving, you must also enter Combat SGLI Allowance and, if applicable, Imminent Danger-Hostile Fire Pay.</p>
11	<p>The PAO/CGHRSUP role user should refer to the <i>Reviewing and Approving an Entitlement Start</i> topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.</p>

## Stopping Combat Tax Exclusion (Single Entry)

**Introduction** This section provides the procedure for *stopping* Combat Tax Exclusion.

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member’s entitlements detail page. Then, follow these steps to enter a stop Combat Tax Exclusion transaction.

Step	Action																					
1	<p>Find the row to stop. The stop date will be blank as shown below:</p>  <p>The screenshot shows the 'Entitlements' screen with the following data:</p> <table border="1"> <thead> <tr> <th>*Start Date</th> <th>Start Time/Seq</th> <th>Stop Date</th> <th>Stop Time/Seq</th> <th>*Earnings Type</th> <th>Description</th> <th>Approval Status</th> </tr> </thead> <tbody> <tr> <td>04/01/2008</td> <td>2545</td> <td></td> <td>0000</td> <td>CTECON</td> <td>Combat Tax Exclusion Continuous Until Further Orders</td> <td>A</td> </tr> <tr> <td>03/10/2008</td> <td>2542</td> <td>03/31/2008</td> <td>2543</td> <td>CTX1MO</td> <td>Combat Tax Exclusion 1 Month Only</td> <td>A</td> </tr> </tbody> </table>	*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	04/01/2008	2545		0000	CTECON	Combat Tax Exclusion Continuous Until Further Orders	A	03/10/2008	2542	03/31/2008	2543	CTX1MO	Combat Tax Exclusion 1 Month Only	A
*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status																
04/01/2008	2545		0000	CTECON	Combat Tax Exclusion Continuous Until Further Orders	A																
03/10/2008	2542	03/31/2008	2543	CTX1MO	Combat Tax Exclusion 1 Month Only	A																
2	<p>Enter the <b>Stop Date</b> for the entitlement by using the calendar button  to select the desired date. You can also click &amp; drag over the date field then Type the stop date in MM/DD/YYYY format. The stop date can be future dated. However, you should never enter an estimated stop date as correction transactions will be required if the actual stop date is different.</p>  <p>The screenshot shows the 'Entitlements' screen with the following data:</p> <table border="1"> <thead> <tr> <th>*Start Date</th> <th>Start Time/Seq</th> <th>Stop Date</th> <th>Stop Time/Seq</th> <th>*Earnings Type</th> <th>Description</th> <th>Approval Status</th> </tr> </thead> <tbody> <tr> <td>04/01/2008</td> <td>2545</td> <td>05/22/2008</td> <td>0000</td> <td>CTECON</td> <td>Combat Tax Exclusion Continuous Until Further Orders</td> <td>A</td> </tr> </tbody> </table>	*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	04/01/2008	2545	05/22/2008	0000	CTECON	Combat Tax Exclusion Continuous Until Further Orders	A							
*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status																
04/01/2008	2545	05/22/2008	0000	CTECON	Combat Tax Exclusion Continuous Until Further Orders	A																
3	<p>Click the  button (located at the bottom left of the screen) to approve and transmit the entry.</p>																					

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## Correcting Combat Tax Exclusion

**Introduction** This section provides the procedure for *correcting* **Combat Tax Exclusion**.

**Discussion** The stop date may only be corrected on the Detail (Country Code) and on CTECON Earnings Type code transactions. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete Combat Tax Exclusion) and then start a new Combat Tax Exclusion entitlement.

**Procedure** Follow these steps to correct an incorrect Stop date.

Step	Action
<p><b>1</b></p>	<p>In the  mode, find the Combat Tax Exclusion row to correct.</p> <p>Click &amp; drag over the Stop Date field to change its value. Dates must be typed in MM/DD/YYYY format. You may also use calendar buttons  to modify dates and the magnifying glass  to change the earning type.</p> <p>Or</p> <p>Click the  button and enter the two-letter country code for the Combat Tax Exclusion zone.</p> <div data-bbox="321 1234 930 1549" style="border: 1px solid gray; padding: 5px;"> <p><b>Supporting Data</b></p> <p style="text-align: right;">CT1 03/01/2008 CTX1MO</p> <p>Foreign Country: <input type="text" value="KU"/>  Kuwait</p> <p>Dollar Amount: <input type="text" value="0.00"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div> <p>(Note see <a href="#">DOD PAYMAN, Chap 44, Par 440103.A - Combat Zone Defined and Figure 44-2 Combat Zone Tax Relief Areas</a> for list of authorized areas).</p>
<p><b>2</b></p>	<p>Click the  button located at the bottom left of the screen.</p>

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## Deleting Combat Tax Exclusion

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**Introduction** This section provides the procedure for *deleting* Combat Tax Exclusion.

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**Discussion** The total Combat Tax Exclusion entitlement will be recouped when using this feature.

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**Procedure** Follow these steps to enter a deletion of a Combat Tax Exclusion transaction.

<b>Step</b>	<b>Action</b>
<b>1</b>	In the  mode, find the Combat Tax Exclusion row to delete. Click on the  button located in the row to be deleted.
<b>2</b>	Click the  button located at the bottom left of the screen.

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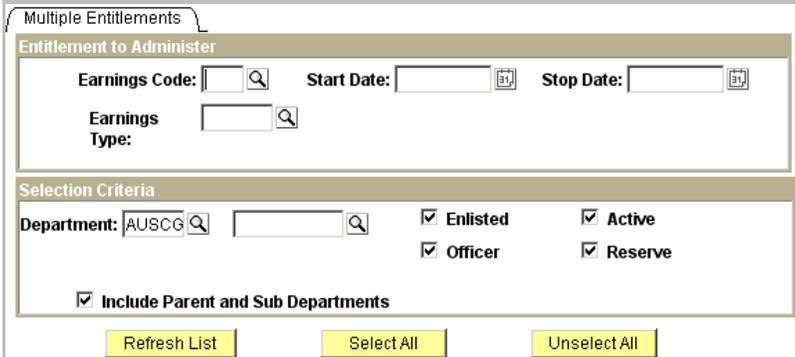
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## Starting Combat Tax Exclusion (Multiple Entry)

**Introduction** This section provides the procedure for *starting* Combat Tax Exclusion (Multiple Entry). Refer to [E-Mail ALSPO B/11](#) for access to this component.

**Auto-stop upon PCS departure** Combat Tax Exclusion (Multiple Entry) stops automatically on *the day prior* to PCS departure. Do not enter a Combat Tax Exclusion (Multiple Entry) transaction when a member departs PCS. The system will not reflect the Combat Tax Exclusion (Multiple Entry) stop until it is resynchronized with PMIS/JUMPS.

**Procedure** Follow these steps to enter a new Combat Tax Exclusion (Multiple Entry) entitlement.

Step	Action
1	<p>Select Menu items in the following order: <a href="#">Home</a> &gt; <a href="#">Compensate Employees</a> &gt; <a href="#">Maintain Entitlements</a> &gt; <a href="#">Use</a> &gt; <b>Manage Multiple Entitlements</b></p> <p>The Multiple Entitlement Panel appears as shown below.</p>  <p>The screenshot shows the 'Multiple Entitlements' panel. The 'Entitlement to Administer' section includes fields for 'Earnings Code', 'Start Date', and 'Stop Date', each with a magnifying glass icon. Below this is the 'Earnings Type' field. The 'Selection Criteria' section includes a 'Department' dropdown menu, checkboxes for 'Enlisted', 'Active', 'Officer', and 'Reserve', and a checked checkbox for 'Include Parent and Sub Departments'. At the bottom are three buttons: 'Refresh List', 'Select All', and 'Unselect All'.</p>
2	<p>Type "CT1" in the <b>Earnings Code</b> field shown below or use the magnifying glass  to search and select the Combat Tax Exclusion Earnings Code.</p>  <p>The screenshot shows the 'Entitlement to Administer' section with 'CT1' entered in the 'Earnings Code' field. A red arrow points to the 'Earnings Code' field. The 'Start Date' and 'Stop Date' fields are empty. The 'Earnings Type' field is also empty.</p> <p><b>Note:</b> Be sure to select the proper earnings type. The Stop Date will default to the current date if left blank and "CT1MTH" is selected.</p>

*Continued on next page*

## Starting Combat Tax Exclusion (Multiple Entry), Continued

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Procedure (continued)

Step	Action									
3	<p>Enter the <b>Start Date</b>. The current date is automatically displayed. Use the calendar button  to select the desired date. You can also click &amp; drag over the date field to select the date then type the start date in MM/DD/YYYY format. <b>Use the first day of the month in which the entitlement begins.</b></p>									
4	<p>If this Combat Tax Exclusion is for one-month only, leave the <b>Stop Date</b> blank. The system will automatically enter the last day of the month (using the month of the start date entered in the previous step) upon selecting the “CTX1MO” Earnings Code (see step 5).</p> <p>If this Combat Tax Exclusion is for more than one month, the <b>Stop Date</b> may be left blank to pay continuous Combat Tax Exclusion. If this is a temporary entitlement, you may enter the stop date if the actual date to stop the entitlement is known. (Please refer to the instructions for Individual Combat Tax Exclusion entries for additional details on Earnings Codes and dates).</p>									
5	<p>Enter the <b>Earnings Type</b> code or use the  to search and select from a listing of available earning types.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p><b>Lookup Earnings Type</b></p> <p><span style="border: 1px solid gray; padding: 2px;">Cancel</span></p> <p><b>Search Results</b></p> <p style="font-size: small;">View All <span style="float: right;">First 1-2 of 2 Last</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th style="text-align: left;">Earnings Code</th> <th style="text-align: left;">Earnings Type</th> <th style="text-align: left;">Description</th> </tr> </thead> <tbody> <tr> <td>CT1</td> <td>CTECON</td> <td>Combat Tax Exclusion Continuous Until Further Orders</td> </tr> <tr> <td>CT1</td> <td>CTX1MO</td> <td>Combat Tax Exclusion 1 Month Only</td> </tr> </tbody> </table> </div> <p>If the members are entitled to Combat Tax Exclusion for one month only, then use code CTX1MO. (<i>Note:</i> Start date will be 1<sup>st</sup> day of the month and the stop date will be the last day of the month.)</p> <p>If the members are entitled to Combat Tax Exclusion continuously, then use code CTECON. Start date will be first day of the month. The stop date may be left blank or the last day of a subsequent month may be entered if entering this transaction retroactively to the actual stop date.</p>	Earnings Code	Earnings Type	Description	CT1	CTECON	Combat Tax Exclusion Continuous Until Further Orders	CT1	CTX1MO	Combat Tax Exclusion 1 Month Only
Earnings Code	Earnings Type	Description								
CT1	CTECON	Combat Tax Exclusion Continuous Until Further Orders								
CT1	CTX1MO	Combat Tax Exclusion 1 Month Only								

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## Starting Combat Tax Exclusion (Multiple Entry), Continued

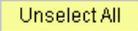
Procedure (continued)

Step	Action														
6	<p>Complete the “Selection Criteria” fields as outlined below.</p> <div data-bbox="522 493 1232 619" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>Selection Criteria</b></p> <p>Department: <input type="text" value="AUSCG"/> <input type="text"/> <input type="checkbox"/> Enlisted <input checked="" type="checkbox"/> Active</p> <p><input checked="" type="checkbox"/> Officer <input checked="" type="checkbox"/> Reserve</p> <p><input checked="" type="checkbox"/> Include Parent and Sub Departments</p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="349 661 555 697">Field</th> <th data-bbox="560 661 1393 697">Description/Instructions</th> </tr> </thead> <tbody> <tr> <td data-bbox="349 703 555 1012"><b>Department</b></td> <td data-bbox="560 703 1393 1012"> <p>There are 2 lookup boxes located next to Department...</p> <p><b>Leave the first box set to AUSCG (Active Duty USCG) as shown below.</b></p> <div data-bbox="576 850 1079 934" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Department: <input type="text" value="AUSCG"/> <input type="text"/> <input type="text"/></p> </div> <p>Type the Department Code in the 2<sup>nd</sup> block or use the <input type="text" value=""/> to search and select from a listing of available codes.</p> </td> </tr> <tr> <td data-bbox="349 1018 555 1165"><b>Enlisted</b></td> <td data-bbox="560 1018 1393 1165"> <p>A checkmark <input checked="" type="checkbox"/> indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired. A blank box <input type="checkbox"/> indicates enlisted personnel have been removed from the selection criteria.</p> </td> </tr> <tr> <td data-bbox="349 1171 555 1201"><b>Active</b></td> <td data-bbox="560 1171 1393 1201"> <p>Always leave this item checked.</p> </td> </tr> <tr> <td data-bbox="349 1207 555 1354"><b>Officer</b></td> <td data-bbox="560 1207 1393 1354"> <p>A checkmark <input checked="" type="checkbox"/> indicates officers will be included in the selection. Click on the box to remove officers, if desired. A blank box <input type="checkbox"/> indicates officers have been removed from the selection criteria.</p> </td> </tr> <tr> <td data-bbox="349 1360 555 1543"><b>Reserve</b></td> <td data-bbox="560 1360 1393 1543"> <p>A checkmark <input checked="" type="checkbox"/> indicates reserve personnel will be included in the selection. Click on the box to remove reserve personnel, if desired. A blank box <input type="checkbox"/> indicates reserve personnel have been removed from the selection criteria. Only Reservists on Active Duty can be entitled to Combat Tax Exclusion.</p> </td> </tr> <tr> <td data-bbox="349 1549 555 1696"><b>Include Parent &amp; Sub Departments</b></td> <td data-bbox="560 1549 1393 1696"> <p>A checkmark <input checked="" type="checkbox"/> indicates sub departments will be included in the selection. Click on the box to remove sub departments, if desired. 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A blank box <input type="checkbox"/> indicates enlisted personnel have been removed from the selection criteria.</p>	<b>Active</b>	<p>Always leave this item checked.</p>	<b>Officer</b>	<p>A checkmark <input checked="" type="checkbox"/> indicates officers will be included in the selection. Click on the box to remove officers, if desired. A blank box <input type="checkbox"/> indicates officers have been removed from the selection criteria.</p>	<b>Reserve</b>	<p>A checkmark <input checked="" type="checkbox"/> indicates reserve personnel will be included in the selection. Click on the box to remove reserve personnel, if desired. A blank box <input type="checkbox"/> indicates reserve personnel have been removed from the selection criteria. Only Reservists on Active Duty can be entitled to Combat Tax Exclusion.</p>	<b>Include Parent &amp; Sub Departments</b>	<p>A checkmark <input checked="" type="checkbox"/> indicates sub departments will be included in the selection. Click on the box to remove sub departments, if desired. A blank box <input type="checkbox"/> indicates sub departments been removed from the selection criteria.</p>
Field	Description/Instructions														
<b>Department</b>	<p>There are 2 lookup boxes located next to Department...</p> <p><b>Leave the first box set to AUSCG (Active Duty USCG) as shown below.</b></p> <div data-bbox="576 850 1079 934" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Department: <input type="text" value="AUSCG"/> <input type="text"/> <input type="text"/></p> </div> <p>Type the Department Code in the 2<sup>nd</sup> block or use the <input type="text" value=""/> to search and select from a listing of available codes.</p>														
<b>Enlisted</b>	<p>A checkmark <input checked="" type="checkbox"/> indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired. A blank box <input type="checkbox"/> indicates enlisted personnel have been removed from the selection criteria.</p>														
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<b>Officer</b>	<p>A checkmark <input checked="" type="checkbox"/> indicates officers will be included in the selection. Click on the box to remove officers, if desired. A blank box <input type="checkbox"/> indicates officers have been removed from the selection criteria.</p>														
<b>Reserve</b>	<p>A checkmark <input checked="" type="checkbox"/> indicates reserve personnel will be included in the selection. Click on the box to remove reserve personnel, if desired. A blank box <input type="checkbox"/> indicates reserve personnel have been removed from the selection criteria. Only Reservists on Active Duty can be entitled to Combat Tax Exclusion.</p>														
<b>Include Parent &amp; Sub Departments</b>	<p>A checkmark <input checked="" type="checkbox"/> indicates sub departments will be included in the selection. Click on the box to remove sub departments, if desired. A blank box <input type="checkbox"/> indicates sub departments been removed from the selection criteria.</p>														

Continued on next page

## Starting Combat Tax Exclusion (Multiple Entry), Continued

**Procedure** (continued)

Step	Action																														
7	<p>Click the  button. A listing of personnel meeting the criteria in the previous step appears in the table below.</p> <table border="1" data-bbox="310 495 1276 646"> <thead> <tr> <th colspan="10" style="background-color: #4a7ebb; color: white;">Find  &lt; 1 of 1 &gt; </th> </tr> <tr> <th>Selected</th> <th>Name</th> <th>Short Description</th> <th>Employee Classification</th> <th>Salary Grade</th> <th>Department</th> <th>*EmpID</th> <th>Empl Rcd Nbr</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="checkbox"/></td> <td>Coastie, Joe</td> <td>PERS2</td> <td>Regular</td> <td>W2</td> <td>000000</td> <td>1111111</td> <td>0</td> <td> </td> </tr> </tbody> </table> <p><i>Note:</i> Clicking on this button in later steps will undo all changes.</p>	Find  < 1 of 1 >										Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmpID	Empl Rcd Nbr			1	<input type="checkbox"/>	Coastie, Joe	PERS2	Regular	W2	000000	1111111	0	 
Find  < 1 of 1 >																															
Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmpID	Empl Rcd Nbr																								
1	<input type="checkbox"/>	Coastie, Joe	PERS2	Regular	W2	000000	1111111	0	 																						
8	<p>Select Entries to be Processed:</p> <p>Click the  button. Each row in the table will run through a series of internal edits and all that pass will receive a check mark as shown below.</p> <table border="1" data-bbox="310 831 1325 953"> <thead> <tr> <th>Selected</th> <th>Name</th> <th>Short Description</th> <th>Employee Classification</th> <th>Salary Grade</th> <th>Department</th> <th>*EmpID</th> <th>Empl Rcd Nbr</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td>Coastie, Joe</td> <td>PERS2</td> <td>Regular</td> <td>W2</td> <td>000000</td> <td>1111111</td> <td>0</td> <td> </td> <td>A</td> </tr> </tbody> </table> <p>check mark in the Selected Column indicates that the entitlement will be generated and placed in the member's history file upon saving.</p>	Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmpID	Empl Rcd Nbr				Coastie, Joe	PERS2	Regular	W2	000000	1111111	0	 	A										
Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmpID	Empl Rcd Nbr																								
	Coastie, Joe	PERS2	Regular	W2	000000	1111111	0	 	A																						
9	<p>Removal of Entries From Being Processed:</p> <p>Review the list and click the <input checked="" type="checkbox"/> box to remove appropriate entries. A blank box <input type="checkbox"/> indicates that an entry will not be generated upon saving. The  button can be used to remove an entire row and gain the same effect.</p> <p>The  button can be used to remove all entries if desired.</p>																														

*Continued on next page*

## Starting Combat Tax Exclusion (Multiple Entry), Continued

Procedure (continued)

Step	Action																																							
<p><b>10</b></p>	<p>Add Entries to Be Processed:                      Click the  button in any row to add a blank row.</p> <p>Type the member's employee identification number in the <b>EmplID</b> block shown below or use the magnifying glass  to search and select individuals from a list.</p> <table border="1" data-bbox="313 646 1398 850"> <thead> <tr> <th colspan="10" style="background-color: #4a7ebb; color: white;">Find  &lt; 1-2 of 2 &gt; </th> </tr> <tr> <th>Selected</th> <th>Name</th> <th>Short Description</th> <th>Employee Classification</th> <th>Salary Grade</th> <th>Department</th> <th>*Empl ID</th> <th>Empl Rcd Nbr</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input checked="" type="checkbox"/></td> <td>Coastie, Joe</td> <td>PERS2</td> <td>Regular</td> <td>W2</td> <td>000000</td> <td><input type="text" value="1111"/></td> <td><input type="text" value="0"/></td> <td><input type="button" value="+"/> <input type="button" value="-"/></td> </tr> <tr> <td>2</td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td><input type="text"/></td> <td><input type="text" value="0"/></td> <td><input type="button" value="+"/> <input type="button" value="-"/></td> </tr> </tbody> </table> <p>Click on the empty box located in the <b>Selected</b> column so an entry will be generated upon saving.</p> <p><i>Note:</i> Carefully review your work one last time to ensure there are no mistakes before saving.</p>	Find  < 1-2 of 2 >										Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*Empl ID	Empl Rcd Nbr			1	<input checked="" type="checkbox"/>	Coastie, Joe	PERS2	Regular	W2	000000	<input type="text" value="1111"/>	<input type="text" value="0"/>	<input type="button" value="+"/> <input type="button" value="-"/>	2	<input type="checkbox"/>					<input type="text"/>	<input type="text" value="0"/>	<input type="button" value="+"/> <input type="button" value="-"/>
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2	<input type="checkbox"/>					<input type="text"/>	<input type="text" value="0"/>	<input type="button" value="+"/> <input type="button" value="-"/>																																
<p><b>11</b></p>	<p>Click the  button.</p>																																							

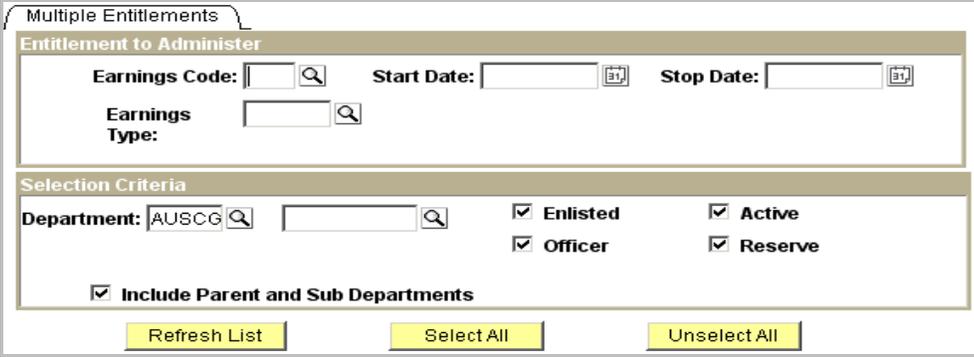
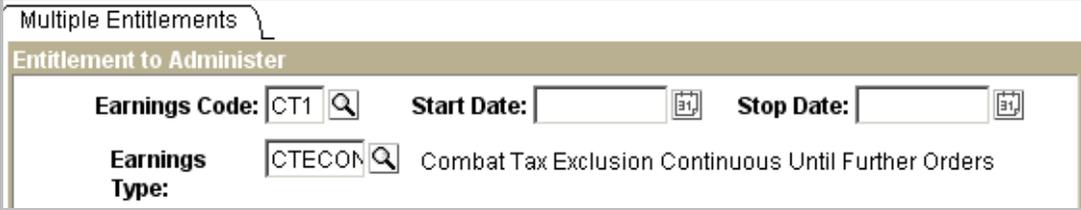
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## Stopping Combat Tax Exclusion (Multiple Entry)

**Introduction** This section provides the procedure for *stopping* Combat Tax Exclusion (Multiple Entry). Refer to [E-Mail ALSPO B/11](#) for access to this component.

**Reminder, PCS auto-stop** Combat Tax Exclusion stops automatically on the last day of the month of PCS departure. Do not enter a Stop Combat Tax Exclusion (Multiple Entry) transaction when a member departs PCS. The system will not reflect the Combat Tax Exclusion until the PCS Departing Endorsement on Orders Transaction is approved and saved.

**Procedure** Follow these steps to enter a stop Combat Tax Exclusion (Multiple Entry) transaction.

Step	Action
<p><b>1</b></p>	<p>Select Menu items in the following order: <a href="#">Home</a> &gt; <a href="#">Compensate Employees</a> &gt; <a href="#">Maintain Entitlements</a> &gt; <a href="#">Use</a> &gt; <b>Manage Multiple Entitlements</b></p> <p>The Multiple Entitlement Panel appears as shown below.</p> 
<p><b>2</b></p>	<p>Type “CT1” in the <b>Earnings Code</b> field shown below or use the magnifying glass  to search and select the Combat Tax Exclusion code.</p> 

*Continued on next page*

## Stopping Combat Tax Exclusion (Multiple Entry), Continued

Procedure (continued)

Step	Action														
<b>3</b>	Enter the <b>Earnings Type Code</b> CTECON.														
<b>4</b>	<b>Start Date.</b> Leave blank.														
<b>5</b>	<b>Stop Date.</b> Enter the date to stop the entitlement.														
<b>6</b>	<p>Complete the “Selection Criteria” fields as outlined below.</p> <table border="1"> <thead> <tr> <th>Field</th> <th>Description/Instructions</th> </tr> </thead> <tbody> <tr> <td><b>Department</b></td> <td> <p>There are 2 lookup boxes located next to Department... Leave the first box set to AUSCG (Active USCG Units) as shown below.</p> <p align="center"> </p> <p>Type the Department Code in the 2<sup>nd</sup> block shown above or use the  to search and select from a listing of available codes.</p> </td> </tr> <tr> <td><b>Enlisted</b></td> <td>A checkmark <input checked="" type="checkbox"/> indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired. A blank box <input type="checkbox"/> indicates enlisted personnel were removed from the selection criteria.</td> </tr> <tr> <td><b>Active</b></td> <td>A checkmark <input checked="" type="checkbox"/> indicates active duty personnel will be included in the selection. Click on the box to remove active duty personnel if desired.</td> </tr> <tr> <td><b>Officer</b></td> <td>A checkmark <input checked="" type="checkbox"/> indicates officers will be included in the selection. Click on the box to remove officers, if desired. A blank box <input type="checkbox"/> indicates officers were removed from the selection criteria.</td> </tr> <tr> <td><b>Reserve</b></td> <td>A checkmark <input checked="" type="checkbox"/> indicates reserve personnel will be included in the selection. Click on the box to remove reserve personnel if desired. A blank box <input type="checkbox"/> indicates reserve personnel were removed from the selection criteria.</td> </tr> <tr> <td><b>Include Parent and Sub Departments</b></td> <td>A checkmark <input checked="" type="checkbox"/> indicates sub departments will be included in the selection. Click on the box to remove sub departments if desired. A blank box <input type="checkbox"/> indicates sub departments were removed from the selection criteria.</td> </tr> </tbody> </table>	Field	Description/Instructions	<b>Department</b>	<p>There are 2 lookup boxes located next to Department... Leave the first box set to AUSCG (Active USCG Units) as shown below.</p> <p align="center"> </p> <p>Type the Department Code in the 2<sup>nd</sup> block shown above or use the  to search and select from a listing of available codes.</p>	<b>Enlisted</b>	A checkmark <input checked="" type="checkbox"/> indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired. A blank box <input type="checkbox"/> indicates enlisted personnel were removed from the selection criteria.	<b>Active</b>	A checkmark <input checked="" type="checkbox"/> indicates active duty personnel will be included in the selection. Click on the box to remove active duty personnel if desired.	<b>Officer</b>	A checkmark <input checked="" type="checkbox"/> indicates officers will be included in the selection. Click on the box to remove officers, if desired. A blank box <input type="checkbox"/> indicates officers were removed from the selection criteria.	<b>Reserve</b>	A checkmark <input checked="" type="checkbox"/> indicates reserve personnel will be included in the selection. Click on the box to remove reserve personnel if desired. A blank box <input type="checkbox"/> indicates reserve personnel were removed from the selection criteria.	<b>Include Parent and Sub Departments</b>	A checkmark <input checked="" type="checkbox"/> indicates sub departments will be included in the selection. Click on the box to remove sub departments if desired. A blank box <input type="checkbox"/> indicates sub departments were removed from the selection criteria.
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*Continued on next page*

## Stopping Combat Tax Exclusion (Multiple Entry), Continued

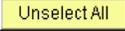
**Procedure** (continued)

Step	Action																																	
<b>7</b>	<p>Click the <span style="background-color: yellow;">Refresh List</span> button. A listing of personnel meeting the criteria in the previous step appears in the table below.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a69bd; color: white;"> <th colspan="11" style="text-align: right;">Find   &lt;   1 of 1   &gt;  </th> </tr> <tr> <th style="width: 5%;">Selected</th> <th style="width: 20%;">Name</th> <th style="width: 10%;">Short Description</th> <th style="width: 10%;">Employee Classification</th> <th style="width: 10%;">Salary Grade</th> <th style="width: 10%;">Department</th> <th style="width: 10%;">*EmpID</th> <th style="width: 5%;">Empl Rcd Nbr</th> <th style="width: 5%;"></th> <th style="width: 5%;"></th> <th style="width: 5%;"></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Coastie, Joe</td> <td>PERS2</td> <td>Regular</td> <td>W2</td> <td>000000</td> <td>1111111</td> <td style="text-align: center;">0</td> <td style="text-align: center;">+</td> <td style="text-align: center;">-</td> <td></td> </tr> </tbody> </table> <p><i>Note:</i> Clicking on this button in later steps will undo all changes.</p>	Find   <   1 of 1   >											Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmpID	Empl Rcd Nbr				1	Coastie, Joe	PERS2	Regular	W2	000000	1111111	0	+	-	
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<b>8</b>	<p>Select Entries to be Processed: Mark the Checkbox in the Selected column for each person you want to create a transaction on, or you can also click the <span style="background-color: yellow;">Select All</span> button. Each row in the table will run through a series of internal edits and all that pass will receive a check mark as shown below.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Selected</th> <th style="width: 20%;">Name</th> <th style="width: 10%;">Short Description</th> <th style="width: 10%;">Employee Classification</th> <th style="width: 10%;">Salary Grade</th> <th style="width: 10%;">Department</th> <th style="width: 10%;">*EmpID</th> <th style="width: 5%;">Empl Rcd Nbr</th> <th style="width: 5%;"></th> <th style="width: 5%;"></th> <th style="width: 5%;"></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Coastie, Joe</td> <td>PERS2</td> <td>Regular</td> <td>W2</td> <td>000000</td> <td>1111111</td> <td style="text-align: center;">0</td> <td style="text-align: center;">+</td> <td style="text-align: center;">-</td> <td style="text-align: center;">✓</td> </tr> </tbody> </table> <p>A check mark in the Selected Column indicates that the entitlement transaction will be generated for the member(s) upon saving.</p>	Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmpID	Empl Rcd Nbr				1	Coastie, Joe	PERS2	Regular	W2	000000	1111111	0	+	-	✓											
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*Continued on next page*

## Stopping Combat Tax Exclusion (Multiple Entry), Continued

Procedure (continued)

Step	Action																																												
9	<p>Removal of Entries From Being Processed:</p> <p>Review the list and click the <input checked="" type="checkbox"/> box to remove appropriate entries. A blank box <input type="checkbox"/> indicates that an entry will not be generated upon saving. The  button can be used to remove an entire row and gain the same effect.</p> <p>The  button can be used to remove all entries if desired.</p>																																												
10	<p>Add Entries to Be Processed:</p> <p>Click the  button in any row to add a blank row.</p> <p>Type the member's employee identification number in the <b>EmplID</b> block shown below or use the magnifying glass  to search and select individuals from a list.</p> <table border="1" data-bbox="331 856 1406 1062"> <thead> <tr> <th colspan="10" style="background-color: #4a7ebb; color: white;">Find  &lt; 1-2 of 2 &gt; </th> </tr> <tr> <th>Selected</th> <th>Name</th> <th>Short Description</th> <th>Employee Classification</th> <th>Salary Grade</th> <th>Department</th> <th>*EmplID</th> <th>Empl Rcd Nbr</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input checked="" type="checkbox"/></td> <td>Coastie, Joe</td> <td>PERS2</td> <td>Regular</td> <td>W2</td> <td>000000</td> <td>111111</td> <td><input type="text"/></td> <td>0</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><input type="text"/></td> <td>0</td> <td></td> <td></td> </tr> </tbody> </table> <p>Click on the empty box located in the Selected column so an entry will be generated upon saving.</p> <p><b>Note:</b> Carefully review your work one last time to ensure there are no mistakes before saving.</p>	Find  < 1-2 of 2 >										Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmplID	Empl Rcd Nbr			1	<input checked="" type="checkbox"/>	Coastie, Joe	PERS2	Regular	W2	000000	111111	<input type="text"/>	0			2	<input type="checkbox"/>							<input type="text"/>	0		
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11	<p>Click the  button.</p>																																												

# Coast Guard Servicing Personnel Office Manual

## Part II, Pay Entitlements

### Chapter 11, Special and Incentive Pays

#### Section E, Diving Duty Pay

#### Overview

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##### Introduction

This guide provides the *procedures* for **Diving Duty Pay**. This entitlement is paid to members who are entitled to basic pay and are:

- (1) assigned by orders to diving duty;
  - (2) required to maintain proficiency as a diver by frequent and regular dives; and
  - (3) actually performing diving duty.
- 

##### Topics

The following topics are covered in this guide

Topic	See Page
<a href="#">Guiding Principles</a>	II-11-E-3
<a href="#">Starting Diving Duty Pay</a>	II-11-E-5
<a href="#">Stopping Diving Duty Pay</a>	II-11-E-9
<a href="#">Correcting Diving Duty Pay</a>	II-11-E-11
<a href="#">Deleting Diving Duty Pay</a>	II-11-E-13

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## Pay Entitlements

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## Guiding Principles

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**Introduction** This section provides the *guiding principles* for **Diving Duty Pay**.

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**References** The following references provide additional information about Diving Duty Pay.

- (a) [Coast Guard Diving Policies & Procedures, Volume I](#), COMDTINST M3150.1 (series)
  - (b) [U.S. Coast Guard Pay Manual](#), COMDTINST M7220.29 (series), Section 4-G
- 

**Before you begin** If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3, Employee Entitlement Navigation and Data Entry.

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**Auto-stop upon Diving Qualification Lapse Date** Diving Duty Pay stops automatically on the member's Diving Qualification Lapse Date.

- **A new start Diving Duty pay transaction is required for each period of qualification.**
- Per reference (a), 3.B.6.a., this is normally every six-months for members on diving duty orders.
- No member shall be entitled to receive diving pay after diving qualification has lapsed. Upon re-qualification, payments will not be made for the period of lapsed qualification.

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**Auto-stop upon PCS departure** Diving Duty Pay stops automatically on *the day of PCS departure*. Do not enter a Stop Diving Duty Pay transaction when a member departs PCS. The system will not reflect the Diving Duty Pay stop until the Departing Endorsement on Orders transaction is approved and saved.

**Note:** If a member is reassigned PCS and takes leave enroute, diving duty pay will continue to accrue up to 30 days if the member has otherwise met the requirements for diving duty pay.

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## Pay Entitlements

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**Supporting  
documentation**

The qualification and designation letters described in chapter 2 of reference (a) constitute the Diving Orders and serve as supporting documentation for diving duty pay.

TDY orders serve as supporting documentation for diving duty pay for divers assigned TDY to a diving unit for less than 30 days for the sole purpose of performing diving duties are supporting documentation for diving duty pay on a per diem basis for the period the dives were conducted.

TDY orders serve as supporting documentation for diving duty pay for students under instruction in training courses longer than five weeks who are entitled to dive pay upon successful completion of the pool phase of SCUBA training.

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**Internal  
controls**

Diving duty pay transactions require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.

---

# Starting Diving Duty Pay

**Introduction** This section provides the procedure for *starting Diving Duty Pay*.

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member’s entitlements detail page. Then, follow these steps to enter a new Diving Duty Pay entitlement.

Step	Action
1	<p>If the member has previously had an entitlement to Diving Duty Pay you will need to insert a new row, click the  button shown below.</p>  <p>A new blank row appears...</p> 
2	<p>Enter the <b>Start Date</b>. The current date is automatically displayed. Use the calendar button  to select the desired date. You can also click &amp; drag over the date field to select the date then type the start date in MM/DD/YYYY format.</p>
3	<p>The <b>Stop Date</b> may be left blank to pay continuous Diving Duty Pay (through member’s Diving Qualification Lapse Date (as entered on the Detail/Supporting Data page, see step 8) or the date the member departs on PCS orders). If this is a temporary entitlement, you may enter the stop date.</p>

*Continued on next page*

Starting Diving Duty Pay, Continued

Step	Action																														
4	<p>Enter the <b>Earnings Type</b> in the code if known or use the  to search and select from a listing of available earning types.</p> <table border="1"> <thead> <tr> <th>Earnings Code</th> <th>Earnings Type</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>DDP</td> <td>ENL-D</td> <td>Enlisted 1st Class Diver</td> </tr> <tr> <td>DDP</td> <td>ENL-E</td> <td>Enlisted 2nd Class Diver</td> </tr> <tr> <td>DDP</td> <td>ENL-F</td> <td>Enlisted Scuba Diver</td> </tr> <tr> <td>DDP</td> <td>ENL-G</td> <td>Enlisted Medical Deep-Sea Diving Tech</td> </tr> <tr> <td>DDP</td> <td>ENL-H</td> <td>Enlisted Diving Duty @ School under Inst (<i>See note below</i>)</td> </tr> <tr> <td>DDP</td> <td>ENL-I</td> <td>Enlisted Master Diver</td> </tr> <tr> <td>DDP</td> <td>OFF-A</td> <td>Officer - Ship Salvage/Basic Diving Officer</td> </tr> <tr> <td>DDP</td> <td>OFF-B</td> <td>Officer Scuba Diver</td> </tr> <tr> <td>DDP</td> <td>OFF-C</td> <td>Officer Diving Duty @ School under Inst (<i>See note below</i>)</td> </tr> </tbody> </table> <p><b>Note:</b> The <i>Enlisted and Officer Diving Duty at School Under Instruction</i> codes (<b>ENL-H</b> and <b>OFF-C</b>) are only used for students under instruction in training courses <b>longer than five weeks</b> who are entitled to dive pay <b>upon successful completion of the pool phase of SCUBA training</b> (SCUBA Diver (DV) (A-422-0023)/Course Code: 240900). For these members, diving duty pay will commence upon reporting to a diving unit or returning to a diving unit from <b>initial</b> training.</p>	Earnings Code	Earnings Type	Description	DDP	ENL-D	Enlisted 1st Class Diver	DDP	ENL-E	Enlisted 2nd Class Diver	DDP	ENL-F	Enlisted Scuba Diver	DDP	ENL-G	Enlisted Medical Deep-Sea Diving Tech	DDP	ENL-H	Enlisted Diving Duty @ School under Inst ( <i>See note below</i> )	DDP	ENL-I	Enlisted Master Diver	DDP	OFF-A	Officer - Ship Salvage/Basic Diving Officer	DDP	OFF-B	Officer Scuba Diver	DDP	OFF-C	Officer Diving Duty @ School under Inst ( <i>See note below</i> )
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5	<b>Description</b> is pre-filled. Ensure the proper entitlement is shown, repeat step 4 to select the correct type if necessary.																														
6	<b>Approval Status</b> is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to "A".																														
7	<b>Manual Row Switch</b> (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits. <b>Caution:</b> Overriding pay edits may result in errors and possible overpayment of entitlement.																														

Continued on next page

## Starting Diving Duty Pay, Continued

Procedure (continued)

Step	Action
8	<p>Click the  button and enter the member's Diving Qualification Lapse Date.</p> <div data-bbox="293 499 1003 919" style="border: 1px solid black; padding: 5px;"> <p><b>Supporting Data</b></p> <p>DDP 12/07/2006 ENL-F</p> <p>Diving Qual Lapse Date: <input type="text" value="06/07/2007"/></p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Except for CG HQ, normally the maximum number of personnel authorized Diving Duty Pay at an eligible command are:</p> <ul style="list-style-type: none"> <li>1 - Officer Ship Salv/Basic Diving (SSDO)</li> <li>1- Enlisted Deep Sea Diving Medical Tech (DMT)</li> <li>4 - Enlisted Diving Second Class (DV2)</li> </ul> <p>CG HQ is authorized two SSDO qualified divers.</p> </div> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>
9	<p>Click the  button and enter the <b>Approving Official's Employee ID</b> number in the Approver EmplID field of the Supporting Data section.</p> <div data-bbox="337 1045 974 1276" style="border: 1px solid black; padding: 5px;"> <p><b>Supporting Data</b></p> <p>1234567 BAS 03/15/2011 ENLBAS</p> <p>Approval Status: Pending Originator ID: CGHRSONLY</p> <p>Role Name: <input type="text" value="CGHRSUP"/> Approver EmplID: <input type="text" value="1234567"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div> <p>Click the  button to return to the Entitlement Detail view.</p>
10	<p>Click the  button. The transaction will be routed, via the worklist, to the approving official.</p>
11	<p>The PAO/CGHRSUP role user should refer to the <i>Reviewing and Approving an Entitlement Start</i> topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.</p>

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## Stopping Diving Duty Pay

**Introduction** This section provides the procedure for *stopping Diving Duty Pay*.

**Reminder, PCS auto-stop** Do not enter a Stop Diving Duty Pay transaction when a member departs PCS. The system will not reflect the Diving Duty Pay stop until the Departing Endorsement on Orders transaction is approved and saved.

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member’s entitlements detail page. Then, follow these steps to enter a stop Diving Duty Pay transaction.

Step	Action
1	<p>In the  mode, find the row to stop. The stop date will be blank as shown:</p> 
2	<p>Enter the <b>Stop Date</b> for the entitlement by using the calendar button  to select the desired date. You can also click &amp; drag over the date field and type the stop date in MM/DD/YYYY format. The stop date can be future dated.</p>
3	<p><b>Approval Status</b> is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.</p>
4	<p><b>Manual Row Switch</b> (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected.  <b>Caution:</b> Overriding pay edits may result in errors and possible overpayment of entitlement.</p>
5	<p>Click the  button (located at the bottom left of the screen) to approve and transmit the entry.</p>

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## Correcting Diving Duty Pay

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**Introduction** This section provides the procedure for *correcting Diving Duty Pay*.

---

**Discussion** Only the stop date may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete Diving Duty Pay) and then start a new Diving Duty Pay entitlement.

---

**Procedure** Follow these steps to correct an incorrect Stop date.

Step	Action
1	In the  mode, find the Diving Duty Pay row to correct.  Click & drag over the Stop Date field to change its value. Dates must be typed in MM/DD/YYYY format. You may also use calendar buttons  to modify dates and the magnifying glass  to change the earning type.
2	Click the  button located at the bottom left of the screen.

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## Deleting Diving Duty Pay

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**Introduction** This section provides the procedure for *deleting Diving Duty Pay*.

---

**Discussion** The total Diving Duty Pay entitlement will be recouped when using this feature.

---

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a deletion of a Diving Duty Pay transaction.

Step	Action
1	In the  mode, find the Diving Duty Pay row to delete.  Click on the  button located in the row to be deleted.
2	Click the  button located at the bottom left of the screen.

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# Coast Guard Servicing Personnel Office Manual

## Part II, Pay Entitlements

### Chapter 11, Special and Incentive Pays

#### Section F, Family Separation Allowance

#### Overview

---

**Introduction** This section provides the *procedures* for **Family Separation Allowance (FSA)**. This entitlement is paid to active duty members with dependents that are separated from their family members due to shipboard duty, temporary additional duty, or assignment to restricted duty.

---

**Topics** The following topics are covered in this section.

Topic	See Page
<a href="#">Guiding Principles</a>	II-11-F-3
<a href="#">Family Separation Housing (FSH) Allowance</a>	II-11-F-5
<a href="#">Starting FSA</a>	II-11-F-7
<a href="#">Stopping FSA</a>	II-11-F-9
<a href="#">Correcting FSA</a>	II-11-F-11
<a href="#">Deleting FSA</a>	II-11-F-13
<a href="#">Starting FSA (Multiple Entry)</a>	II-11-F-15
<a href="#">Stopping FSA (Multiple Entry)</a>	II-11-F-19

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**Pay Entitlements**

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## Guiding Principles

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**Introduction** This section provides the *guiding principles* for **Family Separation Allowance (FSA)**.

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**References** The following references provide additional information about FSA.

- (a) [U.S. Coast Guard Pay Manual](#), COMDTINST M7220.29(series), Section 3-H
  - (b) [Personnel and Pay Procedures Manual, PPCINST M1000.2\(series\)](#), Chap 7-B
- 

**Before you begin** If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3, Employee Entitlement Navigation and Data Entry.

- Multiple entry capability is available for this entitlement. The instructions on preparing multiple entries for entire units and/or sub departments are included in this guide.
  - FSA-R starts on the date the member departed from the permanent duty station or first day of authorized travel time, whichever, is later. Before preparing an entry to start FSA-R, however, you must wait until the Permanent Change of Station reporting entry has processed in JUMPS; otherwise, the reporting entry will terminate FSA entitlement.
  - FSA stops automatically on the day prior to reporting to a new permanent duty station (PDS), less any leave, proceed time or compensatory absence. Do not enter a Stop FSA transaction when a member departs PCS. The system will not reflect the FSA stop until the PCS Reporting Endorsement on Orders transaction is approved and saved.
- 

**Auto-stop upon PCS departure** FSA (Single/Multiple Entry) stops automatically on *the day prior* to PCS departure. Do not enter a Stop FSA transaction when a member departs PCS.

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*Continued on next page*

## Guiding Principles, Continued

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**No entitlement for members authorized with dependent BAH or BAH-DIFF based solely on the payment of child support**

As stated in section 3.H.1 of the Coast Guard Pay Manual, members who are authorized a housing allowance based solely on the payment of child support are not entitled to FSA.

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**Continuous period of FSA entitlement / Interim FSA**

As stated in section 3.H.3.b of the Coast Guard Pay Manual, Continuous FSA is payable to a member who performs the same type of FSA duty within 30 days (e.g., a member who qualifies for FSA-S, who within 30 days deploys for an other qualifying period of FSA-S, is entitled to continuous FSA). The interim period starts the day after the initial deployment and ends the day prior to redeployment.

JUMPS is programmed to recognize Interim Entitlement. Enter periods of continuous FSA entitlement as separate transactions with the actual deployment start and stop dates. If the start date of the second (or subsequent) transaction is within 30 days of the stop date of the first (or previous) transaction, JUMPS will automatically pay Interim FSA for the interim period.

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**Internal controls**

FSA transactions require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.

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**Supporting documentation**

CG-2035, Family Separation Allowance Worksheet, is the supporting document for a FSA transaction. File the completed worksheet in section 3 of the SPO PDR for 3 years.

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## Family Separation Housing (FSH) Allowance

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**Introduction** This section provides the procedure for payment of Family Separation Housing (FSH) Allowance.

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**Discussion** FSH transactions are not supported in Direct Access at this time. Only PPC (MAS) can input these types of transactions. However, SPOs must input the BAH transaction to start the member's BAH entitlement and notify PPC (MAS) to start the FSH entitlement.

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**Procedures for Family Separation Housing (FSH)** For members who are entitled to Family Separation Housing (See [PAYMAN](#), Section 3-G-14, entitlement rules), use the following procedure:

Step	Action
<b>1</b>	The member must complete a <a href="#">CG-2005, PCS Reporting Worksheet</a> , to start FSH.
<b>2</b>	The unit will endorse the <a href="#">CG-2005, PCS Reporting Worksheet</a> , and forward to the SPO.
<b>3</b>	Upon Receipt of the <a href="#">CG-2005, PCS Reporting Worksheet</a> , the SPO will: <ol style="list-style-type: none"> <li>1. Submit a BAH transaction on the member to start BAH W/dependents using the zip code of the member's dependents.</li> <li>2. Endorse and forward the <a href="#">CG-2005, PCS Reporting Worksheet</a>, to PPC (MAS), via fax to (785) 339-3760.</li> </ol>
<b>4</b>	PPC (MAS) will start the member's FSH entitlement in a monthly amount equal to the BAH or OHA payable (for the PDS) to a member without dependents in the same pay grade.

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**Pay Entitlements**

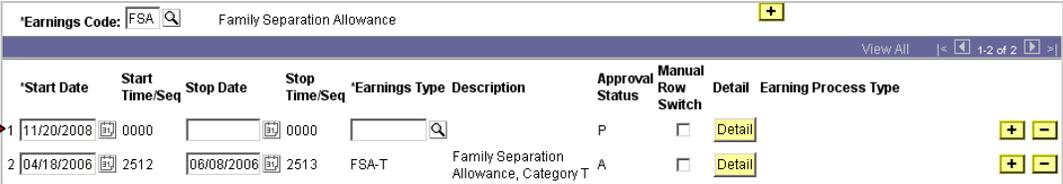
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# Starting FSA

**Introduction** This section provides the procedure for *starting Family Separation Allowance*.

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member’s entitlements detail page. Then, follow these steps to enter a new FSA entitlement.

Step	Action
1	<p>In the  mode, click the  button shown below.</p>  <p>A new blank row will appear...</p> 
2	<p>Enter the <b>Start Date</b>. The current date is automatically displayed. Use the calendar button  to select the desired date. You can also click &amp; drag over the date field to select the date then type the start date in MM/DD/YYYY format.                      Note: Read the Continuous period of FSA entitlement / Interim FSA block on page 3</p>
3	<p>The <b>Stop Date</b> may be left blank to pay continuous FSA. If this is a temporary entitlement, you may enter the stop date.                      Note: Read the Continuous period of FSA entitlement / Interim FSA block on page 3</p>
4	<p>Enter the <b>Earnings Type</b> code “FSA” or use the  to search and select from a listing of available earning types.</p>
5	<p><b>Description</b> is pre-filled. Ensure the proper entitlement is shown; repeat the previous step to select the correct type if necessary.</p>

*Continued on next page*

## Starting FSA, Continued

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**Procedure** (continued)

Step	Action
6	<p><b>Approval Status</b> is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to “A”.</p>
7	<p><b>Manual Row Switch</b> (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits.  <b>Caution:</b> Overriding pay edits may result in errors and possible overpayment of entitlement.</p>
8	<p>Click the <b>Approve</b> button and enter the <b>Approving Official’s Employee ID</b> number in the Approver EmplID field of the Supporting Data section.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p><b>Supporting Data</b></p> <p>1234567      BAS    03/15/2011    ENLBAS</p> <p>Approval Status: Pending      Originator ID: CGHRSONLY</p> <p>Role Name: CGHRSUP      Approver EmplID: 1234567 <input type="text"/></p> <p><input type="button" value="OK"/>    <input type="button" value="Cancel"/></p> </div> <p>Click the <b>OK</b> button to return to the Entitlement Detail view.</p>
9	<p>Click the <b>Save</b> button. The transaction will be routed, via the worklist, to the approving official.</p>
10	<p>The PAO/CGHRSUP role user should refer to the <i>Reviewing and Approving an Entitlement Start</i> topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.</p>

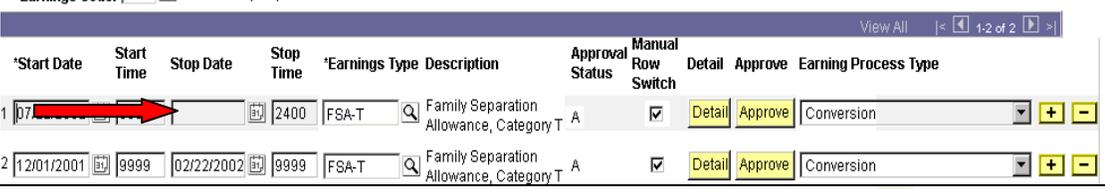
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# Stopping FSA

**Introduction** This section provides the procedure for *stopping Family Separation Allowance*.

**Reminder, PCS auto-stop** FSA stops automatically on the day prior to reporting to a new permanent duty station (PDS), less any leave, proceed time or compensatory absence. Do not enter a Stop FSA transaction when a member departs PCS. The system will not reflect the FSA stop until the PCS Reporting Endorsement on Orders transaction is approved and saved.

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member’s entitlements detail page. Then, follow these steps to enter a stop FSA transaction.

Step	Action
1	<p>In the  mode, find the row to stop. The stop date will be blank as shown:</p> 
2	<p>Enter the <b>Stop Date</b> for the entitlement by using the calendar button  to select the desired date. You can also click &amp; drag over the date field and type the stop date in MM/DD/YYYY format. The stop date can be future dated.                      Note: Read the Continuous period of FSA entitlement / Interim FSA block on page 3</p>
3	<p><b>Manual Row Switch</b> (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected.  <b>Caution:</b> Overriding pay edits may result in errors and possible overpayment of entitlement.</p>
4	<p>Click the  button (located at the bottom left of the screen) to approve and transmit the entry.</p>

**Pay Entitlements**

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## Correcting FSA

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**Introduction** This section provides the procedure for *correcting Family Separation Allowance*.

---

**Discussion** Only the stop date may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete FSA) and then start a new FSA entitlement.

Note: JUMPS is programmed to recognize Interim Entitlement. Enter periods of continuous FSA entitlement as separate transactions with the actual deployment start and stop dates. If the start date of the second (or subsequent) transaction is within 30 days of the stop date of the first (or previous) transaction, JUMPS will automatically pay Interim FSA for the interim period.

---

**Procedure** Follow these steps to correct an incorrect Stop date.

Step	Action
1	<p>In the  mode, find the FSA row to correct.</p> <p>Click &amp; drag over the Stop Date field to change its value. Dates must be typed in MM/DD/YYYY format. You may also use calendar buttons  to modify dates and the magnifying glass  to change the earning type.</p>
2	<p>Click the  button located at the bottom left of the screen.</p>

---

**Pay Entitlements**

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## Deleting FSA

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**Introduction** This section provides the procedure for *deleting Family Separation Allowance*.

---

**Discussion** The total FSA entitlement will be recouped when using this feature.

Note: JUMPS is programmed to recognize Interim Entitlement. Enter periods of continuous FSA entitlement as separate transactions with the actual deployment start and stop dates. If the start date of the second (or subsequent) transaction is within 30 days of the stop date of the first (or previous) transaction, JUMPS will automatically pay Interim FSA for the interim period.

---

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member's entitlements detail page. Then, follow these steps to enter a deletion of an FSA transaction.

Step	Action
1	In the  mode, find the FSA row to delete. Click on the  button located in the row to be deleted.
2	Click the  button located at the bottom left of the screen.

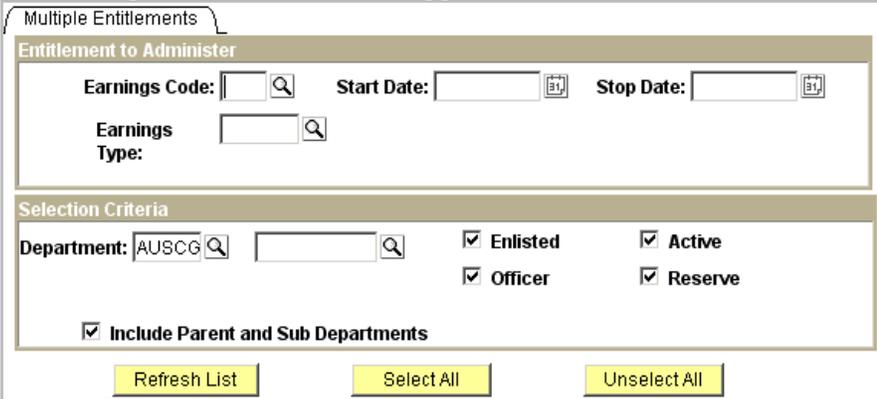
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## Starting FSA (Multiple Entry)

**Introduction** This section provides the procedure for *starting FSA (Multiple Entry)*. Refer to [E-Mail ALSPO B/11](#) for access to this component.

**Procedure** Follow these steps to enter a new FSA (Multiple Entry) entitlement.

Step	Action
<p><b>1</b></p>	<p>Select Menu items in the following order: <a href="#">Home</a> &gt; <a href="#">Compensate Employees</a> &gt; <a href="#">Maintain Entitlements</a> &gt; <a href="#">Use</a> &gt; <b>Manage Multiple Entitlements</b></p> <p>The Multiple Entitlement Panel appears as shown below.</p> 
<p><b>2</b></p>	<p>Type “FSA” in the <b>Earnings Code</b> field shown below or use the magnifying glass  to search and select the Family Separation Allowance Earnings Code.</p>  <p><b>Note:</b> Be sure to select the proper earnings type.</p>
<p><b>3</b></p>	<p>Enter the <b>Start Date</b>. The current date is automatically displayed. Use the calendar button  to select the desired date. You can also click &amp; drag over the date field to select the date then type the start date in MM/DD/YYYY format.</p>
<p><b>4</b></p>	<p>The <b>Stop Date</b> may be left blank to pay continuous FSA (Multiple Entry). If this is a temporary entitlement, you may enter the stop date.</p>

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Starting FSA (Multiple Entry), Continued

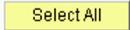
Procedure (continued)

Step	Action														
5	<p data-bbox="331 493 1078 527">Complete the “Selection Criteria” fields as outlined below.</p> <div data-bbox="331 527 1170 678" style="border: 1px solid black; padding: 5px;"> <p data-bbox="331 533 483 552">Selection Criteria</p> <p data-bbox="331 562 711 592">Department: <input type="text" value="AUSCG"/> <input type="text"/></p> <p data-bbox="764 562 1024 621"> <input checked="" type="checkbox"/> Enlisted    <input checked="" type="checkbox"/> Active  <input checked="" type="checkbox"/> Officer    <input checked="" type="checkbox"/> Reserve         </p> <p data-bbox="391 648 735 674"><input checked="" type="checkbox"/> Include Parent and Sub Departments</p> </div> <table border="1" data-bbox="331 682 1393 1707"> <thead> <tr> <th data-bbox="331 682 540 716">Field</th> <th data-bbox="540 682 1393 716">Description/Instructions</th> </tr> </thead> <tbody> <tr> <td data-bbox="331 716 540 1024"> <b>Department</b> </td> <td data-bbox="540 716 1393 1024"> <p data-bbox="553 724 1263 758">There are 2 lookup boxes located next to Department...</p> <p data-bbox="553 787 1333 856"><b>Leave the first box set to AUSCG (Active Duty USCG) as shown below.</b></p> <div data-bbox="553 863 1065 947" style="border: 1px solid black; padding: 2px;"> <p data-bbox="553 869 1065 903">Department: <input type="text" value="AUSCG"/> <input type="text"/></p> </div> <p data-bbox="553 953 1317 1024">Type the Department Code in the 2<sup>nd</sup> block or use the <input type="text"/> to search and select from a listing of available codes.</p> </td> </tr> <tr> <td data-bbox="331 1024 540 1178"> <b>Enlisted</b> </td> <td data-bbox="540 1024 1393 1178"> <p data-bbox="553 1031 1377 1178">A checkmark <input checked="" type="checkbox"/> indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired. A blank box <input type="checkbox"/> indicates enlisted personnel have been removed from the selection criteria.</p> </td> </tr> <tr> <td data-bbox="331 1178 540 1213"> <b>Active</b> </td> <td data-bbox="540 1178 1393 1213"> <p data-bbox="553 1184 967 1213">Always leave this item checked.</p> </td> </tr> <tr> <td data-bbox="331 1213 540 1367"> <b>Officer</b> </td> <td data-bbox="540 1213 1393 1367"> <p data-bbox="553 1220 1325 1367">A checkmark <input checked="" type="checkbox"/> indicates officers will be included in the selection. Click on the box to remove officers, if desired. A blank box <input type="checkbox"/> indicates officers have been removed from the selection criteria.</p> </td> </tr> <tr> <td data-bbox="331 1367 540 1556"> <b>Reserve</b> </td> <td data-bbox="540 1367 1393 1556"> <p data-bbox="553 1373 1365 1556">A checkmark <input checked="" type="checkbox"/> indicates reserve personnel will be included in the selection. Click on the box to remove reserve personnel, if desired. A blank box <input type="checkbox"/> indicates reserve personnel have been removed from the selection criteria. Only Reservists on Active Duty can be entitled to Combat Tax Exclusion.</p> </td> </tr> <tr> <td data-bbox="331 1556 540 1707"> <b>Include Parent &amp; Sub Departments</b> </td> <td data-bbox="540 1556 1393 1707"> <p data-bbox="553 1562 1349 1707">A checkmark <input checked="" type="checkbox"/> indicates sub departments will be included in the selection. Click on the box to remove sub departments, if desired. 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## Starting FSA (Multiple Entry), Continued

Procedure (continued)

Step	Action
6	<p>Click the  button. A listing of personnel meeting the criteria in the previous step appears in the table below.</p>  <p><i>Note:</i> Clicking on this button in later steps will undo all changes.</p>
7	<p><b>Select Entries to be Processed:</b></p> <p>Click the  button. Each row will in the table will run through a series of internal edits and all that pass will receive a check mark as shown below.</p>  <p>A check mark in the Selected Column indicates that the entitlement will be generated and placed in the member's history file upon saving.</p>

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## Starting FSA (Multiple Entry), Continued

**Procedure** (continued)

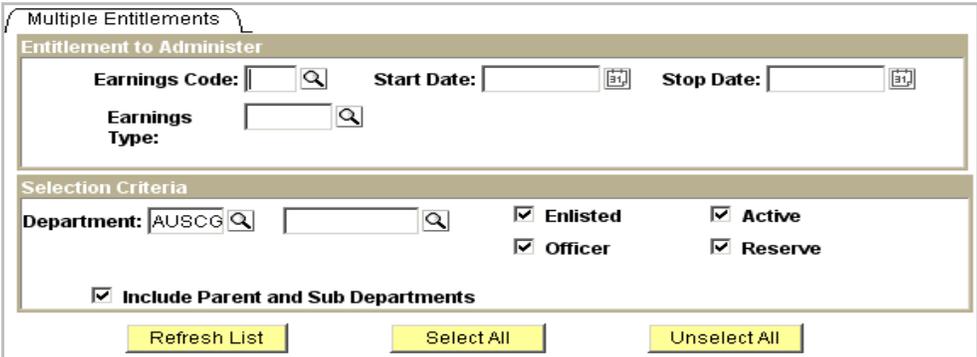
Step	Action																																											
8	<p><b>Removal of Entries From Being Processed:</b></p> <p>Review the list and click the <input checked="" type="checkbox"/> box to remove appropriate entries. A blank box <input type="checkbox"/> indicates that an entry will not be generated upon saving. The <input type="checkbox"/> button can be used to remove an entire row and gain the same effect.</p> <p>The <input type="button" value="Unselect All"/> button can be used to remove all entries if desired.</p>																																											
9	<p><b>Add Entries to Be Processed:</b></p> <p>Click the <input type="button" value="+"/> button in any row to add a blank row.</p> <p>Type the member's employee identification number in the <b>EmplID</b> block shown below or use the magnifying glass <input type="text" value=""/> to search and select individuals from a list.</p> <table border="1" data-bbox="332 987 1312 1171"> <thead> <tr> <th colspan="10">Find  &lt; 1-2 of 2 &gt; </th> </tr> <tr> <th></th> <th>Selected</th> <th>Name</th> <th>Short Description</th> <th>Employee Classification</th> <th>Salary Grade</th> <th>Department</th> <th>*EmplID</th> <th>Empl Rcd Nbr</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input checked="" type="checkbox"/></td> <td>Coastie, Joe</td> <td>PERS2</td> <td>Regular</td> <td>W2</td> <td>000000</td> <td>111111 <input type="text" value=""/></td> <td>0</td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> <tr> <td>2</td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><input type="text" value=""/> <input type="text" value=""/></td> <td>0</td> <td><input type="button" value="+"/></td> <td><input type="button" value="-"/></td> </tr> </tbody> </table> <p>Click on the empty box located in the <b>Selected</b> column so an entry will be generated upon saving.</p> <p><i>Note:</i> Carefully review your work one last time to ensure there are no mistakes before saving.</p>	Find  < 1-2 of 2 >											Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmplID	Empl Rcd Nbr			1	<input checked="" type="checkbox"/>	Coastie, Joe	PERS2	Regular	W2	000000	111111 <input type="text" value=""/>	0	<input type="button" value="+"/>	<input type="button" value="-"/>	2	<input type="checkbox"/>						<input type="text" value=""/> <input type="text" value=""/>	0	<input type="button" value="+"/>	<input type="button" value="-"/>
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10	Click the <input type="button" value="Save"/> button.																																											

## Stopping FSA (Multiple Entry)

**Introduction** This section provides the procedure for *stopping FSA (Multiple Entry)*. Refer to [E-Mail ALSPO B/11](#) for access to this component.

**Reminder, PCS auto-stop** FSA (Multiple Entry) stops automatically on the day prior to PCS departure. Do not enter a PeopleSoft Stop FSA (Multiple Entry) transaction when a member departs PCS. The system will not reflect the FSA (Multiple Entry) stop until it is resynchronized with JUMPS.

**Procedure** Follow these steps to enter a stop FSA (Multiple Entry) transaction.

Step	Action
1	<p>Select Menu items in the following order: <a href="#">Home</a> &gt; <a href="#">Compensate Employees</a> &gt; <a href="#">Maintain Entitlements</a> &gt; <a href="#">Use</a> &gt; <b>Manage Multiple Entitlements</b></p> <p>The Multiple Entitlement Panel appears as shown below.</p> 

*Continued on next page*

## Stopping FSA (Multiple Entry), Continued

**Procedure** (continued)

Step	Action
2	<p>Type “FSA” in the <b>Earnings Code</b> field shown below or use the magnifying glass  to search and select the Family Separation Allowance Earnings Code.</p> 
3	<p>Enter the <b>Earnings Type Code</b> FSA-R (for members on restricted duty where their dependents can’t join them), FSA-S (for members on a ship for longer than 30 days), or FSA-T (for members on TDY for more than 30 days).</p> <p><i>Note:</i> For more information about the different Earnings Types, see the <a href="#">Pay Manual</a>, Section 3-H.</p>
4	<p><b>Start Date</b> - Leave blank.</p>
5	<p><b>Stop Date</b> - Enter the date to stop the entitlement.</p>

*Continued on next page*

## Stopping FSA (Multiple Entry), Continued

Procedure (continued)

Step	Action														
6	<p>Complete the “Selection Criteria” fields as outlined below.</p> <div data-bbox="337 552 1172 699" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p><b>Selection Criteria</b></p> <p>Department: <input type="text" value="AUSCG"/> <input type="text"/> <input checked="" type="checkbox"/> Enlisted <input checked="" type="checkbox"/> Active</p> <p><input checked="" type="checkbox"/> Officer <input checked="" type="checkbox"/> Reserve</p> <p><input checked="" type="checkbox"/> Include Parent and Sub Departments</p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th data-bbox="337 716 548 751">Field</th> <th data-bbox="548 716 1416 751">Description/Instructions</th> </tr> </thead> <tbody> <tr> <td data-bbox="337 751 548 1024"><b>Department</b></td> <td data-bbox="548 751 1416 1024"> <p>There are 2 lookup boxes located next to Department. . .  <b>Leave the first box set to AUSCG (Active USCG Units) as shown below.</b></p> <div data-bbox="565 863 1068 947" style="border: 1px solid black; padding: 2px;"> <p>Department: <input type="text" value="AUSCG"/> <input type="text"/> <input type="text"/></p> </div> <p>Type the Department Code in the 2<sup>nd</sup> block shown above or use the <input type="text"/> to search and select from a listing of available codes.</p> </td> </tr> <tr> <td data-bbox="337 1024 548 1178"><b>Enlisted</b></td> <td data-bbox="548 1024 1416 1178"> <p>A checkmark <input checked="" type="checkbox"/> indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired. A blank box <input type="checkbox"/> indicates enlisted personnel were removed from the selection criteria.</p> </td> </tr> <tr> <td data-bbox="337 1178 548 1289"><b>Active</b></td> <td data-bbox="548 1178 1416 1289"> <p>A checkmark <input checked="" type="checkbox"/> indicates active duty personnel will be included in the selection. Click on the box to remove active duty personnel if desired.</p> </td> </tr> <tr> <td data-bbox="337 1289 548 1400"><b>Officer</b></td> <td data-bbox="548 1289 1416 1400"> <p>A checkmark <input checked="" type="checkbox"/> indicates officers will be included in the selection. Click on the box to remove officers, if desired. A blank box <input type="checkbox"/> indicates officers were removed from the selection criteria.</p> </td> </tr> <tr> <td data-bbox="337 1400 548 1556"><b>Reserve</b></td> <td data-bbox="548 1400 1416 1556"> <p>A checkmark <input checked="" type="checkbox"/> indicates reserve personnel will be included in the selection. Click on the box to remove reserve personnel if desired. A blank box <input type="checkbox"/> indicates reserve personnel were removed from the selection criteria.</p> </td> </tr> <tr> <td data-bbox="337 1556 548 1709"><b>Include Parent and Sub Departments</b></td> <td data-bbox="548 1556 1416 1709"> <p>A checkmark <input checked="" type="checkbox"/> indicates sub departments will be included in the selection. Click on the box to remove sub departments if desired. 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*Continued on next page*

## Stopping FSA (Multiple Entry), Continued

Procedure (continued)

Step	Action																																								
7	<p>Click the <b>Refresh List</b> button. A listing of personnel meeting the criteria in the previous step appears in the table below.</p> <table border="1" data-bbox="331 569 1414 730"> <thead> <tr> <th colspan="10" style="background-color: #4a7ebb; color: white;">Find</th> </tr> <tr> <th colspan="10" style="background-color: #4a7ebb; color: white;"> &lt; 1 of 1 &gt; </th> </tr> <tr> <th>Selected</th> <th>Name</th> <th>Short Description</th> <th>Employee Classification</th> <th>Salary Grade</th> <th>Department</th> <th>*EmplID</th> <th>Empl Rcd Nbr</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input type="checkbox"/></td> <td>Coastie, Joe</td> <td>PERS2</td> <td>Regular</td> <td>W2</td> <td>000000</td> <td>111111</td> <td>0</td> <td><b>+</b> <b>-</b></td> </tr> </tbody> </table> <p><b>Note:</b> Clicking on this button in later steps will undo all changes.</p>	Find										< 1 of 1 >										Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmplID	Empl Rcd Nbr			1	<input type="checkbox"/>	Coastie, Joe	PERS2	Regular	W2	000000	111111	0	<b>+</b> <b>-</b>
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8	<p><b>Select Entries to be Processed:</b> Mark the Checkbox in the Selected column for each person you want to create a transaction on, or you can also click the <b>Select All</b> button. Each row in the table will run through a series of internal edits and all that pass will receive a check mark as shown below.</p> <table border="1" data-bbox="331 961 1414 1083"> <thead> <tr> <th>Selected</th> <th>Name</th> <th>Short Description</th> <th>Employee Classification</th> <th>Salary Grade</th> <th>Department</th> <th>*EmplID</th> <th>Empl Rcd Nbr</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Coastie, Joe</td> <td>PERS2</td> <td>Regular</td> <td>W2</td> <td>000000</td> <td>111111</td> <td>0</td> <td><b>+</b> <b>-</b></td> </tr> </tbody> </table> <p>A check mark in the Selected Column indicates that the entitlement transaction will be generated for the member(s) upon saving.</p>	Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmplID	Empl Rcd Nbr			<input checked="" type="checkbox"/>	Coastie, Joe	PERS2	Regular	W2	000000	111111	0	<b>+</b> <b>-</b>																					
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<input checked="" type="checkbox"/>	Coastie, Joe	PERS2	Regular	W2	000000	111111	0	<b>+</b> <b>-</b>																																	
9	<p><b>Removal of Entries From Being Processed:</b> Review the list and click the <input checked="" type="checkbox"/> box to remove appropriate entries. A blank box <input type="checkbox"/> indicates that an entry will not be generated upon saving. The <b>-</b> button can be used to remove an entire row and gain the same effect.</p> <p>The <b>Unselect All</b> button can be used to remove all entries if desired.</p>																																								

Continued on next page

## Stopping FSA (Multiple Entry), Continued

**Procedure** (continued)

Step	Action																														
<p><b>10</b></p>	<p><b>Add Entries to Be Processed:</b>                      Click the  button in any row to add a blank row.                      Type the member's employee identification number in the <b>EmplID</b> block shown below or use the magnifying glass  to search and select individuals from a list.</p> <div data-bbox="332 680 1406 884" style="border: 1px solid black; padding: 5px;"> <p style="text-align: right; margin: 0;">Find  &lt; 1-2 of 2 &gt; </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Selected</th> <th style="width: 20%;">Name</th> <th style="width: 10%;">Short Description</th> <th style="width: 10%;">Employee Classification</th> <th style="width: 5%;">Salary Grade</th> <th style="width: 10%;">Department</th> <th style="width: 10%;">*EmplID</th> <th style="width: 5%;">Empl Rcd Nbr</th> <th style="width: 5%;"></th> <th style="width: 5%;"></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Coastie, Joe</td> <td>PERS2</td> <td>Regular</td> <td>W2</td> <td>000000</td> <td>1111111</td> <td style="text-align: center;">0</td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> </tr> <tr> <td style="text-align: center;">2</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">0</td> <td style="text-align: center;"></td> <td style="text-align: center;"></td> </tr> </tbody> </table> <p style="margin-top: 5px;">Click on the empty box located in the Selected column so an entry will be generated upon saving.  <b>Note:</b> Carefully review your work one last time to ensure there are no mistakes before saving.</p> </div>	Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmplID	Empl Rcd Nbr			1	Coastie, Joe	PERS2	Regular	W2	000000	1111111	0			2							0		
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1	Coastie, Joe	PERS2	Regular	W2	000000	1111111	0																								
2							0																								
<p><b>11</b></p>	<p>Click the  button.</p>																														

**Pay Entitlements**

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# Coast Guard Servicing Personnel Office Manual

## Part II, Pay Entitlements

### Chapter 11, Special and Incentive Pays

#### Section G, Flight Deck Hazardous Duty Incentive Pay

##### Overview

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##### Introduction

This section provides the *procedures* for **Flight Deck Hazardous Duty Incentive Pay**. This entitlement is paid to members assigned to duty involving frequent and regular participation in flight operations on the flight deck of a ship which aircraft are launched.

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##### Topics

The following topics are covered in this section

Topic	See Page
<a href="#">Guiding Principles</a>	II-11-G-3
<a href="#">Starting Flight Deck Hazardous Duty Incentive Pay</a>	II-11-G-5
<a href="#">Deleting Flight Deck Hazardous Duty Incentive Pay</a>	II-11-G-7

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## Guiding Principles

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**Introduction** This section provides the *guiding principles* for Flight Deck Hazardous Duty Incentive Pay.

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**Reference** The following reference provides additional information about Flight Deck Hazardous Duty Incentive Pay.

- (a) [U.S. Coast Guard Pay Manual](#), COMDTINST M7220.29(series), Section 5-C
- 

**Before you begin** If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3, Employee Entitlements, Basic Navigation.

Submit this transaction each month a member is entitled to Flight Deck Hazardous Duty Incentive Pay. Do not submit more than one entry per month.

The effective date must be during the month the member earns Flight Deck Hazardous Duty Incentive Pay. The stop date must be within the same month of entitlement.

---

**Internal controls** FDHDIP transactions require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.

---

**Supporting documentation** Per section 5-C-2-a-(2) of reference (a), the Commanding Officer of the cutter shall designate members for FDHDIP positions in writing. A copy of the designation is supporting documentation for this transaction.

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# Starting Flight Deck Hazardous Duty Incentive Pay

**Introduction** This section provides the procedure for *starting* Flight Deck Hazardous Duty Incentive Pay.

**Procedure** Follow the steps in Chapter 3, Employee Entitlements Basic Navigation, to access the member’s entitlements detail page. Then, follow these steps to enter a new Flight Deck Hazardous Duty Incentive Pay entitlement.

Step	Action
1	<p>If necessary insert a new row to work in.</p> 
2	Enter the <b>Start Date</b> . The current date is automatically displayed. Use the calendar button  to select the desired date. You can also click & drag over the date field to select the date then type the start date in MM/DD/YYYY format.
3	The <b>Start Time</b> is pre-filled by the system and must not be changed.
4	The <b>Stop Date</b> may be left blank to pay continuous Flight Deck Hazardous Duty Incentive Pay. If this is a temporary entitlement, you may enter the stop date.
5	<b>Stop Time</b> is pre-filled by the system and must not be changed.
6	Enter the <b>Earnings Type</b> code if known, or use the  to search and select from a listing of available earning types.
7	<b>Description</b> is pre-filled. Ensure the proper entitlement is shown, repeat step 6 to select the correct type if necessary.
8	<b>Approval Status</b> is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to “A”.
9	<p><b>Manual Row Switch</b> (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits.</p> <p><b>Caution:</b> Overriding pay edits may result in errors and possible overpayment of entitlement.</p>

Continued on next page

## Starting Flight Deck Hazardous Duty Incentive Pay, Continued

Procedure (continued)

Step	Action
10	<p> Not used. The detail is automatically set when the earnings type for Flight Deck Hazardous Duty Incentive Pay is selected and the entitlement is saved.</p>
11	<p>Click the  button and enter the <b>Approving Official's Employee ID</b> number in the Approver EmplID field of the Supporting Data section.</p> <div data-bbox="347 659 980 894" style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p><b>Supporting Data</b></p> <p>1234567      BAS    03/15/2011    ENLBAS</p> <p>Approval Status: Pending      Originator ID: CGHRSONLY</p> <p>Role Name: CGHRSUP      Approver EmplID: 1234567 </p> <p> </p> </div> <p>Click the  button to return to the Entitlement Detail view.</p>
12	<p>Click the  button. The transaction will be routed, via the worklist, to the approving official.</p>
13	<p>The PAO/CGHRSUP role user should refer to the <i>Reviewing and Approving an Entitlement Start</i> topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.</p>

## Deleting Flight Deck Hazardous Duty Incentive Pay

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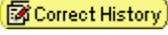
**Introduction** This section provides the procedure for *deleting* Flight Deck Hazardous Duty Incentive Pay.

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**Discussion** The total Special Duty Assignment Pay entitlement will be recouped when using this feature.

---

**Procedure** Follow the steps in Chapter 3, Employee Entitlements Basic Navigation, to access the member's entitlements detail page. Then, follow these steps to enter a deletion of a Flight Deck Hazardous Duty Incentive Pay transaction.

Step	Action
1	In the  mode, find the Flight Deck Hazardous Duty Incentive Pay row to delete.  Click on the  button located in the row to be deleted.
2	Click the  button located at the bottom left of the screen.

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# Coast Guard Servicing Personnel Office Manual

## Part II, Pay Entitlements

### Chapter 11, Special and Incentive Pays

#### Section H, Foreign Language Proficiency Pay

##### Overview

---

**Introduction** This section provides the *procedures* for **Foreign Language Proficiency Pay (FLPP)**. This entitlement is paid to enlisted members entitled to basic pay and performing duties designated as requiring special skills.

---

**Topics** The following topics are covered in this section

Topic	See Page
<a href="#">Guiding Principles</a>	II-11-H-3
<a href="#">Entering Foreign Language Test Results</a>	II-11-H-5
<a href="#">Starting FLPP</a>	II-11-H-11
<a href="#">Stopping FLPP</a>	II-11-H-15
<a href="#">Correcting FLPP</a>	II-11-H-17
<a href="#">Deleting FLPP</a>	II-11-H-19
<a href="#">JUMPS Effect</a>	II-11-H-21

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## Guiding Principles

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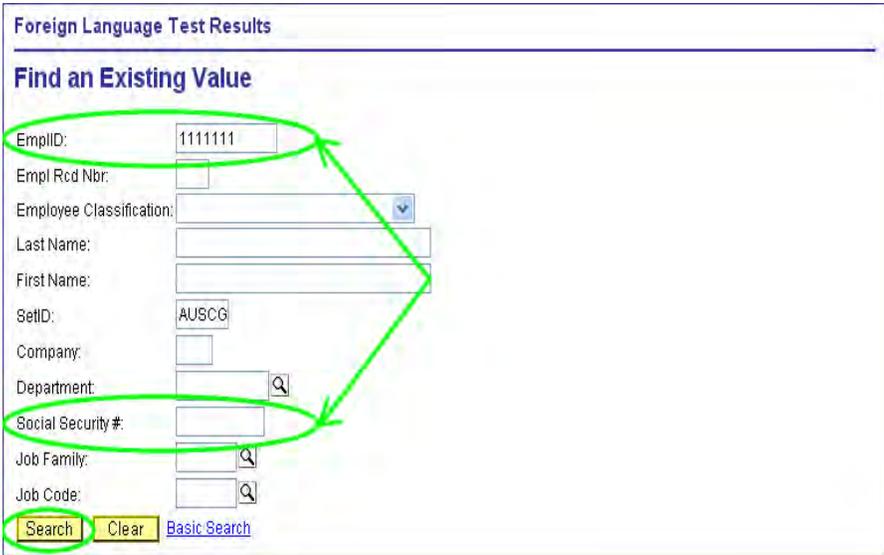
<b>Introduction</b>	This section provides the <i>guiding principles</i> for <b>Foreign Language Proficiency Pay (FLPP)</b> .
<b>References</b>	<p>The following references provide additional information about FLPP.</p> <ul style="list-style-type: none"><li>(a) <a href="#">U.S. Coast Guard Pay Manual, COMDTINST M7220.29(series)</a>, Section 4-K</li><li>(b) <a href="#">Performance Education and Training Manual, COMDTINST 1500.10(series)</a>, Section 9-B.</li></ul>
<b>Before you begin</b>	If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry).
<b>Auto-stop upon PCS departure</b>	FLPP stops automatically on <i>the day prior</i> to PCS departure. Do not enter a Stop FLPP transaction when a member departs PCS. The system will not reflect the FLPP stop until the departing endorsement on orders transaction is approved and saved.
<b>Internal controls</b>	FLPP start transactions require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.
<b>Supporting documentation</b>	Per section Figure 4-8 of reference (a), the Commanding Officer of the unit shall designate members for Interpreter or Linguist positions in writing. A copy of the designation is supporting documentation for this transaction.

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# Entering Foreign Language Test Results

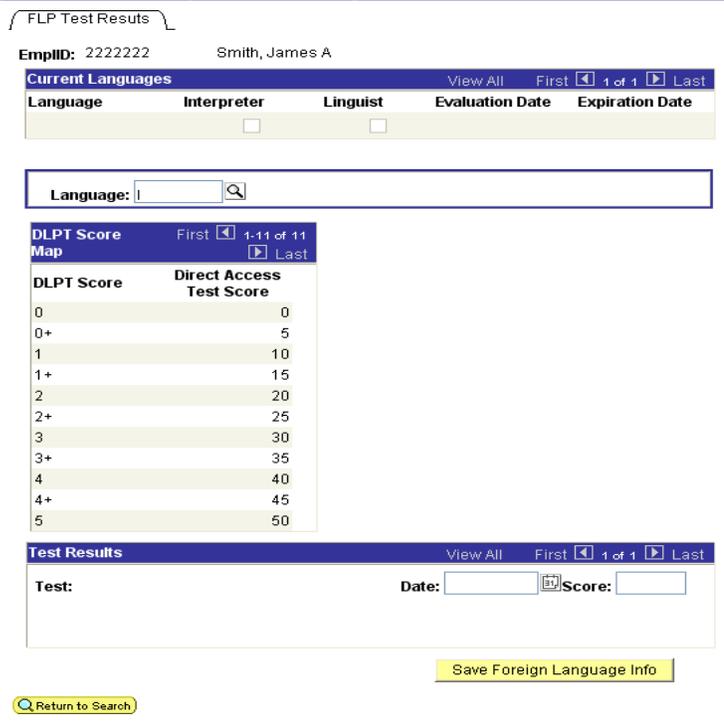
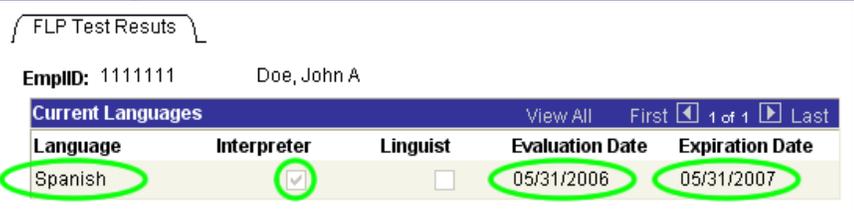
**Introduction** This section provides the procedure for the unit **Educational Services Officer (ESO)** to enter a member's Defense Language Proficiency Test (DLPT) results in the system. Entering DLPT test results will automatically add/update the member's language skills and certifications in the system.

**Procedure** Sign into Direct Access and follow these steps to enter a member's DLPT results.

Step	Action
1	Select menu items in the following order: Enterprise Menu > <a href="#">Develop Workforce</a> > <a href="#">Manage Competencies (GBL)</a> > Use > <b>Foreign Language Test Results</b>
2	<p>The <b>Foreign Language Test Results</b> screen will display. Enter the member's Employee ID Number in the <b>EmplID</b> field or the SSN in the <b>Social Security #</b> field and click the <b>Search</b> button.</p>  <p><b>Note:</b> When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.</p>

*Continued on next page*

## Entering Foreign Language Test Results, Continued

Step	Action
<p><b>3</b></p>	<p>The <b>FLP Test Results</b> page will display.</p> <p>All the fields will be blank if the member does not have any Foreign Language skills present in the system (example shown below)</p>  <p>The screenshot shows the 'FLP Test Results' page for member Smith, James A (EmpID: 2222222). The 'Current Languages' table is empty. The 'DLPT Score Map' shows a scale from 0 to 5. The 'Test Results' section is also empty.</p>
<p><b>4</b></p>	<p>The <b>Current Languages</b> section will display any language data for a member who has previous test results entered (example shown below). These fields are <b>READ ONLY</b>. The <b>Interpreter</b> and <b>Linguist</b> qualification check-boxes will be marked by the system, based on the test scores entered. The Language and Test Results will not be displayed. Historical test data is not displayed on this page. Go to <b>Test Results</b> to view a member's previous test scores.</p>  <p>The screenshot shows the 'FLP Test Results' page for member Doe, John A (EmpID: 1111111). The 'Current Languages' table shows 'Spanish' with 'Interpreter' and 'Linguist' checkboxes checked. The 'Evaluation Date' is 05/31/2006 and the 'Expiration Date' is 05/31/2007.</p> <p>Click the lookup icon in the <b>Language</b> field to search for and select a language skill code.</p>  <p>The close-up shows the 'Language' field with a search icon circled in red.</p>

*Continued on next page*

# Entering Foreign Language Test Results, Continued

Procedure (continued)

Step	Action																												
5	<p>The <b>Lookup Language</b> page will display. From the <b>Search Results</b>, click the <b>Accomplishment</b> code for the test you are recording</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px; width: 45%;"> <p><b>Lookup Language</b></p> <p>Accomplishment: <input type="text"/></p> <p><input type="button" value="Lookup"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> <a href="#">Basic Lookup</a></p> <p><b>Search Results</b></p> <p>View All First 1-13 of 13 Last</p> <p><b>Accomplishment</b></p> <ul style="list-style-type: none"> <li><a href="#">AR</a></li> <li><a href="#">BH</a></li> <li><a href="#">CM</a></li> <li><a href="#">FLPSWED</a></li> <li><a href="#">FR</a></li> <li><a href="#">HC</a></li> <li><a href="#">JA</a></li> <li><a href="#">KO</a></li> <li><a href="#">PO</a></li> <li><a href="#">RU</a></li> <li><a href="#">SP</a></li> <li><a href="#">TA</a></li> <li><a href="#">VI</a></li> </ul> </div> <table border="1" style="width: 45%; border-collapse: collapse;"> <thead> <tr style="background-color: #00a651; color: white;"> <th>Accomplishment</th> <th>Meaning</th> </tr> </thead> <tbody> <tr><td>AR</td><td>Arabic</td></tr> <tr><td>BH</td><td>Bahasa (Indonesian)</td></tr> <tr><td>CM</td><td>Mandarin Chinese</td></tr> <tr><td>FLPSWED</td><td>Swedish</td></tr> <tr><td>FR</td><td>French</td></tr> <tr><td>HC</td><td>Haitian-Creole</td></tr> <tr><td>JA</td><td>Japanese</td></tr> <tr><td>KO</td><td>Korean</td></tr> <tr><td>PO</td><td>Portuguese</td></tr> <tr><td>RU</td><td>Russian</td></tr> <tr><td>SP</td><td>Spanish</td></tr> <tr><td>TA</td><td>Tagalog (Phillipines)</td></tr> <tr><td>VI</td><td>Vietnamese</td></tr> </tbody> </table> </div>	Accomplishment	Meaning	AR	Arabic	BH	Bahasa (Indonesian)	CM	Mandarin Chinese	FLPSWED	Swedish	FR	French	HC	Haitian-Creole	JA	Japanese	KO	Korean	PO	Portuguese	RU	Russian	SP	Spanish	TA	Tagalog (Phillipines)	VI	Vietnamese
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PO	Portuguese																												
RU	Russian																												
SP	Spanish																												
TA	Tagalog (Phillipines)																												
VI	Vietnamese																												
6	<p>The <b>FLP Test Results</b> page will display again.</p> <p>The <b>Language</b> field will be filled in with the <b>Accomplishment</b> code selected.</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Language: <b>SP</b> <input type="text"/> <input type="button" value="Q"/></p> </div> <p>The <b>Test Results</b> section will display the test number and description based on the <b>Accomplishment</b> code selected.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Test Results</b> View All First 1-2 of 2 Last</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Test: <b>SPL0001</b></td> <td style="width: 45%;">Spanish Listening Comprehension</td> <td style="width: 15%;">Date: <input type="text"/></td> <td style="width: 25%;">Score: <input type="text"/></td> </tr> <tr> <td>Test: SPR0001</td> <td>Spanish Reading Comprehension</td> <td>Date: <input type="text"/></td> <td>Score: <input type="text"/></td> </tr> </table> </div>	Test: <b>SPL0001</b>	Spanish Listening Comprehension	Date: <input type="text"/>	Score: <input type="text"/>	Test: SPR0001	Spanish Reading Comprehension	Date: <input type="text"/>	Score: <input type="text"/>																				
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Test: SPR0001	Spanish Reading Comprehension	Date: <input type="text"/>	Score: <input type="text"/>																										

Continued on next page

# Entering Foreign Language Test Results, Continued

Procedure (continued)

Step	Action																																																												
7	<p>Enter the test <b>Date</b> and test <b>Score</b> into the <b>Test Results</b> section.</p> <p>For <b>DLPT-4</b> tests, ignore the <b>Converted Score</b> and use the <b>Level</b> score as shown:</p> <table border="1" data-bbox="300 535 1339 787"> <thead> <tr> <th>RATE, NAME SSN AND LANGUAGE</th> <th>DATE TEST TAKEN</th> <th>LISTENING COMPREHENSION CONVERTED SCORE</th> <th>LEVEL</th> <th>READING COMPREHENSION CONVERTED SCORE</th> <th>LEVEL</th> </tr> </thead> <tbody> <tr> <td>BMI M. HADDOCK 000-00-0000 SPANISH</td> <td>12/29/05</td> <td><del>58</del></td> <td>LC-2+</td> <td><del>58</del></td> <td>RC-3</td> </tr> </tbody> </table> <p>For <b>DLPT-5</b> tests, use the <b>Test Score</b> as shown below.</p> <table border="1" data-bbox="300 829 1250 1123"> <thead> <tr> <th>Language</th> <th>Test Type</th> <th>Range</th> <th>Status</th> <th>Date Taken</th> <th>Test Score</th> <th>Retest Waiver</th> <th>Upper Range</th> </tr> </thead> <tbody> <tr> <td>Spanish</td> <td>Listening Multiple Choice</td> <td>Lower</td> <td>Completed</td> <td>2006/08/28</td> <td>1+</td> <td></td> <td></td> </tr> <tr> <td>Spanish</td> <td>Reading Multiple Choice</td> <td>Lower</td> <td>Completed</td> <td>2006/08/28</td> <td>1</td> <td></td> <td></td> </tr> </tbody> </table> <p>Utilize the <b>DLTP Score Map</b> to convert the <b>Level</b> score (DLPT-4) or the <b>Test Score</b> (DLPT-5) into the <b>Direct Access Test Score</b>.</p> <table border="1" data-bbox="300 1197 592 1470"> <thead> <tr> <th>DLPT Score</th> <th>Direct Access Test Score</th> </tr> </thead> <tbody> <tr><td>0</td><td>0</td></tr> <tr><td>0+</td><td>5</td></tr> <tr><td>1</td><td>10</td></tr> <tr><td>1+</td><td>15</td></tr> <tr><td>2</td><td>20</td></tr> <tr><td>2+</td><td>25</td></tr> <tr><td>3</td><td>30</td></tr> <tr><td>3+</td><td>35</td></tr> <tr><td>4</td><td>40</td></tr> <tr><td>4+</td><td>45</td></tr> <tr><td>5</td><td>50</td></tr> </tbody> </table>	RATE, NAME SSN AND LANGUAGE	DATE TEST TAKEN	LISTENING COMPREHENSION CONVERTED SCORE	LEVEL	READING COMPREHENSION CONVERTED SCORE	LEVEL	BMI M. HADDOCK 000-00-0000 SPANISH	12/29/05	<del>58</del>	LC-2+	<del>58</del>	RC-3	Language	Test Type	Range	Status	Date Taken	Test Score	Retest Waiver	Upper Range	Spanish	Listening Multiple Choice	Lower	Completed	2006/08/28	1+			Spanish	Reading Multiple Choice	Lower	Completed	2006/08/28	1			DLPT Score	Direct Access Test Score	0	0	0+	5	1	10	1+	15	2	20	2+	25	3	30	3+	35	4	40	4+	45	5	50
RATE, NAME SSN AND LANGUAGE	DATE TEST TAKEN	LISTENING COMPREHENSION CONVERTED SCORE	LEVEL	READING COMPREHENSION CONVERTED SCORE	LEVEL																																																								
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4+	45																																																												
5	50																																																												
8	<p>Enter the test <b>Date</b> and <b>Direct Access Test Score</b> into the <b>Test Results</b> section.</p> <p>Note: You cannot enter a "0". Leaving the score as blank results in writing a "0" to the database.</p> <table border="1" data-bbox="300 1575 1193 1732"> <thead> <tr> <th colspan="2">Test Results</th> <th>Date</th> <th>Score</th> </tr> </thead> <tbody> <tr> <td>Test: SPL0001</td> <td>Spanish Listening Comprehensio</td> <td>12/01/2007</td> <td>15</td> </tr> <tr> <td>Test: SPR0001</td> <td>Spanish Reading Comprehension</td> <td>12/01/2007</td> <td>10</td> </tr> </tbody> </table>	Test Results		Date	Score	Test: SPL0001	Spanish Listening Comprehensio	12/01/2007	15	Test: SPR0001	Spanish Reading Comprehension	12/01/2007	10																																																
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## Entering Foreign Language Test Results, Continued

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Procedure (**continued**)

<b>Step</b>	<b>Action</b>
<b>9</b>	<p>Click the <b>Save Foreign Language Info</b> button to save the test scores. This will update the member's <b>Test Results</b>, <b>Languages</b>, and <b>Licenses &amp; Certifications</b> and permit the SPO to start <b>Foreign Language Proficiency Pay</b> if the member's Commanding Officer authorizes it and the member is at an authorized unit/position.</p> <p><b>Note:</b> If you receive an error when attempting to save, it may be due to a missing test date on the member's <b>Test Results</b> page. Click the <i>Open a New Window</i> link and path to <a href="#">Enterprise Menu</a> &gt; <a href="#">Develop Workforce</a> &gt; <a href="#">Manage Competencies (GBL)</a> &gt; <a href="#">Use</a> &gt; <b>Test Results</b>. Review the existing test results entries and ensure each entry has a date. If a date is missing, enter the test completion date if known. If you do not know the test completion date use 01/01/1951, this is the default entry when an actual date is not available. Save any changes to the Test Results page, close the new window and return to the Foreign Language Test Results page and attempt to save again.</p>

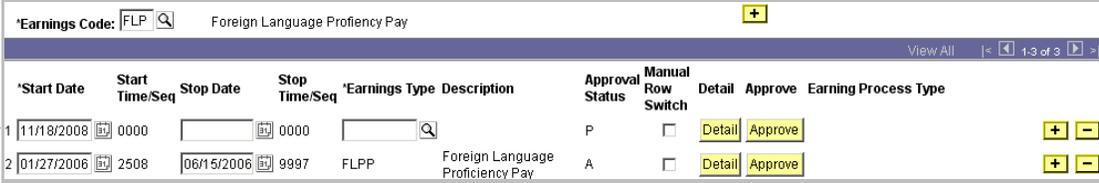
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# Starting FLPP

**Introduction** This section provides the procedure for *starting Foreign Language Proficiency Pay*.

**Procedure** Follow the steps in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry) to access the member’s entitlements detail page. Then, follow these steps to enter a new FLPP entitlement.

Step	Action
1	<p>In the  mode, click the  button shown below.</p>  <p>A new blank row appears...</p> 
2	Enter the <b>Start Date</b> . The current date is automatically displayed. Use the calendar button  to select the desired date. You can also click & drag over the date field to select the date and type the start date in MM/DD/YYYY format.
3	The <b>Stop Date</b> may be left blank to pay continuous FLPP. If this is a temporary entitlement, you may enter the stop date.
4	Enter the <b>Earnings Type</b> Description code “FLP” or use the  to search and select from a listing of available earning types.
5	<b>Description</b> is pre-filled. Ensure the proper entitlement is shown, repeat step 4 to select the correct type if necessary.
6	<b>Approval Status</b> is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHR SUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to “A”.

*Continued on next page*

## Starting FLPP, Continued

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Procedure (continued)

Step	Action
7	<p><b>Manual Row Switch</b> (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits.  <b>Caution:</b> Overriding pay edits may result in errors and possible overpayment of entitlement.</p>
8	<p>Click the <span style="background-color: yellow;">Detail</span> button to access the Supporting Data input page.</p> <ol style="list-style-type: none"> <li>1. Click the Lookup Icon next to the Accomplishment field and select the language skill from the available list of accomplishments. If no matching values are found, the member does not have an approved/eligible Test Results for FLP.</li> <li>2. Click the drop-down menu next to the FLP Proficiency Code field and select the pay level.</li> </ol> <div style="text-align: center; border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p style="font-size: small;">Supporting Data</p> <p style="text-align: right;">FLP 01/02/2006 FLPP</p> <p>Accomplishment: SP <input type="text"/> <input type="button" value="🔍"/> Spanish</p> <p>FLP Proficiency Code: <span style="border: 1px solid blue; padding: 2px;">Interpret</span> ▼</p> <p><span style="background-color: yellow;">OK</span> <span style="background-color: yellow;">Cancel</span></p> </div> <p><b>Warning:</b> Selecting the wrong FLP Proficiency Code will result in incorrect payment to the member. If a member is qualified as a <b>Linguist</b>, they are also qualified as an <b>Interpreter</b>. <u>However, if the member is not assigned to a Linguist position (billet) they cannot be paid the higher FLPP rate for a Linguist qualification.</u> The <b>Interpreter</b> FLP proficiency code must be selected when the member is eligible for FLPP for assignment as a unit collateral duty interpreter, even if the member is a qualified Linguist. Linguist designations are listed in an annual ALCOAST authorizing Interpreters and Linguists. Do not select the Linguist FLP Proficiency Code option if the member is not assigned to a position listed in the ALCOAST.</p>

*Continued on next page*

## Starting FLPP, Continued

Procedure (continued)

Step	Action
9	<p>Click the  button and enter the <b>Approving Official's Employee ID</b> number in the Approver EmplID field of the Supporting Data section.</p>  <p>Click the  button to return to the Entitlement Detail view.</p>
10	<p>Click the  button. The transaction will be routed, via the worklist, to the approving official.</p>
11	<p>The PAO/CGHRSUP role user should refer to the <i>Reviewing and Approving an Entitlement Start</i> topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.</p>

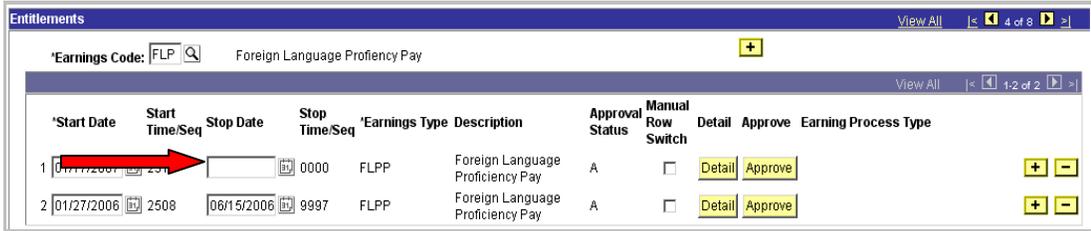
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# Stopping FLPP

**Introduction** This section provides the procedure for *stopping Foreign Language Proficiency Pay*.

**Reminder, PCS auto-stop** FLPP stops automatically on the day prior to PCS departure. Do not enter a Direct Access Stop FLPP transaction when a member departs PCS. The system will not reflect the FLPP stop until the departing endorsement on PCS orders transaction is approved and saved.

**Procedure** Follow the steps in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry) to access the member’s entitlements detail page. Then, follow these steps to stop a FLPP transaction.

Step	Action
1	<p>In the  mode, find the row to stop. The stop date will be blank as shown:</p> 
2	<p>Enter the <b>Stop Date</b> for the entitlement by using the calendar button  to select the desired date. You can also click &amp; drag over the date field and type the stop date in MM/DD/YYYY format. The stop date can be future dated.</p>
3	<p>Click the  button (located at the bottom left of the screen) to approve and transmit the entry.</p>

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## Correcting FLPP

---

**Introduction** This section provides the procedure for *correcting Foreign Language Proficiency Pay*.

---

**Discussion** Only the stop date may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row and then start a new FLPP entitlement.

---

**Procedure** Follow these steps to correct an incorrect Stop date.

Step	Action
1	In the  mode, find the Foreign Language Proficiency Pay row to correct.  Click & drag over the Stop Date field to change its value. Dates must be typed in MM/DD/YYYY format. You may also use calendar buttons  to modify dates and the magnifying glass  to change the earning type.
2	Click the  button located at the bottom left of the screen.

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## Deleting FLPP

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**Introduction** This section provides the procedure for *deleting Foreign Language Proficiency Pay*.

---

**Discussion** The total Foreign Language Proficiency Pay entitlement will be recouped when using this feature.

---

**Procedure** Follow the steps in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry) to access the member’s entitlements detail page. Then, follow these steps to delete a FLPP transaction.

Step	Action
1	In the  mode, find the Foreign Language Proficiency Pay row to delete. Click on the  button located in the row to be deleted.
2	Click the  button located at the bottom left of the screen.

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## JUMPS Effect

---

**Introduction** This section describes the transactions created and segments modified in JUMPS when a Start or Stop FLPP entitlement row is saved in Direct Access.

---

**Start FLPP** Creating and saving a new FLPP entitlement row generates a P607 transaction with the following variable data element:

Code	Element	Description
71	2 Character Alpha-Numeric Code	FLP JUMPS Code (the code used to look up the amount in the pay table)
72	8 Alpha Characters	FLP Language Indicator
73	YYYYMMDD	FLP Lapse Date (the expiration of the member's certification)

The transaction effective date/time is derived from the Direct Access Start Date/Time fields.

---

**Stop FLPP** Completing the Stop Date field of an FLPP entitlement row in Direct Access will generate a P625 transaction with the following variable data element when the transaction is saved:

Code	Element	Description
71		Foreign Language Proficiency Pay

The transaction effective date/time is derived from the Direct Access Stop Date/Time fields.

---

**Pay segment** Segment 14 is updated by the FLPP transaction. The segment contains information on a member's entitlement to Foreign Language Proficiency Pay.  
*Example:*

```

SEG      HIST      COMPUTE      OBJECT      AMOUNT
14      200705      4      11902      $150.00
      EFFDTE  TIME  DTPROC  SLC  PAT  DTPREP  DIST  RU  FORM  ENT  ACTION
START 20060518 9999 20060707 0  PPS 20060629 08 00 67      P607
STOP  20070518 9999 20070420 0  AUP 20070420      X
                                     LAPSE DT  LANGUAGE  FLP-RATE
                                     20070518  5P      3F
    
```

*Continued on next page*

**JUMPS Effect, Continued**

**Segment 14  
data fields**

This table describes fields unique to Segment 14. Please see Part IX, JUMPS, for descriptions of fields common to all segments.

<b>Field</b>	<b>Description</b>																																									
<b>OBJECT</b>	Object Code: The only object codes in use right now are 11900, 11950, 11901, 11951, 11902 and 11952. The other object codes may be used at a later date  <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Officer</th> <th>Enlisted</th> <th>Proficiency</th> <th>Category</th> <th>Code</th> </tr> </thead> <tbody> <tr> <td>11900</td> <td>11950</td> <td>Interim</td> <td rowspan="4" style="background-color: black;"></td> <td>1F</td> </tr> <tr> <td>11901</td> <td>11951</td> <td>Interpreter</td> <td>2F</td> </tr> <tr> <td>11902</td> <td>11952</td> <td>Linguist</td> <td>3F</td> </tr> <tr> <td>11903</td> <td>11953</td> <td rowspan="8" style="background-color: black;"></td> <td>4F</td> </tr> <tr> <td>11904</td> <td>11954</td> <td>5F</td> </tr> <tr> <td>11905</td> <td>11955</td> <td>1</td> <td>6F</td> </tr> <tr> <td>11906</td> <td>11956</td> <td>2</td> <td>7F</td> </tr> <tr> <td>11907</td> <td>11957</td> <td>3</td> <td>8F</td> </tr> <tr> <td>11908</td> <td>11958</td> <td>4</td> <td>9F</td> </tr> </tbody> </table>	Officer	Enlisted	Proficiency	Category	Code	11900	11950	Interim		1F	11901	11951	Interpreter	2F	11902	11952	Linguist	3F	11903	11953		4F	11904	11954	5F	11905	11955	1	6F	11906	11956	2	7F	11907	11957	3	8F	11908	11958	4	9F
Officer	Enlisted	Proficiency	Category	Code																																						
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11905	11955		1	6F																																						
11906	11956		2	7F																																						
11907	11957		3	8F																																						
11908	11958		4	9F																																						
<b>AMOUNT</b>	Monthly rate from pay tables.																																									
<b>LAPSE DT</b>	Date member's language proficiency exam certification expires. Normally 1-year after the date the exam was administered.																																									
<b>LANGUAGE</b>	Two letter abbreviation describing the foreign language the member is certified in.  Examples (not all inclusive): SP – Spanish RU – Russian																																									
<b>FLP RATE</b>	Alpha-numeric code describing the FLP pay proficiency level: Interim – 1F, Interpreter – 2F and Linguist – 3F																																									

# Coast Guard Servicing Personnel Office Manual

## Part II, Pay Entitlements

### Chapter 11, Special and Incentive Pays

#### Section I, Hardship Duty Pay

#### Overview

---

**Introduction** This section provides the *procedures* for **Hardship Duty Pay**. This entitlement is paid monthly to members entitled to basic pay and performing duty designated by the Secretary of Defense as Hardship Duty.

---

**Topics** The following topics are covered in this section

Topic	See Page
<a href="#">Guiding Principles</a>	II-11-I-3
<a href="#">Starting Hardship Duty Pay</a>	II-11-I-5
<a href="#">Stopping Hardship Duty Pay</a>	II-11-I-7
<a href="#">Correcting Hardship Duty Pay</a>	II-11-I-9
<a href="#">Deleting Hardship Duty Pay</a>	II-11-I-11

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## Guiding Principles

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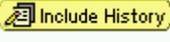
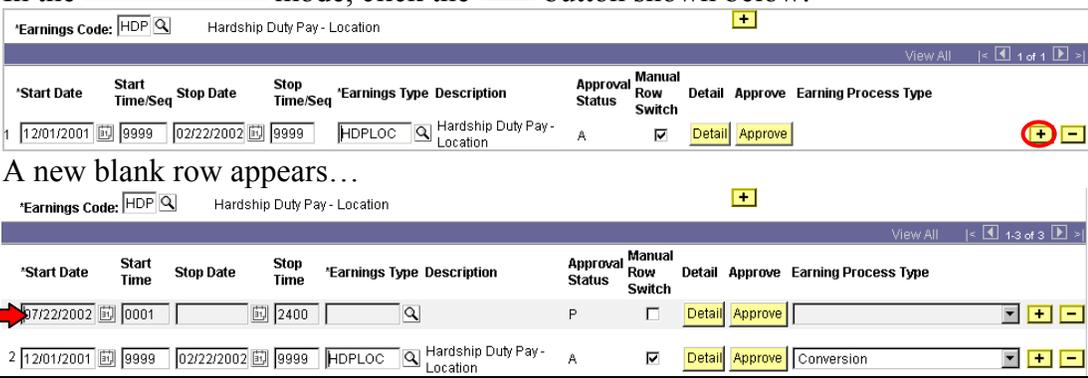
<b>Introduction</b>	This section provides the <i>guiding principles</i> for Hardship Duty Pay.
<b>References</b>	<p>The following references provide additional information about Hardship Duty Pay.</p> <ul style="list-style-type: none"><li>(a) <a href="#">U.S. Coast Guard Pay Manual</a>, COMDTINST M7220.29(series), Section 4-A</li><li>(b) <a href="#">DOD Financial Management Regulations</a>, Volume 7a: Military Pay Policy and Procedures - Active Duty and Reserve Pay, Chap 17</li></ul>
<b>Locations and Rates</b>	See reference (b), for a list of HDP locations and rates.
<b>Before you begin</b>	<p>If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry).</p> <p><b>Note:</b> Do not pay Hardship Duty Pay when a member is entitled to Career Sea Pay.</p>
<b>Auto-stop upon PCS departure</b>	Hardship Duty Pay stops automatically on <i>the day of</i> PCS departure. Do not stop a Hardship Duty Pay transaction when a member departs PCS.
<b>Internal controls</b>	Hardship Duty Pay start transactions require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.
<b>Supporting documentation</b>	Per Figure 4-1 of reference (a), PCS or TDY orders are required for this entitlement.

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# Starting Hardship Duty Pay

**Introduction** This section provides the procedure for *starting Hardship Duty Pay*.

**Procedure** Follow the steps in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry) to access the member’s entitlements detail page. Then, follow these steps to enter a new Hardship Duty Pay entitlement.

Step	Action
1	<p>In the  mode, click the  button shown below.</p>  <p>A new blank row appears...</p>
2	Enter the <b>Start Date</b> . The current date is automatically displayed. Use the calendar button  to select the desired date. You can also click & drag over the date field to select the date and type the start date in MM/DD/YYYY format.
3	The <b>Start Time</b> is pre-filled by the system and must not be changed.
4	The <b>Stop Date</b> may be left blank to pay continuous Hardship Duty Pay. If this is a temporary entitlement, you may enter the stop date.
5	<b>Stop Time</b> is pre-filled by the system and must not be changed.
6	Enter the <b>Earnings Type</b> code “HDP” or use the  to search and select from a listing of available earning types.
7	<b>Description</b> is pre-filled. Ensure the proper entitlement is shown, repeat step 6 to select the correct type if necessary.
8	<b>Approval Status</b> is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHR SUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to “A”.
9	<b>Manual Row Switch</b> (CGHR SUP role users only) Select this field <u>only when necessary</u> to override pay edits. <i>Caution:</i> Overriding pay edits may result in errors and possible overpayment of entitlement.

Continued on next page

## Starting Hardship Duty Pay, Continued

Procedure (continued)

Step	Action
<p><b>10</b></p>	<p>Click the  button to bring up the Supporting Data screen below:</p> <div data-bbox="318 548 902 810"> <p><b>Supporting Data</b></p> <p>1080807                    HDP    08/23/2002    HDPLOC</p> <p>Foreign Country: <input type="text"/> </p> <p>Dollar Amount: <input type="text" value="0.00"/></p> <p> </p> </div> <div data-bbox="954 596 1320 747" style="border: 2px dotted red; background-color: yellow; padding: 5px;"> <p>See reference (b), <a href="#">Figure 17-1</a> for a list of HDP locations and rates.</p> </div> <p>Click the magnifying glass  next to the Foreign Country and select the country where the member stationed for Hardship Duty Pay Location entitlement. (<i>Although not a “foreign country”, certain locations in the State of Alaska are eligible for HDP-L.</i>)</p> <p>Enter the amount of Hardship Duty Pay Location shown in the Pay Manual in the Dollar Amount field.</p> <p>Click the  button when finished.</p>
<p><b>11</b></p>	<p>Click the  button and enter the <b><u>Approving Official’s Employee ID</u></b> number in the Approver EmplID field of the Supporting Data section.</p> <div data-bbox="367 1272 954 1486"> <p><b>Supporting Data</b></p> <p>1234567                    BAS    03/15/2011    ENLBAS</p> <p>Approval Status: Pending                    Originator ID: CGHRSONLY</p> <p>Role Name: CGHRSUP                    Approver EmplID: <input type="text" value="1234567"/> </p> <p> </p> </div> <p>Click the  button to return to the Entitlement Detail view.</p>
<p><b>12</b></p>	<p>Click the  button. The transaction will be routed, via the worklist, to the approving official.</p>
<p><b>13</b></p>	<p>The PAO/CGHRSUP role user should refer to the <i>Reviewing and Approving an Entitlement Start</i> topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.</p>

# Stopping Hardship Duty Pay

**Introduction** This section provides the procedure for *stopping Hardship Duty Pay*.

**Reminder, PCS auto-stop** Hardship Duty Pay stops automatically on the day of PCS departure. Do not enter a PeopleSoft Stop Hardship Duty Pay transaction when a member departs PCS.

**Procedure** Follow the steps in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry) to access the member’s entitlements detail page. Then, follow these steps to stop a Hardship Duty Pay transaction.

Step	Action
1	In the  mode, find the row to stop. The stop date will be blank as shown: 
2	Enter the <b>Stop Date</b> for the entitlement by using the calendar button  to select the desired date. You can also click & drag over the date field then Type the stop date in MM/DD/YYYY format. The stop date can be future dated.
3	<b>Stop Time</b> is pre-filled by the system and must not be changed.
4	<b>Approval Status</b> is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
5	<b>Manual Row Switch</b> (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected. <b>Caution:</b> Overriding pay edits may result in errors and possible overpayment of entitlement.
6	 Do Not Use. The detail is automatically set when the earnings type for Hardship Duty Pay is selected and the entitlement is saved.
7	 is not used. Payment of Hardship Duty Pay does not require audit and approval.
8	<b>Earnings Process Type</b> is not required. Disregard this field.
9	Click the  button (located at the bottom left of the screen) to approve and transmit the entry.

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## Correcting Hardship Duty Pay

---

**Introduction** This section provides the procedure for *correcting Hardship Duty Pay*.

---

**Discussion** Only the stop date may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete Hardship Duty Pay) and then start a new Hardship Duty Pay entitlement.

---

**Procedure** Follow these steps to correct an incorrect Stop date.

Step	Action
1	In the  mode, find the Hardship Duty Pay row to correct.  Click & drag over the Stop Date field to change its value. Dates must be typed in MM/DD/YYYY format. You may also use calendar buttons  to modify dates and the magnifying glass  to change the earning type.
2	Click the  button located at the bottom left of the screen.

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## Deleting Hardship Duty Pay

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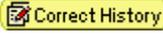
**Introduction** This section provides the procedure for *deleting Hardship Duty Pay*.

---

**Discussion** The total Hardship Duty Pay entitlement will be recouped when using this feature.

---

**Procedure** Follow the steps in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry) to access the member's entitlements detail page. Then, follow these steps to enter a deletion of a Hardship Duty Pay transaction.

Step	Action
1	In the  mode, find the Hardship Duty Pay row to delete. Click on the  button located in the row to be deleted.
2	Click the  button located at the bottom left of the screen.

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# Coast Guard Servicing Personnel Office Manual

## Part II, Pay Entitlements

### Chapter 11, Special and Incentive Pays

#### Section J, High Pressure Chamber Hazardous Duty

#### Incentive Pay

#### Overview

---

**Introduction** This section provides the *procedures* for **High Pressure Chamber Hazardous Duty Incentive Pay (High Pressure Chamber HDIP)**. This entitlement is payable to members who serve inside a high-pressure chamber as a qualified inside instructor-observer. Payments are made on a monthly basis. The member must re-qualify by making at least one hyperbaric chamber dive during the calendar month to qualify for payment that month.

---

**Topics** The following topics are covered in this section

Topic	See Page
<a href="#">Guiding Principles</a>	II-11-J-3
<a href="#">Starting High Pressure Chamber HDIP</a>	II-11-J-5
<a href="#">Stopping High Pressure Chamber HDIP</a>	II-11-J-7
<a href="#">Correcting High Pressure Chamber HDIP</a>	II-11-J-9
<a href="#">Deleting High Pressure Chamber HDIP</a>	II-11-J-11

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## Guiding Principles

---

**Introduction** This section provides the *guiding principles* for High Pressure Chamber Hazardous Duty Incentive Pay.

---

**Reference** The following reference provides additional information about High Pressure Chamber Hazardous Duty Incentive Pay.

- (a) [U.S. Coast Guard Pay Manual](#), COMDTINST M7220.29(series), Section 5-D
  - (b) [Coast Guard Diving Policies & Procedures, Volume I](#), COMDTINST M3150.1 (series)
- 

**Before you begin** If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3, Employee Entitlement Navigation and Data Entry.

Submit an entry for each month that a member qualifies for High Pressure Chamber Hazardous Duty Incentive Pay. A member entitled to High Pressure Chamber Hazardous Duty Incentive Pay along with Diving Duty Pay is not authorized to draw an additional hazardous duty incentive pay for the same period.

---

**Auto-stop upon PCS departure** High Pressure Chamber HDIP stops automatically on *the day of* PCS departure. Do not stop a High Pressure Chamber HDIP transaction when a member departs PCS. The system will not reflect the High Pressure Chamber HDIP stop until it is resynchronized with JUMPS.

---

**Supporting documentation** The qualification and designation letters described in chapter 2 of reference (b) constitute the Diving Orders and serve as supporting documentation for High Pressure Chamber Duty Incentive Pay.

---

**Internal controls** Diving duty pay transactions require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.

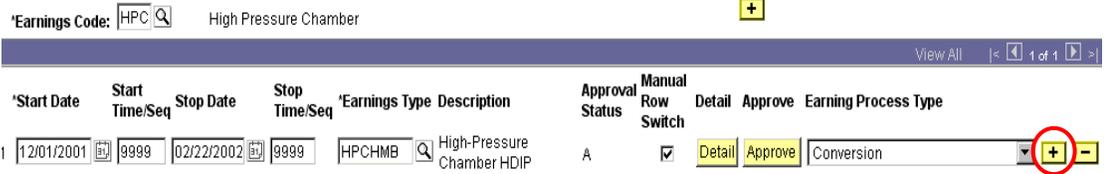
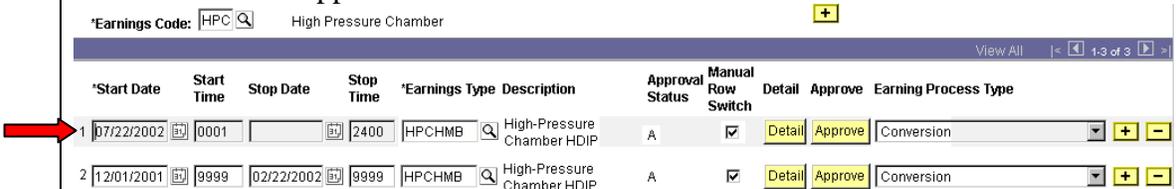
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# Starting High Pressure Chamber HDIP

**Introduction** This section provides the procedure for *starting High Pressure Chamber HDIP*.

**Procedure** Follow the steps in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry) to access the member’s entitlements detail page. Then, follow these steps to enter a new High Pressure Chamber HDIP entitlement.

Step	Action
1	<p>In the  mode, click the  button shown below.</p>  <p>A new blank row appears...</p> 
2	Enter the <b>Start Date</b> . The current date is automatically displayed. Use the calendar button  to select the desired date. You can also click & drag over the date field to select the date then type the start date in MM/DD/YYYY format.
3	The <b>Start Time</b> is pre-filled by the system and must not be changed.
4	The <b>Stop Date</b> may be left blank to pay continuous High Pressure Chamber HDIP. If this is a temporary entitlement, you may enter the stop date. <i>Note:</i> If the member is entitled through the end of the month, the last day of the month must be entered.
5	<b>Stop Time</b> is pre-filled by the system and must not be changed.
6	Enter the <b>Earnings Type</b> code “HPC” or use the  to search and select from a listing of available earning types.
7	<b>Description</b> is pre-filled. Ensure the proper entitlement is shown, repeat step 6 to select the correct type if necessary.
8	<b>Approval Status</b> is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to “A”.

Continued on next page

## Starting High Pressure Chamber HDIP, Continued

---

**Procedure** (continued)

Step	Action
9	<p><b>Manual Row Switch</b> (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits.</p> <p><b>Caution:</b> Overriding pay edits may result in errors and possible overpayment of entitlement.</p>
10	<p>Click the <b>Approve</b> button and enter the <b>Approving Official's Employee ID</b> number in the Approver EmplID field of the Supporting Data section.</p> <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;"> <p><b>Supporting Data</b></p> <p>1234567                      BAS    03/15/2011    ENLBAS</p> <p>Approval Status: Pending                      Originator ID: CGHRSONLY</p> <p>Role Name: CGHRSUP                      Approver EmplID: 1234567 <input type="text"/></p> <p><input type="button" value="OK"/>    <input type="button" value="Cancel"/></p> </div> <p>Click the <b>OK</b> button to return to the Entitlement Detail view.</p>
11	<p>Click the <b>Save</b> button. The transaction will be routed, via the worklist, to the approving official.</p>
12	<p>The PAO/CGHRSUP role user should refer to the <i>Reviewing and Approving an Entitlement Start</i> topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.</p>

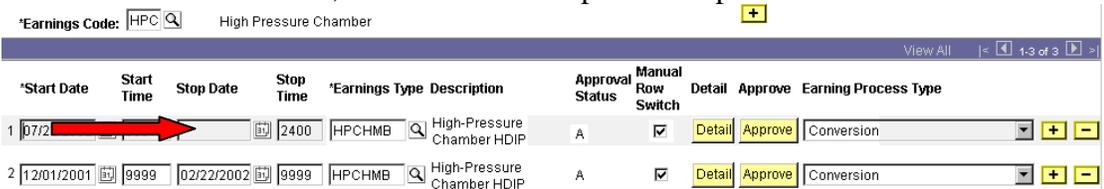
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# Stopping High Pressure Chamber HDIP

**Introduction** This section provides the procedure for *stopping High Pressure Chamber HDIP*.

**Reminder, PCS auto-stop** High Pressure Chamber HDIP stops automatically on the day of PCS departure. Do not enter a PeopleSoft Stop High Pressure Chamber HDIP transaction when a member departs PCS. The system will not reflect the High Pressure Chamber HDIP stop until it is resynchronized with JUMPS.

**Procedure** Follow the steps in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry) to access the member’s entitlements detail page. Then, follow these steps to stop a High Pressure Chamber HDIP transaction.

Step	Action
1	<p>In the  mode, find the row to stop. The stop date will be blank as shown:</p> 
2	<p>Enter the <b>Stop Date</b> for the entitlement by using the calendar button  to select the desired date. You can also click &amp; drag over the date field and type the stop date in MM/DD/YYYY format. The stop date can be future dated.  <i>Note:</i> If the member is entitled through the end of the month, the last day of the month must be entered.</p>
3	<p><b>Manual Row Switch</b> (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected.  <i>Caution:</i> Overriding pay edits may result in errors and possible overpayment of entitlement.</p>
4	<p> Do Not Use. The detail is automatically set when the earnings type for High Pressure Chamber HDIP is selected and the entitlement is saved.</p>
5	<p> is not used. Stopping payment of High Pressure Chamber HDIP does not require audit and approval.</p>
6	<p>Click the  button (located at the bottom left of the screen) to approve and transmit the entry.</p>

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## Correcting High Pressure Chamber HDIP

---

**Introduction** This section provides the procedure for *correcting* High Pressure Chamber HDIP.

---

**Discussion** Only the stop date may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete High Pressure Chamber HDIP) and then start a new High Pressure Chamber HDIP entitlement.

---

**Procedure** Follow these steps to correct an incorrect Stop date.

Step	Action
1	In the  mode, find the High Pressure Chamber HDIP.  Click & drag over the Stop Date field to change its value. Dates must be typed in MM/DD/YYYY format. You may also use calendar buttons  to modify dates and the magnifying glass  to change the earning type.
2	Click the  button located at the bottom left of the screen.

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## Deleting High Pressure Chamber HDIP

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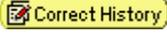
**Introduction** This section provides the procedure for *deleting High Pressure Chamber HDIP*.

---

**Discussion** The total High Pressure Chamber HDIP entitlement will be recouped when using this feature.

---

**Procedure** Follow the steps in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry) to access the member's entitlements detail page. Then, follow these steps to delete a High Pressure Chamber HDIP transaction.

Step	Action
1	In the  mode, find the High Pressure Chamber HDIP row to delete. Click on the  button located in the row to be deleted.
2	Click the  button located at the bottom left of the screen.

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# Coast Guard Servicing Personnel Office Manual

## Part II, Pay Entitlements

### Chapter 11, Special and Incentive Pays

#### Section K, Hazardous Duty Incentive Pay for Visit, Board, Search and Seizure (HDIP-VBSS) Boarding Team Members

##### Overview

---

**Introduction**

This section provides procedures for Hazardous Duty Incentive Pay for Visit, Board, Search and Seizure (HDIP-VBSS) Boarding Teams.

---

Topic	See Page
<a href="#">Guiding Principles</a>	II-11-K-3
<a href="#">Starting HDIP-BVSS</a>	II-11-K-5
<a href="#">Deleting HDIP-VBSS</a>	II-11-K-7

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## Guiding Principles

---

<b>Introduction</b>	This section provides the guiding principles for Hazardous Duty Incentive Pay for Visit, Board, Search and Seizure (HDIP-VBSS) Boarding Teams.
<b>Discussion</b>	Hazardous Duty Incentive Pay (HDIP-VBSS) is paid to designated Coast Guard and Coast Guard Reserve Members who meet certain requirements.
<b>Reference</b>	The following reference provides the policy for payment of Hazardous Duty Incentive Pay for Visit, Board, Search and Seizure (HDIP-VBSS) Boarding Teams. (a) <a href="#">Coast Guard Pay Manual, COMDTINST M7220.29(series), Section 5-E</a>
<b>Before you begin</b>	If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3, Employee Entitlements, Basic Navigation.
<b>Eligibility Requirements</b>	Per reference (a), members who qualify and receive HDIP for flight deck duties may not receive another HDIP (including –VBSS) for the same period. Boarding Team Members must be assigned to an authorized HDIP-VBSS eligible billet, and complete a minimum of three operational boarding evolutions.
<b>HDIP-VBSS is a Monthly Entitlement</b>	HDIP-VBSS is a monthly entitlement. A new entry is required for each month the member is qualified to receive HDIP-VBSS.
<b>Internal controls</b>	HDIP-VBSS transactions require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.

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## Guiding Principles, Continued

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**Supporting  
documentation**

Per section 5-E-C of reference (a), the Commanding Officer shall designate members for HDIP-VBSS positions in writing. A copy of the designation is supporting documentation for this transaction.

---

## Starting HDIP-BVSS

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**Introduction** This section provides the procedure for starting HDIP-VBSS

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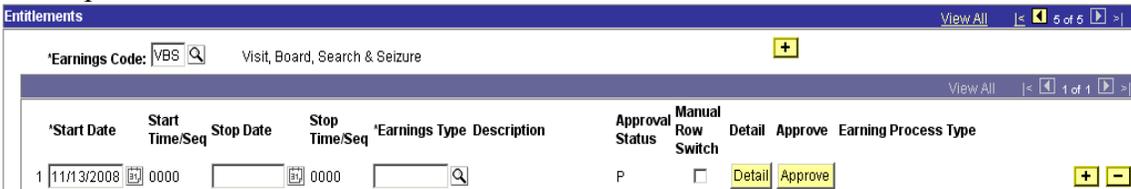
**Procedure** Follow the steps in Chapter 3, Employee Entitlements Basic Navigation, to access the member’s entitlements detail page. Then, follow these steps to start HDIP-VBSS.

Step	Action																		
1	<p>Follow the menu path: <a href="#">Enterprise Menu</a>&gt;<a href="#">Compensate Employees</a>&gt;<a href="#">Maintain Entitlements</a>&gt;<a href="#">Use</a>&gt;<b>Employee Entitlements</b>.</p> <p>Enter the member’s Employee ID then click </p>																		
2	<p><b>If an HDIP-VBSS row exists in the Summary Panel:</b></p> <p>Click the  button adjacent to Visit, Board, Search &amp; Seizure. The Employee Entitlement Detail screen will appear. (Go to Step 5)</p> <p>If an HDIP-VBSS row doesn’t exist in the Summary Panel...</p> <p>Click a  button to the right of any entitlement. A blank entitlement line will appear below whichever line is selected.</p> <p>Next, type “VBS” in the look-up box  or use the magnifying glass to search for and select the Visit, Board, Search and Seizure earning code. You can also click the  button to see a listing.</p>																		
3	<p>To minimize your search results, Select Incentive Pay from the Entitlement Category drop-down menu. Entitlement Category: </p> <p>Then click on the  button.</p>																		
4	<p>Select the Earnings Code <b><u>VBS</u></b></p> <p><b>Search Results</b></p> <p>View All <span style="float: right;">First  1-5 of 5  Last</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a7ebb; color: white;"> <th style="text-align: left;">Earnings Code</th> <th style="text-align: left;">Description</th> <th style="text-align: left;">Entitlement Category</th> </tr> </thead> <tbody> <tr> <td><a href="#">ACI</a></td> <td><a href="#">Aviation Career Incentive Pay</a></td> <td><a href="#">Incentive</a></td> </tr> <tr> <td><a href="#">CF1</a></td> <td><a href="#">Aviation Crew &amp; Non-Crew HDIP</a></td> <td><a href="#">Incentive</a></td> </tr> <tr> <td><a href="#">FDH</a></td> <td><a href="#">Flight Deck Hazardous Duty Pay</a></td> <td><a href="#">Incentive</a></td> </tr> <tr> <td><a href="#">HPC</a></td> <td><a href="#">High Pressure Chamber</a></td> <td><a href="#">Incentive</a></td> </tr> <tr> <td><a href="#">VBS</a></td> <td><a href="#">Visit, Board, Search &amp; Seizure</a></td> <td><a href="#">Incentive</a></td> </tr> </tbody> </table>	Earnings Code	Description	Entitlement Category	<a href="#">ACI</a>	<a href="#">Aviation Career Incentive Pay</a>	<a href="#">Incentive</a>	<a href="#">CF1</a>	<a href="#">Aviation Crew &amp; Non-Crew HDIP</a>	<a href="#">Incentive</a>	<a href="#">FDH</a>	<a href="#">Flight Deck Hazardous Duty Pay</a>	<a href="#">Incentive</a>	<a href="#">HPC</a>	<a href="#">High Pressure Chamber</a>	<a href="#">Incentive</a>	<a href="#">VBS</a>	<a href="#">Visit, Board, Search &amp; Seizure</a>	<a href="#">Incentive</a>
Earnings Code	Description	Entitlement Category																	
<a href="#">ACI</a>	<a href="#">Aviation Career Incentive Pay</a>	<a href="#">Incentive</a>																	
<a href="#">CF1</a>	<a href="#">Aviation Crew &amp; Non-Crew HDIP</a>	<a href="#">Incentive</a>																	
<a href="#">FDH</a>	<a href="#">Flight Deck Hazardous Duty Pay</a>	<a href="#">Incentive</a>																	
<a href="#">HPC</a>	<a href="#">High Pressure Chamber</a>	<a href="#">Incentive</a>																	
<a href="#">VBS</a>	<a href="#">Visit, Board, Search &amp; Seizure</a>	<a href="#">Incentive</a>																	

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Starting HDIP-BVSS, Continued

Procedure (continued)

Step	Action
5	<p>Click <b>Continue</b>. Enter the Start date. Lookup and enter "VBSS" for the Earnings Type Description</p>  <p>The Stop Date will automatically populate.</p>
<b>Note</b>	<p><b>Approval Status</b> is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to "A".</p>
6	<p><b>Manual Row Switch</b> (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits.  <b>Caution:</b> Overriding pay edits may result in errors and possible overpayment of entitlement.</p>
7	<p><b>Detail.</b> Not used.</p>
8	<p>Click the <b>Approve</b> button and enter the <b>Approving Official's Employee ID</b> number in the Approver EmplID field of the Supporting Data section.</p>  <p>Click the <b>OK</b> button to return to the Entitlement Detail view.</p>
9	<p>Click the <b>Save</b> button. The transaction will be routed, via the worklist, to the approving official.</p>
10	<p>The PAO/CGHRSUP role user should refer to the <i>Reviewing and Approving an Entitlement Start</i> topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.</p>

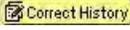
## Deleting HDIP-VBSS

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**Introduction** This section provides the procedure to delete a HDIP-VBSS entitlement row.

---

**Procedure** Follow the steps in Chapter 3, Employee Entitlements Basic Navigation, to access the member's entitlements detail page. Then, follow these steps to enter a deletion of an HDIP-VBSS transaction.

Step	Action
1	In the  mode, find the Hazardous Duty Incentive Pay row to delete. Click on the  button located in the row to be deleted.
2	Click the  button located at the bottom left of the screen.

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# Coast Guard Servicing Personnel Office Manual

## Part II, Pay Entitlements

### Chapter 11, Special and Incentive Pays

#### Section L, Imminent Danger – Hostile Fire Pay

##### Overview

---

**Introduction** This section provides the *procedures* for **Imminent Danger – Hostile Fire Pay**. This entitlement is paid to members on official duty in a designated area, subject to hostile fire or explosion of hostile mines, or to members killed, injured, or wounded by hostile fire, or any other hostile action.

---

**Topics** The following topics are covered in this section.

Topic	See Page
<a href="#">Guiding Principles</a>	II-11-L-3
<a href="#">Starting Imminent Danger – Hostile Fire Pay</a>	II-11-L-5
<a href="#">Stopping Imminent Danger – Hostile Fire Pay</a>	II-11-L-9
<a href="#">Correcting Imminent Danger – Hostile Fire Pay</a>	II-11-L-11
<a href="#">Deleting Imminent Danger – Hostile Fire Pay</a>	II-11-L-13
<a href="#">Starting Imminent Danger – Hostile Fire Pay (Multiple Entry)</a>	II-11-L-15
<a href="#">Stopping Imminent Danger – Hostile Fire Pay (Multiple Entry)</a>	II-11-L-21

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## Guiding Principles

---

**Introduction** This section provides the *guiding principles* for Imminent Danger – Hostile Fire Pay.

---

**Reference** The following reference provides additional information about Imminent Danger – Hostile Fire Pay.

- (a) [U.S. Coast Guard Pay Manual](#), COMDTINST M7220.29(series), Section 4-H
  - (b) [DoD Financial Management Regulation, Volume 7a: Military Pay Policy and Procedures - Active Duty And Reserve Pay, Chap 10, Figure 10-1 Designated Hostile Fire or Imminent Danger Pay Areas](#)
- 

**Before you begin** If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3, Employee Entitlement Navigation and Data Entry.

---

**Auto-stop upon PCS departure** Imminent Danger – Hostile Fire Pay stops automatically on *the day prior* to PCS departure. Do not enter a Stop Imminent Danger – Hostile Fire Pay transaction when a member departs PCS. The system will not reflect the Imminent Danger – Hostile Fire Pay stop until the PCS Departing Endorsement on Orders is approved and saved.

---

**Internal controls** Combat SGLI Allowance transactions require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.

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*Continued on next page*

## Guiding Principles, Continued

---

**Supporting  
documentation**

TDY or PCS orders to a unit located in one of the the designated IDP areas listed in reference (b) are the supporting documentation for payment of special pay – duty subject to hostile fire or imminent danger.

For members not under orders on official duty in one of the designated IDP areas listed in reference (b), a memo, message or e-mail from the commander of the deployable unit or aircraft stating the date the unit, or the member in the case of an individual, entered and/or departed area is the supporting documentation for payment of special pay – duty subject to hostile fire or imminent danger.

---

# Starting Imminent Danger – Hostile Fire Pay

**Introduction** This section provides the procedure for *starting* Imminent Danger – Hostile Fire Pay.

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member’s entitlements detail page. Then, follow these steps to enter a new Imminent Danger – Hostile Fire Pay entitlement.

Step	Action
1	<p>In the  mode, click the  button shown below.</p>  <p>A new blank row appears...</p> 
2	<p>Enter the <b>Start Date</b>. The current date is automatically displayed. Use the calendar button  to select the desired date. The user can also click &amp; drag over the date field to select the date then type the start date in MM/DD/YYYY format.</p> <p><i>Note:</i> The start date changes to the first day of the month upon selection of the Earnings Type code..</p>
3	<p>The <b>Stop Date</b> may be left blank to pay continuous Imminent Danger – Hostile Fire Pay (Earnings Code – HFCONT) (See Stopping Hostile Fire Pay, later in this section).</p> <p>If using the “This Month Only” (HF1MTH) Earnings Code, leave the Stop Date blank. The system will automatically complete the field with the last day of the month upon saving the transaction.</p>

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## Starting Imminent Danger – Hostile Fire Pay, Continued

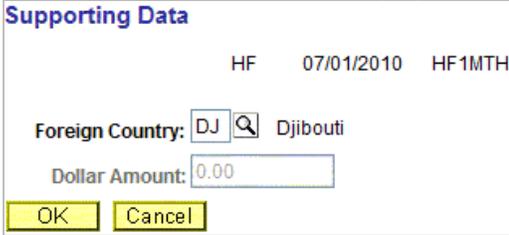
Procedure (continued)

Step	Action									
4	<p>Enter the <b>Earnings Type</b> code if known or use the  to search and select from a listing of available earning types.</p>  <p>The screenshot shows a search results table with the following data:</p> <table border="1"> <thead> <tr> <th>Earnings Code</th> <th>Earnings Type</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>HF</td> <td>HF1MTH</td> <td>Imminent Danger Hostile Fire Pay - This Month Only</td> </tr> <tr> <td>HF</td> <td>HFCONT</td> <td>Imminent Danger Hostile Fire Pay - Continuous until further orders</td> </tr> </tbody> </table>	Earnings Code	Earnings Type	Description	HF	HF1MTH	Imminent Danger Hostile Fire Pay - This Month Only	HF	HFCONT	Imminent Danger Hostile Fire Pay - Continuous until further orders
Earnings Code	Earnings Type	Description								
HF	HF1MTH	Imminent Danger Hostile Fire Pay - This Month Only								
HF	HFCONT	Imminent Danger Hostile Fire Pay - Continuous until further orders								
5	<p><b>Description</b> is pre-filled. Ensure the proper entitlement is shown, repeat step 6 to select the correct type if necessary.</p>									
6	<p><b>Approval Status</b> is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to “A”.</p>									
7	<p><b>Manual Row Switch</b> (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits.  <b>Caution:</b> Overriding pay edits may result in errors and a possible overpayment of entitlement.</p>									

*Continued on next page*

## Starting Imminent Danger – Hostile Fire Pay, Continued

Procedure (continued)

Step	Action
8	<p>Click the  button to bring up the Supporting Data screen below:</p>  <ul style="list-style-type: none"> <li>• Enter the <b>Foreign Country</b> code. Use the magnifying glass  to search and select the code. The user must use a code for a country or region where Imminent Danger – Hostile Fire Pay is authorized, not all codes on the lookup listing are valid for this entitlement. Use “<b>PG</b>” for members serving aboard cutters deployed to the <b>Persian Gulf</b>.</li> <li>• The Dollar Amount field is not used and is inaccessible.</li> <li>• Click the  button when finished.</li> </ul>
9	<p>Click the  button and enter the <b>Approving Official’s Employee ID</b> number in the Approver EmplID field of the Supporting Data section.</p>  <p>Click the  button to return to the Entitlement Detail view.</p>
10	<p>Click the  button. The transaction will be routed, via the worklist, to the approving official.</p> <p>Several reminders/warnings will appear upon saving, you must also enter Combat SGLI Allowance and, if applicable, Imminent Danger-Hostile Fire Pay.</p>
11	<p>The PAO/CGHRSUP role user should refer to the <i>Reviewing and Approving an Entitlement Start</i> topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.</p>

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## Stopping Imminent Danger – Hostile Fire Pay

**Introduction** This section provides the procedure for *stopping Imminent Danger – Hostile Fire Pay*.

**Reminder, PCS auto-stop** Imminent Danger – Hostile Fire Pay stops automatically on the day prior to PCS departure. Do not enter a DA Stop Imminent Danger – Hostile Fire Pay transaction when a member departs PCS. The system will not reflect the Imminent Danger – Hostile Fire Pay stop until the departing PCS Endorsement on Orders transaction is approved.

**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member’s entitlements detail page. Then, follow these steps to enter a stop Imminent Danger – Hostile Fire Pay transaction.

Step	Action
1	<p>In the  mode, find the row to stop. The stop date will be blank as shown:</p> 
2	Enter the <b>Stop Date</b> for the entitlement by using the calendar button  to select the desired date.
3	<b>Manual Row Switch</b> (CGHRSUP role users only) Select this field <u>only</u> when <u>necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected. <b>Caution:</b> Overriding pay edits may result in errors and a possible overpayment of entitlements.
4	 Do Not Use. The detail is automatically set when the earnings type for Imminent Danger – Hostile Fire Pay is selected and the entitlement is saved.
5	 is not used. Stopping payment of Imminent Danger – Hostile Fire Pay does not require audit and approval.
6	Click the  button (located at the bottom left of the screen) to approve and transmit the entry.

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## Correcting Imminent Danger – Hostile Fire Pay

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**Introduction** This section provides the procedure for *correcting* Imminent Danger – Hostile Fire Pay.

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**Discussion** Only the stop date may be corrected and the **Foreign Country** code on the supporting data (detail) panel may be corrected. . To change the effective start date or an incorrect earnings type, the user must delete the entire row (see the next section for the procedure to delete Imminent Danger – Hostile Fire Pay) and then start a new Imminent Danger – Hostile Fire Pay entitlement.

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**Procedure** Follow these steps to correct an incorrect Stop date.

Step	Action
1	In the  mode, find the Imminent Danger – Hostile Fire Pay row to correct.  Correct the stop date or Foreign Country code as necessary.
2	Click the  button located at the bottom left of the screen.

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## Deleting Imminent Danger – Hostile Fire Pay

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**Introduction** This section provides the procedure for *deleting Imminent Danger – Hostile Fire Pay*.

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**Discussion** The total Imminent Danger – Hostile Fire Pay entitlement will be recouped when using this feature.

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**Procedure** Follow the steps in Chapter 3, Employee Entitlement Navigation and Data Entry, to access the member’s entitlements detail page. Then, follow these steps to enter a deletion of an Imminent Danger – Hostile Fire Pay transaction.

Step	Action
1	In the  mode, find the Imminent Danger – Hostile Fire Pay row to delete.  Click on the  button located in the row to be deleted.
2	Click the  button located at the bottom left of the screen.

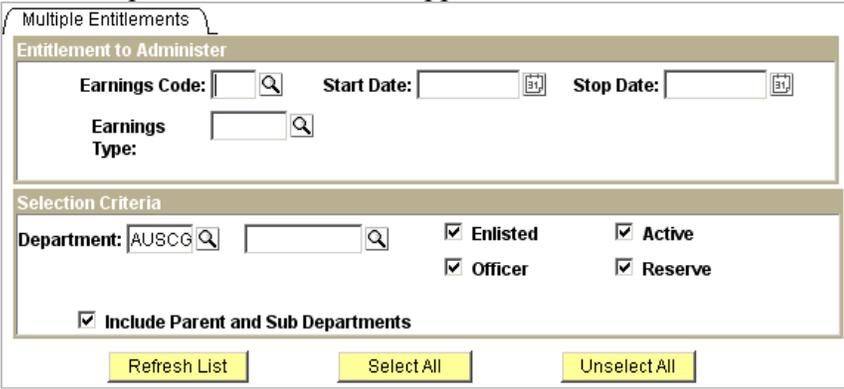
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## Starting Imminent Danger – Hostile Fire Pay (Multiple Entry)

**Introduction** This section provides the procedure for *starting* Imminent Danger – Hostile Fire Pay (Multiple Entry). Refer to [E-Mail ALSPO B/11](#) for access to this component.

**Procedure** Follow these steps to enter a new Imminent Danger – Hostile Fire Pay (Multiple Entry) entitlement.

Step	Action
1	<p>Select Menu items in the following order: <a href="#">Enterprise Menu</a> &gt; <a href="#">Compensate Employees</a> &gt; <a href="#">Maintain Entitlements</a> &gt; <a href="#">Use</a> &gt; <b>Manage Multiple Entitlements</b></p> <p>The Multiple Entitlement Panel appears as shown below.</p> 
2	<p>Type “HF” in the <b>Earnings Code</b> field shown below or use the magnifying glass  to search and select the Imminent Danger - Hostile Fire Pay Earnings Code.</p> 
3	<p>Enter the <b>Earnings Type Code</b>:</p> <ul style="list-style-type: none"> <li>• If the members are entitled to Imminent Danger – Hostile Fire Pay for one month only, then use code HF1MTH.</li> <li>• If the members are entitled to Imminent Danger – Hostile Fire Pay continuous, then use code HFCONT.</li> </ul>

*Continued on next page*

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## Starting Imminent Danger – Hostile Fire Pay (Multiple Entry), Continued

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**Procedure** (continued)

<b>Step</b>	<b>Action</b>
<b>4</b>	Enter the <b><u>Foreign Country</u></b> code. Use the magnifying glass  to search & select the code. You must use a code for a country or region where Imm. Danger – Hostile Fire Pay is authorized, not all codes on the lookup listing are valid for this entitlement. Use “PG” for members serving aboard cutters deployed to the Persian Gulf.
<b>5</b>	Enter the <b><u>Start Date</u></b> . The current date is automatically displayed. Use the calendar button  to select the desired date. The user can also click & drag over the date field to select the date then type the start date in MM/DD/YYYY format. Use the first day of the month in which the entitlement is to begin (e.g. 03/01/10 for any date in Mar 10).
<b>6</b>	The <b><u>Stop Date</u></b> may be left blank to pay continuous Imminent Danger – Hostile Fire Pay (Multiple Entry). If this is a temporary entitlement, you may enter the stop date.

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*Continued on next page*

# Starting Imminent Danger – Hostile Fire Pay (Multiple Entry), Continued

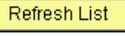
Procedure (continued)

Step	Action														
7	<p data-bbox="293 499 1045 533">Complete the “Selection Criteria” fields as outlined below.</p> <div data-bbox="418 537 1256 684" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p data-bbox="418 537 570 558">Selection Criteria</p> <p data-bbox="418 569 797 596">Department: <input data-bbox="532 569 630 596" type="text" value="AUSCG"/> <input data-bbox="651 569 797 596" type="text"/></p> <p data-bbox="854 569 1105 596"><input checked="" type="checkbox"/> Enlisted <input checked="" type="checkbox"/> Active</p> <p data-bbox="854 600 1105 627"><input checked="" type="checkbox"/> Officer <input checked="" type="checkbox"/> Reserve</p> <p data-bbox="483 653 821 680"><input checked="" type="checkbox"/> Include Parent and Sub Departments</p> </div> <table border="1" data-bbox="293 688 1393 1640"> <thead> <tr> <th data-bbox="293 688 500 722">Field</th> <th data-bbox="500 688 1393 722">Description/Instructions</th> </tr> </thead> <tbody> <tr> <td data-bbox="293 722 500 968"><b>Department</b></td> <td data-bbox="500 722 1393 968"> <p data-bbox="509 730 1357 835">There are 2 lookup boxes located next to Department... Leave the first box set to AUSCG (Active USCG Units) as shown below.</p> <div data-bbox="509 800 1024 884" style="text-align: center;">  <p data-bbox="509 842 1024 884">Department: <input data-bbox="672 842 769 884" type="text" value="AUSCG"/> <input data-bbox="824 842 1024 884" type="text"/></p> </div> <p data-bbox="509 894 1365 968">Type the Department Code in the 2<sup>nd</sup> block or use the <input data-bbox="1203 894 1235 926" type="text"/> to search and select from a listing of available codes.</p> </td> </tr> <tr> <td data-bbox="293 968 500 1121"><b>Enlisted</b></td> <td data-bbox="500 968 1393 1121"> <p data-bbox="509 976 1382 1121">A checkmark <input checked="" type="checkbox"/> indicates enlisted personnel will be included in the selection. Click on the box to remove enlisted personnel, if desired. 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# Starting Imminent Danger – Hostile Fire Pay (Multiple Entry), Continued

**Procedure** (continued)

Step	Action																				
8	<p>Click the  button. A listing of personnel meeting the criteria in the previous step appears in the table below.</p> <table border="1" data-bbox="370 583 1299 724"> <thead> <tr> <th>Selected</th> <th>Name</th> <th>Short Description</th> <th>Employee Classification</th> <th>Salary Grade</th> <th>Department</th> <th>*EmpID</th> <th>Empl Rcd Nbr</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Coastie, Joe</td> <td>PERS2</td> <td>Regular</td> <td>W2</td> <td>000000</td> <td>1111111</td> <td>0</td> <td></td> <td></td> </tr> </tbody> </table> <p><i>Note:</i> Clicking on this button in later steps will undo all changes.</p>	Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmpID	Empl Rcd Nbr			1	Coastie, Joe	PERS2	Regular	W2	000000	1111111	0		
Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmpID	Empl Rcd Nbr														
1	Coastie, Joe	PERS2	Regular	W2	000000	1111111	0														
9	<p>Select Entries to be Processed:</p> <p>Click the  button. Each row in the table will run through a series of internal edits and all that pass will receive a check mark as shown below.</p> <table border="1" data-bbox="370 882 1429 1003"> <thead> <tr> <th>Selected</th> <th>Name</th> <th>Short Description</th> <th>Employee Classification</th> <th>Salary Grade</th> <th>Department</th> <th>*EmpID</th> <th>Empl Rcd Nbr</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td></td> <td>Coastie, Joe</td> <td>PERS2</td> <td>Regular</td> <td>W2</td> <td>000000</td> <td>1111111</td> <td>0</td> <td></td> <td></td> </tr> </tbody> </table> <p>A check mark in the Selected Column indicates that the entitlement will be generated and placed in the member’s history file upon saving.</p>	Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmpID	Empl Rcd Nbr				Coastie, Joe	PERS2	Regular	W2	000000	1111111	0		
Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmpID	Empl Rcd Nbr														
	Coastie, Joe	PERS2	Regular	W2	000000	1111111	0														
10	<p>Removal of Entries From Being Processed:</p> <p>Review the list and click the  box to remove appropriate entries. A blank box  indicates that an entry will not be generated upon saving. The  button can be used to remove an entire row and gain the same effect.</p> <p>The  button can be used to remove all entries if desired.</p>																				

*Continued on next page*

# Starting Imminent Danger – Hostile Fire Pay (Multiple Entry), Continued

Procedure (continued)

Step	Action
<p><b>11</b></p>	<p>Add Entries to Be Processed: Click the  button in any row to add a blank row.</p> <p>Type the member’s employee identification number in the <b>EmplID</b> block shown below or use the magnifying glass  to search and select individuals from a list.</p>  <p>Click on the empty box located in the <b>Selected</b> column so an entry will be generated upon saving.</p> <p><i>Note:</i> Carefully review your work one last time to ensure there are no mistakes before saving.</p>
<p><b>12</b></p>	<p>Click the  button.</p>

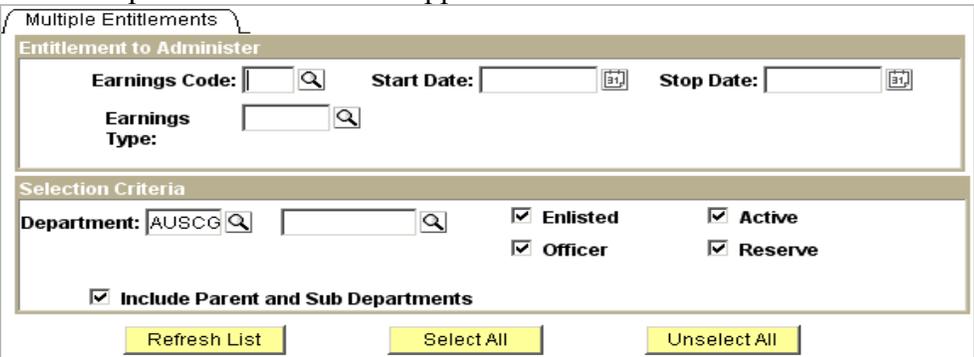
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## Stopping Imminent Danger – Hostile Fire Pay (Multiple Entry)

**Introduction** This section provides the procedure for *stopping* Imminent Danger – Hostile Fire Pay (Multiple Entry). Refer to [E-Mail ALSPO B/11](#) for access to this component.

**Reminder, PCS auto-stop** Imminent Danger – Hostile Fire Pay stops automatically on the last day of the month of PCS departure. Do not enter a Stop Imminent Danger – Hostile Fire Pay (Multiple Entry) transaction when a member departs PCS. The system will not reflect the Imminent Danger – Hostile Fire Pay stop until the PCS Departing Endorsement on Orders transaction is approved and saved.

**Procedure** Follow these steps to enter a stop Imminent Danger – Hostile Fire Pay (Multiple Entry) transaction.

Step	Action
<p><b>1</b></p>	<p>Select Menu items in the following order: <a href="#">Enterprise Menu</a> &gt; <a href="#">Compensate Employees</a> &gt; <a href="#">Maintain Entitlements</a> &gt; <a href="#">Use</a> &gt; <b>Manage Multiple Entitlements</b></p> <p>The Multiple Entitlement Panel appears as shown below.</p>  <p>The screenshot shows the 'Multiple Entitlements' panel with the following fields and options:</p> <ul style="list-style-type: none"> <li><b>Entitlement to Administer:</b> Earnings Code (empty), Start Date (empty), Stop Date (empty), Earnings Type (empty).</li> <li><b>Selection Criteria:</b> Department (AUSCG), Enlisted (checked), Active (checked), Officer (checked), Reserve (checked), Include Parent and Sub Departments (checked).</li> <li>Buttons: Refresh List, Select All, Unselect All.</li> </ul>
<p><b>2</b></p>	<p>Type “HF” in the <b>Earnings Code</b> field shown below or use the magnifying glass  to search and select the Hostile Fire Imminent Danger Pay Earnings code.</p>  <p>The screenshot shows the 'Multiple Entitlements' panel with the following fields and options:</p> <ul style="list-style-type: none"> <li><b>Entitlement to Administer:</b> Earnings Code (HF), Start Date (empty), Stop Date (empty), Earnings Type (HFCONT), Imminent Danger Hostile Fire Pay - Continuous until further orders.</li> </ul>
<p><b>3</b></p>	<p>Enter the <b>Earnings Type Code</b> HFCONT.</p>
<p><b>4</b></p>	<p><b>Start Date</b> - Leave blank.</p>
<p><b>5</b></p>	<p><b>Stop Date</b> - Enter the date to stop the entitlement.</p>

*Continued on next page*

# Stopping Imminent Danger – Hostile Fire Pay (Multiple Entry), Continued

Procedure (continued)

Step	Action														
6	<p data-bbox="358 506 1105 537">Complete the “Selection Criteria” fields as outlined below.</p> <div data-bbox="436 558 1276 705" style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p data-bbox="440 562 586 583">Selection Criteria</p> <p data-bbox="440 594 1143 653">                     Department: <input data-bbox="553 594 646 621" type="text" value="AUSCG"/> <input data-bbox="667 594 760 621" type="text"/> <input checked="" data-bbox="870 594 963 621" type="checkbox"/> Enlisted <input checked="" data-bbox="1045 594 1122 621" type="checkbox"/> Active  <input checked="" data-bbox="870 625 963 653" type="checkbox"/> Officer <input checked="" data-bbox="1045 625 1138 653" type="checkbox"/> Reserve                 </p> <p data-bbox="501 680 837 701"><input checked="" type="checkbox"/> Include Parent and Sub Departments</p> </div> <table border="1" data-bbox="358 720 1395 1791"> <thead> <tr> <th data-bbox="365 720 548 753">Field</th> <th data-bbox="548 720 1388 753">Description/Instructions</th> </tr> </thead> <tbody> <tr> <td data-bbox="365 753 548 1035"> <b>Department</b> </td> <td data-bbox="548 753 1388 1035">                     There are 2 lookup boxes located next to Department... 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<b>Officer</b>	A checkmark <input checked="" type="checkbox"/> indicates officers will be included in the selection. Click on the box to remove officers, if desired. A blank box <input type="checkbox"/> indicates officers were removed from the selection criteria.														
<b>Reserve</b>	A checkmark <input checked="" type="checkbox"/> indicates reserve personnel will be included in the selection. Click on the box to remove reserve personnel if desired. A blank box <input type="checkbox"/> indicates reserve personnel were removed from the selection criteria.														
<b>Include Parent and Sub Departments</b>	A checkmark <input checked="" type="checkbox"/> indicates sub departments will be included in the selection. Click on the box to remove sub departments if desired. A blank box <input type="checkbox"/> indicates sub departments were removed from the selection criteria.														

Continued on next page

# Stopping Imminent Danger – Hostile Fire Pay (Multiple Entry), Continued

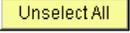
**Procedure** (continued)

Step	Action																														
7	<p>Click the <b>Refresh List</b> button. A listing of personnel meeting the criteria in the previous step appears in the table below.</p> <table border="1" data-bbox="337 569 1414 730"> <thead> <tr> <th colspan="10" style="background-color: #4a7ebb; color: white;">Find  &lt; 1 of 1 &gt; </th> </tr> <tr> <th>Selected</th> <th>Name</th> <th>Short Description</th> <th>Employee Classification</th> <th>Salary Grade</th> <th>Department</th> <th>*EmplID</th> <th>Empl Rcd Nbr</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Coastie, Joe</td> <td>PERS2</td> <td>Regular</td> <td>W2</td> <td>000000</td> <td>1111111</td> <td>0</td> <td>+</td> <td>-</td> </tr> </tbody> </table> <p><i>Note:</i> Clicking on this button in later steps will undo all changes.</p>	Find  < 1 of 1 >										Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmplID	Empl Rcd Nbr			1	Coastie, Joe	PERS2	Regular	W2	000000	1111111	0	+	-
Find  < 1 of 1 >																															
Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmplID	Empl Rcd Nbr																								
1	Coastie, Joe	PERS2	Regular	W2	000000	1111111	0	+	-																						
8	<p><b>Select Entries to be Processed:</b> Mark the Checkbox in the Selected column for each person you want to create a transaction on, or you can also click the <b>Select All</b> button. Each row in the table will run through a series of internal edits, and all that pass will receive a check mark as shown below.</p> <table border="1" data-bbox="337 995 1414 1119"> <thead> <tr> <th>Selected</th> <th>Name</th> <th>Short Description</th> <th>Employee Classification</th> <th>Salary Grade</th> <th>Department</th> <th>*EmplID</th> <th>Empl Rcd Nbr</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Coastie, Joe</td> <td>PERS2</td> <td>Regular</td> <td>W2</td> <td>000000</td> <td>1111111</td> <td>0</td> <td>+</td> <td>-</td> </tr> </tbody> </table> <p>A check mark in the Selected Column indicates that the entitlement transaction will be generated for the member(s) upon saving.</p>	Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmplID	Empl Rcd Nbr			1	Coastie, Joe	PERS2	Regular	W2	000000	1111111	0	+	-										
Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmplID	Empl Rcd Nbr																								
1	Coastie, Joe	PERS2	Regular	W2	000000	1111111	0	+	-																						

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# Stopping Imminent Danger – Hostile Fire Pay (Multiple Entry), Continued

Procedure (continued)

Step	Action																																										
<p><b>9</b></p>	<p><b>Removal of Entries From Being Processed:</b> Review the list and click the <input checked="" type="checkbox"/> box to remove appropriate entries. A blank box <input type="checkbox"/> indicates that an entry will not be generated upon saving. The  button can be used to remove an entire row and gain the same effect.</p> <p>The  button can be used to remove all entries if desired.</p>																																										
<p><b>10</b></p>	<p><b>Add Entries to Be Processed:</b> Click the  button in any row to add a blank row. Type the member's employee identification number in the <b>EmplID</b> block shown below or use the magnifying glass  to search and select individuals from a list.</p> <table border="1" data-bbox="337 890 1409 1100"> <thead> <tr> <th colspan="10">Find  &lt; 1-2 of 2 &gt; </th> </tr> <tr> <th>Selected</th> <th>Name</th> <th>Short Description</th> <th>Employee Classification</th> <th>Salary Grade</th> <th>Department</th> <th>*EmplID</th> <th>Empl Rcd Nbr</th> <th colspan="2"></th> </tr> </thead> <tbody> <tr> <td>1</td> <td><input checked="" type="checkbox"/></td> <td>Coastie, Joe</td> <td>PERS2</td> <td>Regular</td> <td>W2</td> <td>000000</td> <td>1111111</td> <td><input type="text"/></td> <td>0</td> <td> </td> </tr> <tr> <td>2</td> <td><input type="checkbox"/></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><input type="text"/></td> <td>0</td> <td> </td> </tr> </tbody> </table> <p>Click on the empty box located in the Selected column so an entry will be generated upon saving. <i>Note:</i> Carefully review your work one last time to ensure there are no mistakes before saving.</p>	Find  < 1-2 of 2 >										Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmplID	Empl Rcd Nbr			1	<input checked="" type="checkbox"/>	Coastie, Joe	PERS2	Regular	W2	000000	1111111	<input type="text"/>	0	 	2	<input type="checkbox"/>							<input type="text"/>	0	 
Find  < 1-2 of 2 >																																											
Selected	Name	Short Description	Employee Classification	Salary Grade	Department	*EmplID	Empl Rcd Nbr																																				
1	<input checked="" type="checkbox"/>	Coastie, Joe	PERS2	Regular	W2	000000	1111111	<input type="text"/>	0	 																																	
2	<input type="checkbox"/>							<input type="text"/>	0	 																																	
<p><b>11</b></p>	<p>Click the  button.</p>																																										

# Coast Guard Servicing Personnel Office Manual

## Part II, Pay Entitlements

### Chapter 11, Special and Incentive Pays

#### Section M – Personal Money Allowance

#### Overview

---

**Introduction** This section provides the *procedures* for **Personal Money Allowance**. This entitlement is paid to members entitled to basic pay while serving in the grade of Vice Admiral or above and as the Master Chief Petty Officer of the Coast Guard.

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**Topics** The following topics are covered in this section

<b>Topic</b>	<b>See Page</b>
<a href="#">Guiding Principles</a>	II-11-M-3
<a href="#">Starting Personal Money Allowance</a>	II-11-M-5
<a href="#">Stopping Personal Money Allowance</a>	II-11-M-9
<a href="#">Correcting Personal Money Allowance</a>	II-11-M-11
<a href="#">Deleting Personal Money Allowance</a>	II-11-M-13

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## Pay Entitlements

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## Pay Entitlements

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## Guiding Principles

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**Introduction** This section provides the *guiding principles* for **Personal Money Allowance**.

---

**Reference** The following reference provides additional information about Personal Money Allowance.

- (a) [U.S. Coast Guard Pay Manual](#), COMDTINST M7220.29(series), Section 3-L
- 

**Before you begin** If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry).

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**Auto-stop upon PCS departure** Personal Money Allowance stops automatically on *the day of* PCS departure. Do not enter a Stop Personal Money Allowance transaction when a member departs PCS. The system will not reflect the Personal Money Allowance stop until the PCS departing endorsement or separation has been approved.

---

**Internal controls** Responsibility Pay start transactions require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.

---

**Supporting documentation** PCS or TDY orders are required for this entitlement.

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## Pay Entitlements

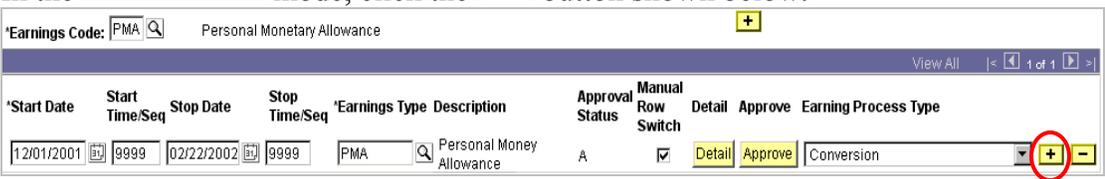
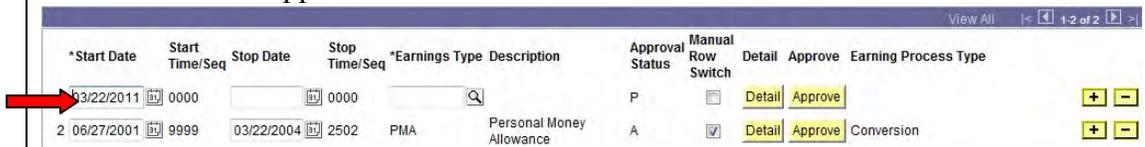
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# Starting Personal Money Allowance

**Introduction** This section provides the procedure for *starting Personal Money Allowance*.

**Procedure** Follow the steps in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry) to access the entitlements detail page. Then, follow these steps to enter a new Personal Money Allowance entitlement.

Step	Action
1	<p>In the  mode, click the  button shown below.</p>  <p>A new blank row appears...</p> 
2	Enter the <b>Start Date</b> . The current date is automatically displayed. Use the calendar button  to select the desired date. The user can also click & drag over the date field to select the date and type the start date in MM/DD/YYYY format.
4	The <b>Stop Date</b> may be left blank to pay continuous Personal Money Allowance. If this is a temporary entitlement, you may enter the stop date.
5	<b>Stop Time</b> is pre-filled by the system and must not be changed.
6	Enter the <b>Earnings Type</b> code “PMA” if known or use the  to search and select from a listing of available earning types.
7	<b>Description</b> is pre-filled. Ensure the proper entitlement is shown, repeat step 6 to select the correct type if necessary.
8	<b>Approval Status</b> is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to “A”.
9	<p><b>Manual Row Switch</b> (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits.</p> <p><b>Caution:</b> Overriding pay edits may result in errors and possible overpayments of entitlements.</p>

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## Starting Personal Money Allowance, Continued

Procedure (continued)

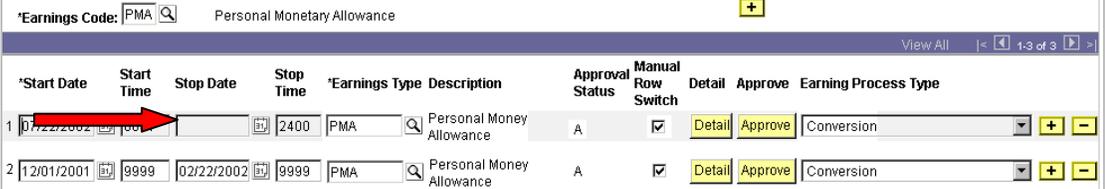
Step	Action
10	<p>Click the <b>Approve</b> button and enter the <b>Approving Official's Employee ID</b> number in the Approver EmplID field of the Supporting Data section.</p>  <p>Click the <b>OK</b> button to return to the Entitlement Detail view.</p>
11	<p>Click the <b>Save</b> button. The transaction will be routed, via the worklist, to the approving official.</p>
12	<p>The PAO/CGHRSUP role user should refer to the <i>Reviewing and Approving an Entitlement Start</i> topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.</p>

# Stopping Personal Money Allowance

**Introduction** This section provides the procedure for *stopping Personal Money Allowance*.

**Reminder, PCS auto-stop** Personal Money Allowance stops automatically on the day of PCS departure. Do not enter a Stop Personal Money Allowance transaction when a member departs PCS. The system will not reflect the Personal Money Allowance stop until it is resynchronized with JUMPS.

**Procedure** Follow the steps in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry) to access the entitlements detail page. Then, follow these steps to enter a stop Personal Money Allowance transaction.

Step	Action
1	<p>In the  mode, find the row to stop. The stop date will be blank as shown:</p> 
2	<p>Enter the <b>Stop Date</b> for the entitlement by using the calendar button  to select the desired date. The user can also click &amp; drag over the date field then Type the stop date in MM/DD/YYYY format. The stop date can be future dated.</p>
3	<p><b>Manual Row Switch</b> (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected. <b>Caution:</b> Overriding pay edits may result in errors and possible overpayments of entitlements.</p>
4	<p>Click the  button (located at the bottom left of the screen) to approve and transmit the entry.</p>

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## Correcting Personal Money Allowance

---

**Introduction** This section provides the procedure for *correcting Personal Money Allowance*.

---

**Discussion** Only the stop date may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete Personal Money Allowance) and then start a new Personal Money Allowance entitlement.

---

**Procedure** Follow these steps to correct an incorrect Stop date.

Step	Action
1	In the  mode, find the Personal Money Allowance row to correct.  Click & drag over the Stop Date field to change its value. Dates must be typed in MM/DD/YYYY format. The user may also use calendar buttons  to modify dates and the magnifying glass  to change the earning type.
2	Click the  button located at the bottom left of the screen.

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## Deleting Personal Money Allowance

---

**Introduction** This section provides the procedure for *deleting Personal Money Allowance*.

---

**Discussion** The total Personal Money Allowance entitlement will be recouped when using this feature.

---

**Procedure** Follow the steps in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry) to access the member's entitlements detail page. Then, follow these steps to enter a deletion of a Personal Money Allowance transaction.

Step	Action
1	In the  mode, find the Personal Money Allowance row to delete.  Click on the  button located in the row to be deleted.
2	Click the  button located at the bottom left of the screen.

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# Coast Guard Servicing Personnel Office Manual

## Part II, Pay Entitlements

### Chapter 11, Special and Incentive Pays

#### Section N - Responsibility Pay

#### Overview

---

**Introduction** This section provides the *procedures* for **Responsibility Pay**. This entitlement is paid to officers in pay grades O-1 through O-6 who are assigned and serving as a Commanding Officer of a Coast Guard vessel.

---

**Topics** The following topics are covered in this section.

Topic	See Page
<a href="#">Guiding Principles</a>	II-11-N- 3
<a href="#">Starting Responsibility Pay</a>	II-11-N- 5
<a href="#">Stopping Responsibility Pay</a>	II-11-N- 7
<a href="#">Correcting Responsibility Pay</a>	II-11-N- 9
<a href="#">Deleting Responsibility Pay</a>	II-11-N- 11

---

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## Guiding Principles

---

**Introduction** This section provides the *guiding principles* for **Responsibility Pay**.

---

**Reference** The following reference provides additional information about Responsibility Pay.

- (a) [U.S. Coast Guard Pay Manual](#), COMDTINST M7220.29(series), Section 4-D
- 

**Before you begin** If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry).

An officer serving as Acting Commanding Officer for periods of less than 30 days is not entitled to Responsibility Pay. Payment for periods over 30 days requires Commandant (CG-1222) approval.

---

**Auto-stop upon PCS departure** Responsibility Pay stops automatically on *the day prior* to PCS departure. Do not enter a Stop Responsibility Pay transaction when a member departs PCS. The system will not reflect the Responsibility Pay stop until it is resynchronized with JUMPS.

---

**Internal controls** Responsibility Pay start transactions require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.

---

**Supporting documentation** PCS or TDY orders are required for this entitlement.

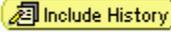
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# Starting Responsibility Pay

**Introduction** This section provides the procedure for *starting Responsibility Pay*.

**Procedure** Follow the steps in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry) to access the officer’s entitlements detail page. Then, follow these steps to enter a new Responsibility Pay entitlement.

Step	Action
1	<p>In the  mode, click the  button shown below.</p>  <p>A new blank row appears...</p> 
2	Enter the <b>Start Date</b> . Pay accrues from date of actual assumption of command.
4	<p>The <b>Stop Date</b> may be left blank to pay continuous Responsibility Pay. If this is a temporary entitlement, enter the stop date.</p> <p><i>Note:</i> If absent from the vessel for a period of 30 days or more, on TDY, leave, or hospitalized, the stop date will be the day prior to the day entering such status.</p> <p>Pay will be stopped on the day of relief from duty as commanding officer.</p>
6	Enter the <b>Earnings Type</b> code “RP1” or use the  to search and select from a listing of available earning types.
7	<b>Description</b> is pre-filled. Ensure the proper entitlement is shown, repeat step 6 to select the correct type if necessary.
8	<b>Approval Status</b> is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHRSUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to “A”.
9	<p><b>Manual Row Switch</b> (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits.</p> <p><i>Caution:</i> Overriding pay edits may result in errors and possible overpayment of entitlement.</p>

Continued on next page

## Starting Responsibility Pay, Continued

Procedure (continued)

Step	Action
10	<p>Click the  button and enter the <b>Approving Official's Employee ID</b> number in the Approver EmplID field of the Supporting Data section.</p>  <p>Click the  button to return to the Entitlement Detail view.</p>
11	<p>Click the  button. The transaction will be routed, via the worklist, to the approving official.</p>
12	<p>The PAO/CGHRSUP role user should refer to the <i>Reviewing and Approving an Entitlement Start</i> topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.</p>

# Stopping Responsibility Pay

**Introduction** This section provides the procedure for *stopping Responsibility Pay*.

**Reminder, PCS auto-stop** Responsibility Pay stops automatically on the day prior to PCS departure. Do not enter a Stop Responsibility Pay transaction when a member departs PCS. The system will not reflect the Responsibility Pay stop until it is resynchronized with JUMPS.

**Procedure** Follow the steps in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry) to access the entitlements detail page. Then, follow these steps to enter a stop Responsibility Pay transaction.

Step	Action
1	<p>In the  mode, find the row to stop. The stop date will be blank as shown:</p> 
2	<p>Enter the <b>Stop Date</b> for the entitlement by using the calendar button  to select the desired date. Stop responsibility pay on the day of relief from duty as commanding officer.</p> <p><i>Note:</i> If absent from the vessel for a period of 30 days or more, on TDY, leave, or hospitalized, the stop date will be the day prior to the day entering such status.</p>
3	<p><b>Manual Row Switch</b> (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected.</p> <p><i>Caution:</i> Overriding pay edits may result in errors and possible overpayments of entitlements.</p>
4	<p>Click the  button (located at the bottom left of the screen) to approve and transmit the entry.</p>

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## Correcting Responsibility Pay

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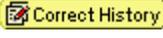
**Introduction** This section provides the procedure for *correcting* Responsibility Pay.

---

**Discussion** Only the stop date may be corrected. To change the effective start date or an incorrect earnings type, the user must delete the entire row (see the next section for the procedure to delete Responsibility Pay) and then start a new Responsibility Pay entitlement.

---

**Procedure** Follow these steps to correct an incorrect Stop date.

Step	Action
1	In the  mode, find the Responsibility Pay row to correct.  Click & drag over the Stop Date field to change its value. Dates must be typed in MM/DD/YYYY format. The user may also use calendar buttons  to modify dates and the magnifying glass  to change the earning type.
2	Click the  button located at the bottom left of the screen.

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## Deleting Responsibility Pay

---

**Introduction** This section provides the procedure for *deleting Responsibility Pay*.

---

**Discussion** The total Responsibility Pay entitlement will be recouped when using this feature.

---

**Procedure** Follow the steps in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry) to access the member's entitlements detail page. Then, follow these steps to delete a Responsibility Pay transaction.

Step	Action
1	In the  mode, find the Responsibility Pay row to delete. Click on the  button located in the row to be deleted.
2	Click the  button located at the bottom left of the screen.

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# Coast Guard Servicing Personnel Office Manual

## Part II, Pay Entitlements

### Chapter 11, Special and Incentive Pays

#### Section O - Special Duty Assignment Pay

#### Overview

---

**Introduction** This section provides the *procedures* for **Special Duty Assignment Pay (SDAP)**. This entitlement is paid to enlisted members entitled to basic pay and performing duties designated as requiring special skills.

---

**Topics** The following topics are covered in this section.

Topic	See Page
<a href="#">Guiding Principles</a>	II-11-O-3
<a href="#">Starting SDAP</a>	II-11-O-5
<a href="#">Stopping SDAP</a>	II-11-O-7
<a href="#">Correcting SDAP</a>	II-11-O-9
<a href="#">Deleting SDAP</a>	II-11-O-11
<a href="#">JUMPS Effect</a>	II-11-O-13
<a href="#">FY 2011 SDAP Codes</a>	II-11-O-15
<a href="#">FY 2010 SDAP Codes</a>	II-11-O-19

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## Pay Entitlements

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## Guiding Principles

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**Introduction** This section provides the guiding principles for Special Duty Assignment Pay.

---

**References** The following references provide additional information about SDAP.

- (a) [Special Duty Assignment Pay](#), COMDTINST 1430.1P
  - (b) [U.S. Coast Guard Pay Manual](#), COMDTINST M7220.29(series), Section 4-I
  - (c) [COMDT COGARD WASHINGTON DC 131639Z AUG 10/ALCOAST 419, CG12, COMDNOTE 1430](#)
  - (d) [E-Mail ALSPO J/10; FY2011 SDAP Codes](#)
- 

**Before you begin** If you are not familiar with the employee entitlement basic navigation instructions, they can be found in Chapter 3 of this part (Employee Entitlement Navigation and Data Entry).

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**Annual rate and code changes** SDAP entitlements and rates change annually. Procedural guidance is released prior to each fiscal year via ALCOAST and e-mail ALSPO messages. Refer to these messages before taking any action to start or stop SDAP.

FY 2011 rates and codes were published in [e-mail ALSPO J/10](#)  
FY 2010 rates and codes were published in [e-mail ALSPO H/09](#)  
FY 2009 rates and codes were published in [e-mail ALSPO J/08](#)  
FY 2008 rates and codes were published in [e-mail ALSPO K/07](#)  
FY 2007 rates and codes were published in [e-mail ALSPO H/06](#)

---

**Auto-stop upon PCS departure** SDAP stops automatically on *the day prior* to PCS departure. Do not enter a Stop SDAP transaction when a member departs PCS. The system will not reflect the SDAP stop until the departing endorsement on orders transaction is approved and saved.

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*Continued on next page*

**Guiding Principles, Continued**

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**Internal controls**

SDAP start transactions require review and approval by a PAO/CGHRSUP role user. The approver cannot be the same user that originated the transaction.

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**Supporting documentation**

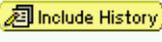
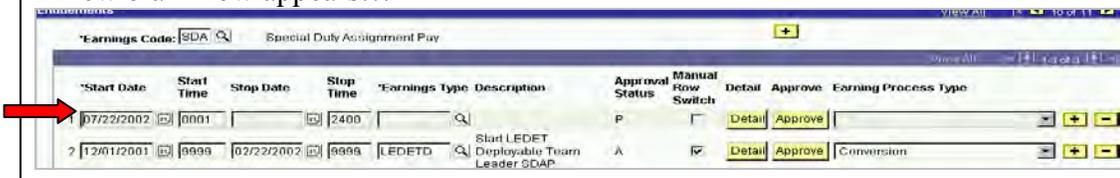
References (a) through (c) list the qualification and designation requirements receipt of SDAP. A designation letter is the supporting document for SDAP.

---

# Starting SDAP

**Introduction** This section provides the procedure for *starting* **Special Duty Assignment Pay**.

**Procedure for Starting SDAP** Follow the steps in the Basic Navigation Guide (Chapter 3 of this Part) to access the member’s entitlements detail page. Then, follow these steps to enter a new SDAP entitlement.

Step	Action
1	<p>In the  mode, click the  button shown below.</p>  <p>A new blank row appears...</p> 
2	<p>Enter the <b>Start Date</b>. The current date is automatically displayed. Use the calendar button  to select the desired date. The user can also click &amp; drag over the date field to select the date then type the start date in MM/DD/YYYY format.</p>
3	<p>The <b>Stop Date</b> may be left blank to pay continuous SDAP. If this is a temporary entitlement, enter the stop date. Leave the stop date blank for active duty members and RC members on AD for 140 or more days ADT or more than 181 days (ADOT). SDAP will automatically stop upon RELAD or PCS.</p>
4	<p>Enter the <b>Earnings Type</b> code “SDA” or use the  to search and select from a listing of available earning types.  <b>Reminder:</b> Some Earnings Type codes require the assignment of a Competency Code before the member is eligible to receive SDAP.</p>
5	<p><b>Description</b> is pre-filled. Ensure the proper entitlement is shown, repeat step 4 to select the correct type if necessary.</p>
6	<p><b>Approval Status</b> is pre-filled. The transaction will remain in a pending (P) status until it is opened and saved by a CGHR SUP role user. The approver cannot be the same person who entered the transaction. A transaction is not completed and transmitted to JUMPS for processing until the approval status is set to “A”.</p>

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## Starting SDAP, Continued

### Procedure for Starting SDAP (continued)

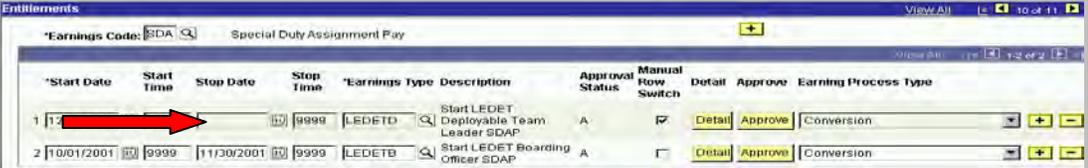
Step	Action
10	<p>Click the  button and enter the <b>Approving Official's Employee ID</b> number in the Approver EmplID field of the Supporting Data section.</p> <div data-bbox="365 604 954 821" style="border: 1px solid gray; padding: 5px;"> <p><b>Supporting Data</b></p> <p>1234567      BAS    03/15/2011    ENLBAS</p> <p>Approval Status: Pending      Originator ID: CGHRSONLY</p> <p>Role Name: CGHRSUP      Approver EmplID: 1234567 </p> <p> </p> </div> <p>Click the  button to return to the Entitlement Detail view.</p>
11	<p>Click the  button. The transaction will be routed, via the worklist, to the approving official.</p>
12	<p>The PAO/CGHRSUP role user should refer to the <i>Reviewing and Approving an Entitlement Start</i> topic in Part II, Chapter 3, Employee Entitlement Navigation and Data Entry, of this manual for the review and approval procedure.</p>

## Stopping SDAP

**Introduction** This section provides the procedure for *stopping Special Duty Assignment Pay*.

**Reminder, PCS auto-stop** SDAP stops automatically on the day prior to PCS departure. Do not enter a Direct Access Stop SDAP transaction when a member departs PCS. The system will not reflect the SDAP stop until the departing endorsement on PCS orders transaction is approved and saved.

**Procedure for Stopping SDAP** Follow the steps in the Basic Navigation Guide (Chapter 3 of this Part) to access the member’s entitlements detail page. Then, follow these steps to enter a stop SDAP transaction.

Step	Action
1	In the  mode, find the row to stop. The stop date will be blank as shown: 
2	Enter the <b>Stop Date</b> for the entitlement by using the calendar button  to select the desired date. The user can also click & drag over the date field and type the stop date in MM/DD/YYYY format. The stop date can be future dated.
3	<b>Approval Status</b> is pre-filled.
4	<b>Manual Row Switch</b> (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits. Business rule edits will not be turned off when this is selected. <b>Caution:</b> Overriding pay edits may result in errors and possible overpayment of entitlement.
5	Click the  button (located at the bottom left of the screen) to approve and transmit the entry.

**Pay Entitlements**

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## Correcting SDAP

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**Introduction** This section provides the procedure for *correcting Special Duty Assignment Pay*.

---

**Discussion** Only the stop date may be corrected. To change the effective start date or an incorrect earnings type, you must delete the entire row (see the next section for the procedure to delete SDAP) and then start a new SDAP entitlement.

---

**Procedure for correcting SDAP** Follow these steps to correct an incorrect Stop date.

Step	Action
1	In the  mode, find the Special Duty Assignment Pay row to correct.  Click & drag over the Stop Date field to change its value. Dates must be typed in MM/DD/YYYY format. The user may also use calendar buttons  to modify dates and the magnifying glass  to change the earning type.
2	Click the  button located at the bottom left of the screen.

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## Pay Entitlements

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## Deleting SDAP

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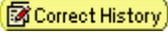
**Introduction** This section provides the procedure for *deleting Special Duty Assignment Pay*.

---

**Discussion** The total Special Duty Assignment Pay entitlement will be recouped when using this feature.

---

**Procedure for deleting SDAP** Follow the steps in the Basic Navigation Guide (Chapter 3 of this Part) to access the member's entitlements detail page. Then, follow these steps to enter a deletion of an SDAP transaction.

Step	Action
1	In the  mode, find the Special Duty Assignment Pay row to delete. Click on the  button located in the row to be deleted.
2	Click the  button located at the bottom left of the screen.

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**Pay Entitlements**

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## JUMPS Effect

**Introduction** This section describes the transactions created and segments modified in JUMPS when a Start or Stop SDAP entitlement row is saved in Direct Access.

**Start SDAP** Creating and saving a new SDAP entitlement row generates a P607 transaction with the following variable data element:

Code	Element	DA Field Name/Description
70	2 Character Alpha-Numeric Code (R3, T5 etc.)	<u>Earnings Type Code</u> • SDAP Pay Codes and rates are published annually via <a href="#">ALSPO</a> message.

The transaction effective date/time is derived from the Direct Access Start Date/Time fields.

**Stop SDAP** Completing the Stop Date field of an SDAP entitlement row in Direct Access will generate a P625 transaction with the following variable data element when the transaction is saved:

Code	Element	DA Field Name/Description
70		<u>Stop Date</u>

The transaction effective date/time is derived from the Direct Access Stop Date/Time fields.

**Pay segment** Segment 06 is updated by the SDAP transaction. The segment contains information on a member's entitlement to Special Duty Assignment Pay.

*Example:*

SEG	HIST	COMPUTE	OBJECT	AMOUNT	SDAP-RATE
06	201006	4	1175U	\$150.00	2D2
	EFFDTE	TIME	DTPROC	SLC PAT	DTPREP
					DIST RU FORM
	ENT ACTION				

START 20100114 9999 20100204 0 PPS 20100203 07 00 67 P607  
 STOP 20100510 9999 20100527 0 PPS 20100520 07 00 67 P625

*Continued on next page*

## JUMPS Effect, Continued

**Segment 06  
data fields**

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This table describes fields unique to Segment 06. Please see Part IX of this manual for descriptions of fields common to all segments.

<b>Field</b>	<b>Description</b>
OBJECT	Object code. See next page for a listing of SDAP object codes.
AMOUNT	Monthly rate from pay tables.
SDAP RATE	SDAP Rate Code from P607 Element Code 70. See next page.

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**Pay Entitlements**

**FY 2011 SDAP Codes**

**SDAP Codes**      The following codes are valid for FY 2011 SDAP transactions.

<b>Billet/Title</b>	<b>Level</b>	<b>Object Code</b>	<b>JUMPS Code</b>	<b>DA Earnings Type Code</b>	<b>Note</b>
Academy Company Chief	SD1	1175W	2F1	OCSCHF	DA description changed from "USCGA/OCS Company Chief"
Cape May Recruit Battalion Commander	SD3	11754	1V3	RECBAT	
Cape May Recruit Company Commander	SD5	11754	1V5	REC-CC	
Cape May Recruit Section Commander	SD4	11754	1V4	RECSEC	
CGIS Special Agent	SD2	11753	1U2	SPECAG	
CGRC Recruiter	SD2	11751	1R2	RECPRO	
CMC (Level 1) <ul style="list-style-type: none"> <li>• Sector</li> <li>• SILC</li> <li>• SFLC</li> <li>• ALC</li> <li>• RFMC</li> <li>• CGRC</li> <li>• CPO Academy</li> <li>• SELC</li> </ul>	SD1	1175A	1B1	CMCLV1	
CMC (Level 2) <ul style="list-style-type: none"> <li>• USCGA</li> <li>• TRACEN</li> </ul>	SD2	1175A	1B2	CMCLV2	
CMC (Level 3) <ul style="list-style-type: none"> <li>• Districts</li> <li>• DOG</li> <li>• PSC Arlington</li> <li>• JIATF</li> <li>• C4IT</li> </ul>	SD3	1175A	1B3	CMCLV3	"DANTES" removed from description.
CMC (Level 4) <ul style="list-style-type: none"> <li>• VCG/(Future) DCMS</li> <li>• FORCECOM</li> <li>• DCO/(Future) OPCOM</li> </ul>	SD4	1175A	1B4	CMCLV4	
CMC (MCPOCG Level 5)	SD5	1175A	1B5	CMC-MC	
CMC (MCPOCGRF Level 5)	SD5	1175A	1B5	CMCRES	
D17 ATON	SD1	1157B	2C1	D17	
Deployable Specialized Forces (DSF) Aerial Gunner	SD1	1195D	2K1	DSFAGN	New code for FY 11
DSF Boarding Officer	SD1	1175D	1D1	DOGBO	DA description changed from "DOG Boarding Officer"
DSF Canine Officer	SD1	1175N	SD1	CANINE	DA description changed from "DOG Canine Handler"
DSF Deployable Team Leader	SD2	1175D	1D2	DOGDTL	DA description changed from "DOG Deployable Team Leader"

*Continued on next page*

**Pay Entitlements**

**SDAP Codes (continued)**

<b>Billet/Title</b>	<b>Level</b>	<b>Object Code</b>	<b>JUMPS Code</b>	<b>DA Earnings Type Code</b>	<b>Note</b>
Equal Opportunity Advisor	SD1	1195A	2H1	EQOADV	New code for FY 11
First Class Diver	SD1	1175Y	2G1	FCLDIV	New code for FY 11 See "Eligible criteria clarifications" below
Heavy Weather Coxswain	SD2	1175R	1W2	COXHWC	
Helicopter Rescue Swimmer	SD3	11758	1Y3	HELORS	
HITRON Aerial Gunner	SD2	1175E	1H2	HIRON	
Honor Guard Petty Officer	SD2	1175H	1J2	HONOR	
Independent Duty Food Services Officer (FSO)	SD2	1175U	2D2	IDFSO	See "Eligible criteria clarifications" below
International Training Division - Team Leader	SD1	1175I	1K1	ITDLDR	
International Training Division - Team Member	SD1	1175I	1M1	ITDMBR	
Middle East Training Team Leader	SD1	1195C	2J1	METTLR	New code for FY 11
Middle East Training Team Member	SD1	1195C	2J1	METTMR	New code for FY 11
NCV Pursuit Coxswain (Cutter)	SD2	1175V	2E2	COXCUT	
NCV Pursuit Coxswain (Station)	SD2	1175T	2A2	COXNCV	
NCV Pursuit Crewmember (Cutter)	SD1	1175V	2E1	NCVCUT	
NCV Pursuit Crewmember (Station)	SD1	1175T	2A1	NCVPST	
NSF Response Member	SD1	11757	1X1	NSF-RM	
NSF Response Supervisor	SD3	11757	1X3	NSF-RS	
NSF Response Technician	SD2	11757	1X2	NSF-RT	
OIC Afloat	SD5	11750	1S5	OICAFI	
OIC Ashore	SD5	11752	1T5	OICASH	
Special Mission Training Center High Risk Training Instructor	SD1	1175X	2B1	SMTCRI	New code for FY 11
Surfman	SD4	11759	1A4	SURFCT	
USDAO Defense Attaché Staff	SD3	1175G	1F3	DETACH	
White House Comms Agency	SD2	1195B	2I2	WHOCMM	New code for FY 11

*Continued on next page*

**FY 2011 SDAP Codes, Continued**

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**Eligibility  
criteria  
clarifications**

The information supplements the guidance in paragraph 4 of [COMDT COGARD WASHINGTON DC 131639Z AUG 10/ALCOAST 419, CG12, COMDNOTE 1430](#):

First Class Diver: SDAP is authorized concurrently with Diving Duty pay.

Independent Duty Food Services Officer (FSO): SDAP is authorized the day member reports. The member must acquire the FS-17 Competency Code within one year of their reporting date. If the member has not acquired the FS-17 Competency Code within one year of their reporting date, SDAP will be suspended until the FS-17 Competency Code is acquired from the FS Rating Force Master Chief. See ALCOAST 226/09 for additional information.

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**Pay Entitlements**

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## FY 2010 SDAP Codes

**FY 2010 SDAP Codes** The table below lists SDAP codes for FY 2010. These codes are not available in DA before the end-Month September 2009 update.

Billet/Title	Level	Object Code	JUMPS Code	DA Earnings Type Code	Note(s)
Cape May Recruit Battalion Commander	SD3	11754	1V3	RECBAT	
Cape May Recruit Company Commander	SD5	11754	1V5	REC-CC	
Cape May Recruit Section Commander	SD5	11754	1V5	RECSEC	
CGIS Special Agent	SD2	11753	1U2	SPECAG	
CGRC Recruiter	SD3	11751	1R3	RECPRO	Renamed from "Recruiter-Production". Merged with RECSUP/Recruiting Supervisor SDAP
CMC (Level 1) <ul style="list-style-type: none"> <li>• Sector</li> <li>• SILC</li> <li>• SFLC</li> <li>• ALC</li> <li>• RFMC</li> <li>• CGRC</li> <li>• CPO Academy/</li> <li>• SELC</li> </ul>	SD1	1175A	1B1	CMCLV1	New code for FY 10
CMC (Level 2) <ul style="list-style-type: none"> <li>• USCGA</li> <li>• TRACEN</li> </ul>	SD2	1175A	1B2	CMCLV2	New code for FY 10
CMC (Level 3) <ul style="list-style-type: none"> <li>• Districts</li> <li>• DOG</li> <li>• PSC Arlington</li> <li>• DANTES</li> <li>• C4IT</li> </ul>	SD3	1175A	1B3	CMCLV3	New code for FY 10
CMC (Level 4) <ul style="list-style-type: none"> <li>• VCG</li> <li>• DCO</li> <li>• DCMS</li> <li>• FORCECOM</li> <li>• OPCOM</li> </ul>	SD4	1175A	1B4	CMCLV4	New code for FY 10
CMC (MCPOCG Level 5)	SD5	1175A	1B5	CMC-MC	
CMC (MCPOCGRF Level 5)	SD5	1175A	1B5	CMCRES	
D17 ATON	SD1	1157B	2C1	D17	
DOG Boarding Officer	SD1	1175D	1D1	DOGBO	New code for FY 10
DOG Canine Officer	SD1	1175N	SD1	CANINE	Renamed from "MSR/MSST K-9 Handlers" for FY 10
DOG Deployable Team Leader	SD2	1175D	1D2	DOGDTL	New code for FY 10
DOG NSF Response Member	SD1	11757	1X1	NSF-RM	Added "DOG" to title
DOG NSF Response Supervisor	SD3	11757	1X3	NSF-RS	Added "DOG" to title
DOG NSF Response Technician	SD2	11757	1X2	NSF-RT	Added "DOG" to title
Heavy Weather Coxswain	SD2	1175R	1W2	COXHWC	
Helicopter Rescue Swimmer	SD3	11758	1Y3	HELORS	
HITRON Aerial Gunner	SD1	1175E	1H1	HIRON	
Honor Guard Petty Officer	SD2	1175H	1J2	HONOR	

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**Pay Entitlements**

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**FY 2010 SDAP Codes (continued)**

<b>Billet/Title</b>	<b>Level</b>	<b>Object Code</b>	<b>JUMPS Code</b>	<b>DA Earnings Type Code</b>	<b>Note(s)</b>
Independent Duty Food Services Officer (FSO)	SD2	1175U	2D2	IDFSO	
International Training Division - Team Leader	SD2	1175I	1K2	ITDLDR	
International Training Division - Team Member	SD1	1175I	1M1	ITDMBR	
NCV Pursuit Coxswain (Cutter)	SD2	1175V	2E2	COXCUT	
NCV Pursuit Coxswain (Station)	SD2	1175T	2A2	COXNCV	Added "Station" to title
NCV Pursuit Crewmember (Cutter)	SD1	1175V	2E1	NCVCUT	
NCV Pursuit Crewmember (Station)	SD1	1175T	2A1	NCVPST	Added "Station" to title
OIC Afloat	SD5	11750	1S5	OICAFI	
OIC Ashore	SD5	11752	1T5	OICASH	
Surfman	SD4	11759	1A4	SURFCT	
TRATEAM Team Leader	SD1	1175F	1I1	LTMLDR	Removed "PAC & LANT" from title
USCGA/OCS Company Chief	SD1	1175W	2F1	OCSCHF	
USDAO Defense Attaché Staff	SD3	1175G	1F3	DETACH	

*Continued on next page*

**FY 2010 SDAP Codes, Continued**

**Codes  
Discontinued  
for FY 2010**

The table below lists the FY 2009 SDAP codes that were discontinued and notes whether the SDAP was stopped or continued under a new code/description for FY 2010.

<b>Earn Type</b>	<b>Description/Note ID</b>	<b>SDAP Code</b>	<b>Object Code</b>
CMCFO	CMC (Flag Officer/Area) <sup>(2)</sup>	1B4	1175A
CMCPSC	CMCPSC (TOPEKA) <sup>(1)</sup>	1B1	1175A
CMCTR3	CMC TRACEN Cape May <sup>(2)</sup>	1B2	1175A
CMCTR2	CMC (TRACEN Yorktown & Petaluma) <sup>(2)</sup>	1B2	1175A
CMCTR1	CMC Coast Guard Recruiting Cmd (CGRC) <sup>(2)</sup>	1B1	1175A
CMCCGA	CMC Coast Guard Academy <sup>(2)</sup>	1B2	1175A
CMCIAO	CMC (Dist/MLCS/JAIF/DOG/DANTES) <sup>(2)</sup>	1B3	1175A
CMCCHF	CMC (CPO Acad. Chief/CMC Course Chief/Sectors & RFMCS) <sup>(2)</sup>	1B1	1175A
CMCOS	CMC (MFPU/PATFORSWA) <sup>(2)</sup>	2B1	1175A
LTMMBR	TRATEAM (PAC & Lant) (Boarding Officer) <sup>(1)</sup>	1I1	1175F
LEDETB	LEDET Boarding Officer <sup>(3)</sup>	1D2	1175D
LEDETD	LEDET Deployable Team Leader <sup>(3)</sup>	1D3	1175D
LEDETG	LEDET Aerial Gunner <sup>(1)</sup>	1D1	1175D
MSSTBO	MSST Boarding Officer <sup>(3)</sup>	1N1	1175J
MSSTTL	MSST Team Leaders <sup>(1)</sup>	1N2	1175J
MSRTTR	MSRT (DAS Troop Leader) <sup>(1)</sup>	2G1	1175P
MSRTSL	MSRT (DAS Squad Leader) <sup>(1)</sup>	2G1	1175P
MSRTCB	MSRT (CBRNE) <sup>(1)</sup>	1G2	1175P
MSRTAG	MSRT (Flight Mech Aerial Gunners) <sup>(1)</sup>	1G1	1175P
RSINST	Recruiting School Staff <sup>(1)</sup>	1O1	1175S
RECSUP	Recruiting Supervisor <sup>(4)</sup>	1R3	11751

1. SDAP stopped.
2. SDAP authorized in FY10 under new CMC (level 1, 2, 3, or 4) code as appropriate for the command to which assigned. Data entry required by SPOs to start FY 10 SDAP.
3. SDAP authorized in FY10 under new DOG SDAP code as appropriate for duty (Boarding Officer or Deployable Team Leader). Data entry required by SPOs to start FY10 SDAP.
4. PPC merged RECPRO (Recruiter-Production) and RECSUP (Recruiter-Supervisor) into single code - RECPRO. Inactivated RECSUP. Changed DA description to CGRC Recruiter, no SPO action was/is necessary to continue SDAP from FY09 to FY10.

**Pay Entitlements**

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# Coast Guard Servicing Personnel Office Manual

## Part II, Pay Entitlements

### Chapter 15, SPO Access to “View Members Paycheck”(eLES)

#### SPO Access to “View Member’s Paycheck” (eLES)

**Introduction** This chapter provides procedures for Direct Access (DA) users at Servicing Personnel Offices to view a member’s Leave and Earnings Statement (LES).

**Discussion** The SPO view duplicates the LES information individuals can access via Self-Service. SPOs will continue to have access to the LES in JUMPS. However, access to the DA “View Member’s Paycheck” page will aid SPOs when counseling members on pay entitlement issues.

**Procedure** Follow these steps to access the View Member’s Paycheck page:

Step	Action
1	<p>Select the following menu items:</p> <p>Enterprise Menu &gt; Compensate Employees &gt; Maintain Payroll Data (US) &gt; Inquire &gt; View Members Paycheck</p>  <p>The screenshot shows a web-based menu titled "Enterprise Menu". It has several expandable sections: "Administer Workforce", "Compensate Employees", "Administer Base Benefits", "Maintain Entitlements", and "Maintain Payroll Data (US)". The "Compensate Employees" section is expanded, showing sub-items: "Administer Base Benefits", "Maintain Entitlements", and "Maintain Payroll Data (US)". The "Maintain Payroll Data (US)" section is also expanded, showing sub-items: "Inquire", "W-2 Information Summary", "JAG Archive Inquiry", "JAG Audit Inquiry", "Offline Treasury Payments", "View Members Paycheck", and "View Reserve Points". The "View Members Paycheck" item is highlighted with a mouse cursor.</p>
2	<p>The “Find an Existing Value” page will display as shown below:</p> <p>Note: In some situations the system bypasses this page and will take you directly to the View Members Paycheck page for the employee ID you were last viewing or updating data on. If this occurs, go to the bottom of the View Members Paycheck page and click the “Return to Search” button or click the “Inquire” link at the top of the page (in the menu path).</p> <p><a href="#">Home</a> &gt; <a href="#">Compensate Employees</a> &gt; <a href="#">Maintain Payroll Data (US)</a> &gt; <a href="#">Inquire</a> &gt; <a href="#">View Members Paycheck</a></p> <p><b>View Members Paycheck</b></p> <hr/> <p><b>Find an Existing Value</b></p> <p>EmplID: <input type="text"/></p> <p><input type="button" value="Search"/> <a href="#">Advanced Search</a></p> <p>Enter the member’s employee ID number in the “EmplID” field click the “Search” button or press the “Enter” key.</p>

*Continued on next page*

## SPO Access to “View Member’s Paycheck” (eLES), Continued

Procedure (continued)

Step	Action
3	The View Members Paycheck page will display. LES data for the <b>current month</b> will be shown.
4	<p>To view LES data for a different month, click the <b>Paycheck Selection</b> link.</p>  <p><b>View Paycheck</b>                      Firstname Lastname                      Active Coast Guard Employees                      For a prior pay period, click <a href="#">Paycheck Selection</a> <a href="#">Comments</a></p> <p>A listing of available months will display, select the link for the month you want to view. The Paycheck Selection link only lists the current month and the previous 12 months. If you need LES data, older than 12 months, access the LES menu in JUMPS.</p>
5	<p>To view LES Remarks, click the <b>Comments</b> link.</p>  <p><b>View Paycheck</b>                      Firstname Lastname                      Active Coast Guard Employees                      For a prior pay period, click <a href="#">Paycheck Selection</a> <a href="#">Comments</a></p> <p>The Comments Section provides:</p> <ul style="list-style-type: none"> <li>• General statements for all members</li> <li>• Supporting information regarding:                             <ul style="list-style-type: none"> <li>○ Changes to a member’s pay file</li> <li>○ Debt Liquidations</li> </ul> </li> </ul>

*Continued on next page*

SPO Access to “View Member’s Paycheck” (eLES), Continued

Procedure (continued)

Step	Action			
<p>5 (cont'd)</p>	<p>If the View All, First, Last or Arrow links are active, use them to view additional lines.</p> <p><a href="#">Paycheck comments page</a>  <a href="#">View Paycheck</a>                      Firstname Lastname                      Active Coast Guard Employees</p> <table border="1" data-bbox="321 688 992 848"> <tr> <td>Firstname Lastname 123 Any Street, Apt 12 Any City ST 12345 Job Title: Third Class Food Service Speci</td> <td>Employee ID: 1234567 Department: 000770 Location Code: CGC JAMES Pay Period End 08/31/2009 Date: Check Date: 09/01/2009</td> <td>TAX DATA: Federal VA State Marital Status: Single Allowances: 1 Addl. Pct.: Addl. Amt.:</td> </tr> </table> <p>Comments <a href="#">View All</a> First 1-25 of 30 Last</p> <p>* VERIFYING THE ACCURACY OF YOUR PAY AND OTHER INFORMATION ON YOUR LES IS YOUR RESPONSIBILITY. YOU MUST REPORT SUSPECTED ERRORS TO YOUR SERVICING PERSONNEL OFFICE (SPO).</p> <p><i>Note: The View Paycheck/eLes page now includes access to the remarks/comments for the current month and the previous 12 months.</i></p> <p>Click either the “OK” or “Cancel” button at the bottom of the Comments section to return to the View Members Paycheck page.</p> <p>PLAN. SEE HTTP://WWW.DOD.MIL/MILITARYPAY/ FOR FURTHER DETAILS.                      * CONGRATULATIONS ON YOUR 01SEP09 PROMOTION TO 2ND CLASS PETTY OFFICER.                      * LONGEVITY RAISE FOR 02 YEARS SERVICE EFFECTIVE 18SEP09.</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>	Firstname Lastname 123 Any Street, Apt 12 Any City ST 12345 Job Title: Third Class Food Service Speci	Employee ID: 1234567 Department: 000770 Location Code: CGC JAMES Pay Period End 08/31/2009 Date: Check Date: 09/01/2009	TAX DATA: Federal VA State Marital Status: Single Allowances: 1 Addl. Pct.: Addl. Amt.:
Firstname Lastname 123 Any Street, Apt 12 Any City ST 12345 Job Title: Third Class Food Service Speci	Employee ID: 1234567 Department: 000770 Location Code: CGC JAMES Pay Period End 08/31/2009 Date: Check Date: 09/01/2009	TAX DATA: Federal VA State Marital Status: Single Allowances: 1 Addl. Pct.: Addl. Amt.:		
<p>6</p>	<p>The top section of the View Members Paycheck page shows the member’s mailing address, rank/rate, employee ID number, unit assignment, payroll month, pay date, tax withholding marital status (for tax withholding purposes) and allowances claimed</p> <table border="1" data-bbox="321 1377 1128 1570"> <tr> <td>Firstname Lastname 123 Any Street, Apt 12 Any City ST 12345 Job Title: Third Class Food Service Speci</td> <td>Employee ID: 1234567 Department: 000770 Location Code: CGC JAMES Pay Period End 08/31/2009 Date: Check Date: 09/01/2009</td> <td>TAX DATA: Federal VA State Marital Status: Single Allowances: 1</td> </tr> </table>	Firstname Lastname 123 Any Street, Apt 12 Any City ST 12345 Job Title: Third Class Food Service Speci	Employee ID: 1234567 Department: 000770 Location Code: CGC JAMES Pay Period End 08/31/2009 Date: Check Date: 09/01/2009	TAX DATA: Federal VA State Marital Status: Single Allowances: 1
Firstname Lastname 123 Any Street, Apt 12 Any City ST 12345 Job Title: Third Class Food Service Speci	Employee ID: 1234567 Department: 000770 Location Code: CGC JAMES Pay Period End 08/31/2009 Date: Check Date: 09/01/2009	TAX DATA: Federal VA State Marital Status: Single Allowances: 1		
<p>7</p>	<p>The Leave section of the View Members Paycheck page includes the following fields:</p> <p><b>Begin</b> = Balance carried over from previous month.  <b>Earned</b> = Leave earned this month.  <b>Used</b> = Leave charged this month.  <b>Balance</b> = Balance at the end of this month.  <b>Sold CP</b> = Leave sold this month.  <b>Lost Prv FY</b> = Number of days leave lost previous fiscal year.  <b>Sold Cumm</b> = Total days leave sold.</p>			

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# Coast Guard Servicing Personnel Office Manual

## Part VI, Separations

### Chapter 3, Release from Active Duty (RELAD)

#### Overview

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**Introduction** This section provides the *procedures* for **Releasing a Member from Active Duty (RELAD)**. Within the Separation Transaction, a SPO may dispose of leave, set a member's reserve status, declare location of RELAD on orders and complete a DD-214.

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**Topics** The following topics are covered in this chapter. Use the other chapters of this manual for instructions on completing the DD-214 and for accessing the airport terminal.

Topic	See Page
<a href="#">Guiding Principles</a>	VI-3-3
<a href="#">The RELAD process</a>	VI-3-5
<a href="#">RELAD Procedure</a>	VI-3-7
<a href="#">RELAD Approval Procedure</a>	VI-3-17
<a href="#">RELAD Corrections and Deletions</a>	VI-3-19
<a href="#">Processing Release from Active Duty Separations for Officers with Reserve Commissions</a>	VI-3-23

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## Guiding Principles

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**Introduction** This section provides the *guiding principles* for **RELAD**.

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**Reference** The following references provide additional information about releasing a member from active duty.

- [Personnel Manual, COMDTINST M1000.6 \(series\)](#)
  - [Joint Federal Travel Regulations, Volume 1](#)
  - [Personnel and Pay Procedures Manual, PPCINST M1000.2 \(series\)](#)
  - [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#)
  - Coast Guard Separation Program Designator Handbook & [ALCOAST 125/10](#)
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**Separation Pay** Separation Pay authorizations are entered in the separation request component by CGPSC (epm-1)/(opm-2), the separation pay data is carried over into the separation component with the exception of the Highest Pay Grade Held. This field must be completed the SPO.

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**Separations for Active Duty and EAD Officers** Only CG PSC (opm) is authorized to approve separations for active duty officers and reserve officers on Extended Active Duty (EAD) contracts. If the separation is not present in the system the SPO should email [ARL-PF-CGPSC-opm-1-Separations](#) to let them know.

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**Before you begin** Normal Expiration of Enlistment type separations do not require prior authorization from CGPSC, and will not appear on the airport terminal. For all Normal Expiration of Enlistment type separations, the SPO will start the Separation transaction. After the **Save**, the **Separation Type**, **Termination Date** and **Departure Date** will not be editable. If a mistake is made with the **Separation Type** or **Termination Date**, delete the transaction and insert a new row.

Travel Order Numbers (TONOs) for Separation Orders are generated when the separation transaction is saved by the SPO Supervisor (CGHRSUP Role User). Do not request a separation TONO from PPC (SES).

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## Guiding Principles, Continued

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**Before you begin** (continued) JUMPS' auto stops of pay entitlements will not be visible in DA until data is synchronized. Pay entitlements for a member who is being discharged, released from active duty (RELAD), or retired will automatically be stopped by JUMPS on the effective date of separation. Unlike auto-stops of entitlements in connection with PCS orders, the member's DA entitlements page **will not show the entitlement stop dates** upon saving and approving the separation transaction. The stop dates will be inserted after the separation transaction processes through JUMPS and after the DA/JUMPS Data Resynchronization Process runs (a few days after each JUMPS update cycle). SPOs do not need to manually stop pay entitlements for a member who is separating, unless the entitlement is to stop on a day other than the date of separation or the member will immediately be performing long-term active duty following RELAD or discharge (e. g. A Reserve member who is RELAD from an EAD order and begins duty on another type of long-term orders the next day).

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**Reservists** RELAD transactions are only required for Reservists completing (or being released from) long-term active duty. Long-term active duty is active duty for more than 139 days ADT or more than 180 days ADOT. Recalls under Title 10 U.S.C are also treated as long-term active duty, regardless of the duration of the recall. Recalls under Title 14 U.S.C. are treated as short-term active duty. Therefore, no RELAD transaction is required for demobilization from a recall under Title 14 U.S.C.

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## The RELAD process

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**Introduction** This section provides an *overview* of how the **RELAD** process works.

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**Procedure** This table lists the events that take place in connection with a RELAD. This table is not meant to be all-inclusive; it merely provides an overview of the process to aid in understanding the events that must take place in order for the separation transaction to be input.

Stage	Trigger	Who Does it	What Happens
1	Separation authorized	Member	Submits Career Intentions Worksheet (CIW) (CG-2045)
2	Receipt of CIW	Member's Command	Endorses CIW and forwards to Servicing Personnel Office (SPO).
3	Receipt of CIW	SPO-Data Entry Technician (CGHRS User)	Inputs Career Intentions in Direct Access via the Statement of Intent (SOI) transaction (see Chapter 2 of this part). <b>Note:</b> There are additional requirements listed in section 3-B of the 3PM that the SPO must complete in connection with a RELAD. Also, see Reserve Status Transaction on the following page to determine if submitting one will be necessary PRIOR TO entering the RELAD.
4	Receipt of CIW. Updating and saving the separation transaction.	SPO-Data Entry Technician (CGHRS User)	Enters the Reenlistment Eligibility Code*, and SPD Code* for enlisted personnel in the separation transaction and saves. Completes orders, entering delay enroute (terminal leave), dependent data, mode of travel, etc. <b>Note:</b> The separation transaction must be accessed and saved before the user can access the orders.
5	Completion and saving of orders data entry	System	Updates departure date on separation transaction to reflect terminal leave. <b>Note:</b> This will not be reflected on the screen until the separation transaction is updated and saved.
6	Completion and saving of orders data entry	SPO-Data Entry Technician (CGHRS User)	Finishes the separation transaction, routes to supervisor for approval.

\*Note: [ALCOAST 125/10](#) (CGWEB/Intranet link) announced revisions to the SPD and RE codes in the Coast Guard Separation Program Designator Handbook.

*Continued on next page*

## The RELAD process, Continued

Procedure (continued)

Stage	Trigger	Who Does it	What Happens
7	Worklist entry	SPO-Supervisor (CGHRS User)	Reviews and approves separation transaction. Prints and signs orders and DD-214, forwards to member.
8	Approval and save by CGHRSUP	System	Generates JUMPS transaction (L68B).

**Reserve Status Transaction** A Reserve Status Transaction (R910) is submitted as part of a RELAD transaction. The Reserve Status Transaction is completed via the Reserve Status tab in the separation component.

If the member has...	Then
NEVER been a Reservist	Complete the Reserve Status Tab prior to creating orders. <i>Note:</i> Reserve Commission Officers completing EAD contracts require completion of the Reserve Status entry BEFORE starting the RELAD. See the special instructions on page 23 of this guide for more information.
Previously been a Reservist	Complete the Reserve Status Tab Page if the data should change.

**Note:** For instructions on completing a Reserve Status Transaction that isn't part of a RELAD, see Part VII, Chapter 1 of this manual.

If you should need to...	Then...
Delete a RELAD Transaction in which the Reserve Status Transaction was done in conjunction with the RELAD	Delete the Reserve Status Transaction from the Separation component and save it. Then delete the RELAD Transaction.
Change Reserve Status Transaction done in conjunction with the RELAD.	Correct the Reserve Status Transaction and save. There is no need to modify the RELAD.
Change Both the RELAD data and the Reserve Transaction data.	Complete both changes and save once. Then route for approval and save.

## RELAD Procedure

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**Introduction** This section provides the *procedure* for **Releasing a Member from Active Duty (RELAD)**.

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**Before you begin** Only CG PSC (opm) is authorized to initiate separations for active duty officers and reserve officers on Extended Active Duty (EAD) contracts.

If the separation is not present in the system the SPO should email [ARL-PF-CGPSC-opm-1-Separations](#) to let them know.

The status of a RELAD request/authorization can be viewed in Direct Access using the Separation Summary module. The separation transaction can also be accessed from the Airport Terminal once the Separation Transaction has been started and saved. Click the  button on the row with the member's orders to access the separation.

For all Normal Expiration of Enlistment type separations, the SPO will start the Separation transaction. For officer separations (including officers on EAD), CG PSC (opm) will initiate the separation, therefore the RELAD row should already be present in the Separations component when you access the member's record. If not, contact CG PSC (opm) for assistance. After the **Save**, the **Separation Type**, **Termination Date** and **Departure Date** will not be editable. If a mistake is made with the **Separation Type** or **Termination Date**, you will have to Delete the Transaction and insert a new row.

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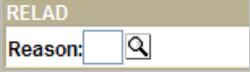
**Procedure** Follow these steps to process a separation transaction. If the Orders Link at the bottom of the Separation Tab Page is available for selection, then the Orders do exist. You should proceed directly to the Orders Page to make your declarations and Save. If the Orders Link is not available for selection, you must complete the Separations Tab Page and the Reserve Status Page and Save.

Step	Action
1	Select menu items in the following order:  <u>Enterprise Menu</u> > <u>Administer Workforce</u> > <u>Administer Workforce (GBL)</u> > <u>Use</u> > <b>Separations</b>
2	Enter <b>EmplID</b> with the member's Employee ID number
3	Click the <b>Search</b> Button.

*Continued on next page*

## RELAD Procedure, Continued

**Procedure** (continued)

Step	Action
4	<p>The separation page will open. (This is an example of a completed Separation Tab.)</p> 
5	<p>For <b>enlisted only</b>, enter the <b>Reenlistment Eligibility</b> code by clicking on the lookup icon  and selecting the applicable code. The list of available codes is tied to the SPD code.</p> <p><b>Note:</b> <a href="#">ALCOAST 125/10</a> (CGWEB/Intranet link) announced revisions to the SPD and RE codes in the Coast Guard Separation Program Designator Handbook.</p>
6	Separation <b>Type</b> , Use “D” for RELAD.
7	<p>Enter the <b>SPD</b> separation program designator based on the member’s separation reason. Click on the  to look up the applicable code. Based on the type and SPD codes entered, additional fields will appear on the page.</p> <p><b>Note:</b> <a href="#">ALCOAST 125/10</a> (CGWEB/Intranet Link) announced revisions to the SPD and RE codes in the Coast Guard Separation Program Designator Handbook.</p>
8	The <b>Termination Date</b> is the effective RELAD date. Enter the last day of active duty for the member.
9	The <b>Departure Date</b> (a non-editable field) will take into consideration any terminal leave requested on the member’s orders. However, since the orders must exist before you enter any terminal leave the Departure Date will not be properly set until you forward the Separation for Approval or save the Separation Page after the Terminal Leave has been entered.
10	The Reenlist Eligibility should be filled with “RE1” if the member is eligible to reenlist.
11	<p>Complete the <b>RELAD</b> Section which will appear when the “D” RELAD is selected in the TYPE block.</p>  <p>Enter the <b>Reason</b> or click the  button to see a listing. This field will not appear for officers.</p>

*Continued on next page*

**RELAD, Continued**

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**Procedure (cont'd)**

Step	Action
12	Once data entry is completed for the Separation page, click the <span style="background-color: #d3d3d3;">Separation Pay</span> tab.
13	<p><b><u>Earnings Type</u></b> - If separation pay is authorized this field will be pre-filled with the earnings type code.</p> <p><b>For a RELAD Type “D” separation on a regular active duty member, the following codes are valid:</b></p> <ul style="list-style-type: none"> <li>• S04A Separation Pay Enlisted Full Pay /Satisfactory</li> <li>• S04B Separation Pay Enlisted Half Pay /Substandard</li> </ul> <p><b>For a RELAD Type “D” separation on a extended active duty reservists, the following codes are valid:</b></p> <ul style="list-style-type: none"> <li>• S04C Separation Pay Reserve Enlisted Half Pay/Substandard</li> <li>• S04D Separation Pay Reserve Enlisted Full Pay/Satisfactory</li> <li>• S04E Separation Pay Reserve Officer Full Pay/Satisfactory</li> <li>• S04F Separation Pay Reserve Officer Half Pay/Substandard</li> <li>• S06A Reserve Lump Sum Readjustment Full Pay/Satisfactory</li> <li>• S06B Reserve Lump Sum Readjustment Half Pay/ Substandard</li> </ul>
14	<b><u>Highest Pay Grade Held</u></b> - If an officer or enlisted member is entitled to Severance Pay Disability (S01A), enter the highest grade the member satisfactorily held, otherwise leave blank.
15	<b><u>YY/MM of Active Service</u></b> - This field will be automatically filled, however the active service time still needs to be verified by the SPO. The data will be used in the computation of Severance Pay Disability, Reserve and Enlisted Separation Pay. Notify the separation authority (PSC (epm)/(opm)) if any discrepancy is noted.
16	<b><u>Discharge Gratuity</u></b> - If entitled, enter the amount of Discharge Gratuity will be pre-filled.

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## RELAD, Continued

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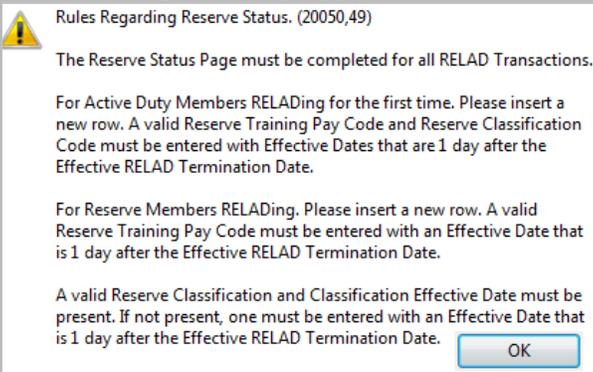
### Procedure (cont'd)

Step	Action
17	<p><b>You must complete the Reserve Status Tab Page (steps 18 thru 24) prior to creating Orders.</b> The Employee Classification and Reserve Training/Pay Code must be set to reflect the member's reserve status following RELAD and must be appropriate for the department ID/position number entered on the separation orders (see step 38 below). Example: If assigning the member to DEPTID 002817 and position #00062025 (the IRR), the Classification must be "IRR" and the training/pay code must be "H-No Drill Requirement".</p> <p>See "Reserve Status Transaction" on page 6 of this part for more information. Also see, <i>Processing Release from Active Duty Separations for Officers with Reserve Commissions</i> on page 23 if applicable.</p>
18	Click the <b>Reserve Status</b> tab and complete the following.
19	Click the <b>Add a New Row</b> button (+) to insert a new row.
20	Select an <b>Employee Classification</b> from the drop-down menu listing. For example, if the member is transferring to the Individual Ready Reserve, select "IRR", if the member will be affiliating with the Selected Reserve and drilling, select "SELRES".
21	<b>Reserve Training/Pay Code</b> - Enter the Training/Pay Category, or click the  button and the <b>Lookup</b> tab for a listing. For example, if the member is transferring to the IRR, select "H-No drill requirement", if the member is affiliating with the SELRES, select "A-Drilling Pay Status".
22	<b>Reserve Classification</b> - Enter the appropriate classification from the drop-down list. Most enlisted members completing their initial active duty obligation will be assigned classification "J- Prior Svc CG Enl w/in 8 yr obl", officers will be classified "I=Inact Du Officer w/in 8 yr obl". Section 1-E-1 of the Reserve Policy Manual provides a detailed description of each classification.
23	<b>TRA-PAY-CAT Effdt</b> - Should be one day after the RELAD Date.
24	<b>Classification Effdt</b> - Should automatically fill to be one day after the RELAD Date unless an older date exists.
25	Click on the <b>Separation</b> tab.
26	Click  .
27	<p>You will receive the following warning.</p> <div style="border: 1px solid gray; padding: 5px; width: fit-content;"> <p>Warning – WorkFlow Reminder (20050,43)</p> <p>You saved the Separation Transaction. When you are completely finished remember to Workflow the Transaction to your Supervisor for Approval.</p> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>

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**RELAD, Continued**

**Procedure (cont'd)**

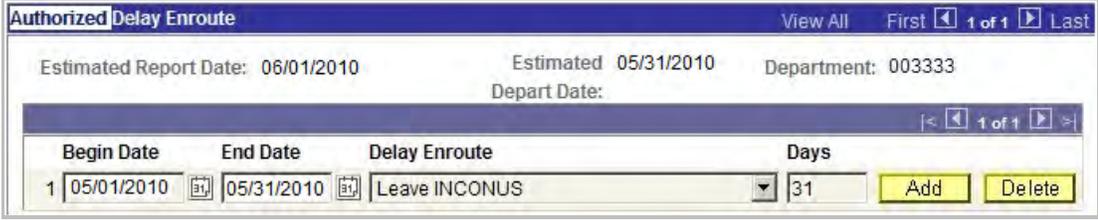
Step	Action
28	Click the <b>OK</b> button to continue.
29	<p>This Warning will only appear when the “D” RELAD is selected in the TYPE block</p>  <p>You will enter the information (CGHRSUP employee ID) necessary to workflow the transaction later in this process. Click the <b>OK</b> button to continue.</p>
30	Click the <b>Orders</b> link. <a href="#">Entitlements</a> <a href="#">Orders</a> <a href="#">DD214</a>
31	The member’s orders will open in a new window.
32	<p>Locate the <b>Basic Information</b> section.</p> 
33	Enter the <b>Authorizing Official’s Name and Rate/Rank.</b>
34	Locate the <b>Itinerary</b> section
35	<b>Report Date</b> automatically defaults to the last day of duty.
36	<b>Depart Date</b> should be left blank.
37	<p><b>Department</b> - If transferring to the IRR use <b>DEPTID 002817</b> and position <b>#00062025</b>. Otherwise, use the drilling Department ID. Click on the  to lookup.</p> <p><b>Note:</b> Be sure to enter the employee class and training/pay code on the Reserve Status tab, which corresponds with the member’s assignment (see previous page).</p>
38	<b>Description</b> will pre-fill when Department is selected.
39	<b>City/State/Country</b> will pre-fill when Department is selected.

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## RELAD, Continued

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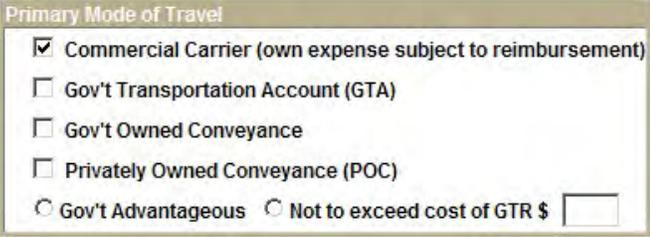
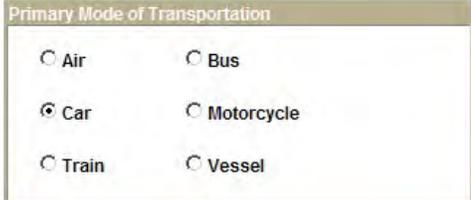
### Procedure (cont'd)

Step	Action
40	<p>Locate the <b>Authorized Delay Enroute</b> section.</p> <p><b>Note:</b> Leave taken in conjunction with a RELAD/RETIREMENT must be entered in the <b>Separations</b> component (here) and NOT recorded in the Vacation Request page.</p> 
41	Enter the <b>Begin Date</b> in MMDDYYYY format or click the calendar icon to select a Begin Date. This is the leave date the member is planning on departing his current unit, normally taken from the CIW.
42	Enter the <b>End Date</b> in MMDDYYYY format or click the calendar icon (  ) to select an End Date.
43	Click the <b>Delay Enroute</b> drop-down button to view and select from the list. Select the type of delay authorized for the date entered. Enter the Travel Time for Demobilized Reservists as <b>NON-CHARGEABLE ABSENCE</b> .
44	Add an additional Delay Period by clicking on the <b>Add</b> button if necessary (e. g. When member is taking terminal leave and one portion is OUTCONUS, and one portion is INCONUS).
45	<p><b>Reminder:</b> The ‘End Date’ for the last leave period must be one day before the Discharge date (shown above as the “Estimated Report Date”). If you make an error you will receive this message:</p>  <p>Review the leave period(s) you entered and correct the end date before continuing.</p>

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## RELAD Procedure, Continued

Procedure (continued)

Step	Action
46	<p>In the section labeled <b>Primary Mode of Travel</b> select or de-select an option.</p>  <p>The screenshot shows a window titled "Primary Mode of Travel" with the following options:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Commercial Carrier (own expense subject to reimbursement)</li> <li><input type="checkbox"/> Gov't Transportation Account (GTA)</li> <li><input type="checkbox"/> Gov't Owned Conveyance</li> <li><input type="checkbox"/> Privately Owned Conveyance (POC)</li> <li><input type="radio"/> Gov't Advantageous</li> <li><input type="radio"/> Not to exceed cost of GTR \$ <input type="text"/></li> </ul>
47	<p>In the section labeled <b>Primary Mode of Transportation</b> select or de-select an option.</p>  <p>The screenshot shows a window titled "Primary Mode of Transportation" with the following options:</p> <ul style="list-style-type: none"> <li><input type="radio"/> Air</li> <li><input type="radio"/> Bus</li> <li><input checked="" type="radio"/> Car</li> <li><input type="radio"/> Motorcycle</li> <li><input type="radio"/> Train</li> <li><input type="radio"/> Vessel</li> </ul>
48	<p>Scroll down and click on the <b>Order Notes</b> button.</p>
49	<p>Enter the <b>Order Note ID</b> if known, or click the  button and the <b>Lookup</b> tab for a listing. Order Notes are entries for the remarks block of the CG-5131.</p>
50	<p>Select the <b>Sequence Number</b>. This number determines the print order.</p>
51	<p><b>Delete</b> the text and enter your own text.</p>
52	<p>Click the <b>OK</b> button.</p>
53	<p>Click on the <b>Dependents Auth to Travel</b> tab.</p>
54	<p>The field <b>Dependents Accompanying Member</b> will appear.</p>  <p>The screenshot shows a window titled "Dependents auth to travel" with the following information:</p> <p>EmplID: 1234567      Brown, Charlie      Empl Rcd#: 0 Sequence: 1650494</p> <p>Below this is a table titled "Dependents Accompanying Member" with columns: ID, Name, Relationship, Birthdate, Marital Status, Marital Status Date, Student, Student Status Date. A "Delete" button is at the bottom right of the table.</p> <p>Below the table is a field labeled "Member's Dependents" with a red arrow pointing to it. "OK" and "Cancel" buttons are at the bottom.</p>

Continued on next page

# RELAD Procedure, Continued

Procedure (continued)

Step	Action																								
55	<p>Click the <b>Member's Dependents</b> button. You will see a listing of Dependents for the member.</p> <div data-bbox="315 533 1409 785" style="border: 1px solid black; padding: 5px;"> <p><b>Member Dependents</b> <span style="float: right;">Find   View All First 1-2 of 2 Last</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Selected</th> <th>Name</th> <th>Relationship</th> <th>Birthdate</th> <th>Marital Status</th> <th>Marital Status Date</th> <th>Student</th> <th>Student Status Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Patty-Brown, Peppermint</td> <td>Spouse</td> <td>02/09/1956</td> <td>Married</td> <td>08/16/1995</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td>Brown, Pigpen</td> <td>Son</td> <td>03/16/1992</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: left;">OK Cancel</p> </div> <p><b>Note:</b> See Chapter 4 (Dependency) of Part III (General Transactions) in this manual for information on adding dependents.</p>	Selected	Name	Relationship	Birthdate	Marital Status	Marital Status Date	Student	Student Status Date	<input type="checkbox"/>	Patty-Brown, Peppermint	Spouse	02/09/1956	Married	08/16/1995			<input type="checkbox"/>	Brown, Pigpen	Son	03/16/1992				
Selected	Name	Relationship	Birthdate	Marital Status	Marital Status Date	Student	Student Status Date																		
<input type="checkbox"/>	Patty-Brown, Peppermint	Spouse	02/09/1956	Married	08/16/1995																				
<input type="checkbox"/>	Brown, Pigpen	Son	03/16/1992																						
56	<p>To Select members authorized to travel on the Travel Orders, click the <b>Selected</b> option. Once selected, a check mark <input checked="" type="checkbox"/> will appear next to the Dependent's Name.</p>																								
57	<p>Click the <b>OK</b> button.</p>																								
58	<p>The Dependent selected now appears on the <b>Dependents auth to travel</b> screen.</p> <div data-bbox="315 1037 1284 1423" style="border: 1px solid black; padding: 5px;"> <p><b>Dependents auth to travel</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">EmpID: 1234567</td> <td style="width: 30%;">Brown, Charlie</td> <td style="width: 20%;">Empl Rcd#: 0</td> <td style="width: 20%;"></td> </tr> <tr> <td></td> <td></td> <td>Sequence: 1519435</td> <td></td> </tr> </table> <p><b>Dependents Accompanying Member</b> <span style="float: right;">Find   View All &lt; 1 of 1 &gt;</span></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>ID</th> <th>Name</th> <th>Relationship</th> <th>Birthdate</th> <th>Marital Status</th> <th>Marital Status Date</th> <th>Student</th> <th>Student Status Date</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Brown, Pigpen</td> <td>Son</td> <td>03/16/1992</td> <td></td> <td></td> <td></td> <td style="text-align: center;">Delete</td> </tr> </tbody> </table> <p style="text-align: left;">Member's Dependents</p> <p style="text-align: left;">OK Cancel</p> </div>	EmpID: 1234567	Brown, Charlie	Empl Rcd#: 0				Sequence: 1519435		ID	Name	Relationship	Birthdate	Marital Status	Marital Status Date	Student	Student Status Date	01	Brown, Pigpen	Son	03/16/1992				Delete
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ID	Name	Relationship	Birthdate	Marital Status	Marital Status Date	Student	Student Status Date																		
01	Brown, Pigpen	Son	03/16/1992				Delete																		
59	<p>Click the <b>Ok</b> button.</p>																								
60	<p>Click the <b>Save</b> button. You will receive the following warning/information message:</p> <div data-bbox="315 1541 867 1816" style="border: 1px solid black; padding: 5px;"> <p><a href="#">Home</a> &gt; <a href="#">Administer Workforce</a> &gt; <a href="#">Administer Workforce (GBL)</a> &gt; <a href="#">Use</a> &gt; <a href="#">Separation</a></p> <p>Warning – Separations Reminder (20050,50)</p> <p>You have made a change that may impact the Separation Transaction. Return to the Separation Component and effect your change by Saving the Separation Transaction.</p> <p>If you changed an Approved Transaction, you must Re-route for Approval and If you have Approval Authority, you must Re-Approve the transaction.</p> <p style="text-align: left;">OK Cancel</p> </div>																								

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## RELAD Procedure, Continued

Procedure (continued)

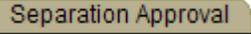
Step	Action
61	Click the <b>Ok</b> button.
62	To obtain a printable version of the orders, click the <b>Email Printable Order</b> button. The system will send a copy of the orders to your 'Business E-Mail' address.
63	Click on the <b>X</b> to close the orders window. The separation transaction window should still be present on the screen. Use the menus to return to the member's separation page.
64	The <b>Departure Date</b> and <b>Termination Date</b> will be filled. <b>Note:</b> The screen does not yet reflect any terminal leave entered in the orders. This will update after the remaining separation information is entered and saved. <b>Termination Date: 05/31/2010      Departure Date: 05/31/2010</b>
65	At this point, you should complete the DD-214. Click the <b>DD-214</b> link at the bottom of the Separations page. See Chapter 6 of this part for instructions.
66	After completing the DD-214, return to the <b>Separation</b> tab.
67	Click the <b>Leave Disposition</b> tab.
68	<p>The <b>Leave Disposition</b> page will appear. The page provides balances for regular, saved, and cumulative leave sold as of the system's last end of month compute cycle.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: right; font-size: small;">View All   1 of 1   Last</p> <p>Type: A    Discharge    Termination Date: 05/31/2010    Departure Date: 05/31/2010</p>   <p>Total Days Leave To Sell:    00.0    Saved Leave To Sell: <input type="text"/></p> <p>Earned Leave To Sell: <input type="text"/>    Days of Excess Leave: <input type="text"/></p> </div> <p>The Leave Disposition page allows the member to sell any unused leave that may remain as of the day of separation. These fields may be left blank if the member is not selling any leave. It also allows the system to debit the member's pay of any excess leave previously taken. <b>Note:</b> It is extremely important to dispose of the member's entire leave balance.</p>
69	Enter the amount of <b>Earned Leave to Sell</b> or leave blank.
70	Enter the amount of <b>Saved Leave to Sell</b> or leave blank.
71	Enter the <b>Days of Excess Leave</b> or leave blank.

*Continued on next page*

## RELAD Procedure, Continued

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**Procedure** (continued)

Step	Action
72	Click the  tab.
73	Enter the <b>Employee ID</b> number for the CGHRSUP user who will be reviewing and approving this transaction. <b>Note:</b> If you are the CGHRS user approving this transaction, see the approval procedures later in this guide for instructions.
74	Click the  button. <b>Note:</b> The Departure Date will automatically update to reflect any terminal leave or other authorized delay entered in the orders. (31 days in this example.) 
75	Click the <b>Ok</b> button.
76	Follow up with approver to ensure the transaction is approved by the date the member physically departs the unit.

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## RELAD Approval Procedure

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**Introduction** This section provides the *Approval Procedure* for **Releasing a Member from Active Duty (RELAD)**.

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**Procedure** Access your Worklist and follow these steps to approve the transaction.  
**Note:** You can also access the transaction using the following menu path:  
Enterprise Menu > Administer Workforce > Administer Workforce (GBL) > Use > **Separations**

The RELAD must be approved by the date the member physically departs the unit.

Step	Action
<b>1</b>	Locate the <b>Worklist</b> item in the link column.
<b>2</b>	Click on the <b>Employee</b> .
<b>3</b>	Check member's information for accuracy.
<b>4</b>	Supervisors must decide which action from the Approval Status button to take. The Selections are: <ul style="list-style-type: none"> <li>• <b>Approve</b> – Select to approve.</li> <li>• <b>Denied</b> – Select to deny (disapprove) the transaction. If desired, a text box is available to advise why the transaction is denied.</li> <li>• <b>Pending</b> - This is used when the transaction needs further information. The user may return and complete the transaction at a later date.</li> </ul> <b>Note:</b> If the Approver selects Denied or Pending, further information is needed. The transaction can be re-routed to a specific user by entering the Employee ID in the "Route to" block. When an Employee ID is entered in the route to block the transaction will appear on their Worklist.
<b>5</b>	Click the <b>Ok</b> button.
<b>6</b>	If you selected "Approve" in Step 4 you will receive the following warning: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;">                         Warning -- Saving an Approved Separation (20050,71)                           You are attempting to save a separation with an approved status.                          Since you have CGHRSUP role you are creating a new or correction transaction.                           If this is desired, press OK.                           If you do not wish to create a new or correction transaction at this time,                          press Cancel and set the approval status to Pending prior to saving.   <div style="display: flex; justify-content: space-around;"> <span style="border: 1px solid black; padding: 2px 5px;">OK</span> <span style="border: 1px solid black; padding: 2px 5px;">Cancel</span> </div> </div>
<b>7</b>	If you want to transmit the separation, click <b>OK</b> . If you did not intend to approve and transmit the separation, click <b>Cancel</b> .
<b>8</b>	Remember to go back to the <b>Worklist</b> and check the <b>Marked Worked</b> button.

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## Separations

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## RELAD Corrections and Deletions

**Introduction** This section provides the procedures for Corrections and Deletions of the Release from Active Duty (RELAD) transaction.

**Deletions for Reservists on Active Duty** You cannot delete a RELAD transaction for a reserve member who is currently on another set of Active Duty orders. The current orders must be cancelled before a previous RELAD can be deleted.

**Procedure** Only a CGHRSUP role user (SPO Supervisor/Auditor) can make changes to an approved separation.

The Separation Type and Effective Date cannot be corrected once the transaction is saved. When the Separation transaction is in an "Approved" status, the CGHRSUP role user must be in "Correct History" to make a change such as selling leave (etc.). Upon saving, the system will create a correction-type transaction.

Step	Action								
1	Select menu items in the following order: <u>Enterprise Menu</u> > <u>Administer Workforce</u> > <u>Administer Workforce (GBL)</u> > <u>Use</u> > <b>Separations</b>								
2	Enter the <b>EmplID</b> with the members Employee ID.								
3	Make sure you are in the  <b>Correct History</b> mode.								
4	Click the <b>Search</b> button.								
5	Select the transaction from the search results. <table border="1" data-bbox="310 1276 1386 1730"> <thead> <tr> <th>If the separation transaction...</th> <th>Then...</th> </tr> </thead> <tbody> <tr> <td>has NOT been approved</td> <td>CGHRS/CGHRSUP user can: <ul style="list-style-type: none"> <li>• Change the <b>Field</b> and <b>Save</b>.</li> <li>• Route for approval (CGHRS )/Approve (CGHRSUP)</li> </ul> </td> </tr> <tr> <td>is in an "Approved" status</td> <td>• CGHRSUP User – Make changes and save.</td> </tr> <tr> <td>Normal Expiration of Enlistment type separations</td> <td>SPO will start the Separation transaction. After the <b>Save</b>, the <b>Separation Type</b>, <b>Termination Date</b> and <b>Departure Date</b> will not be editable. If a mistake is made with the <b>Separation Type</b> or <b>Termination Date</b>, you will have to Delete the Transaction and insert a new row.</td> </tr> </tbody> </table>	If the separation transaction...	Then...	has NOT been approved	CGHRS/CGHRSUP user can: <ul style="list-style-type: none"> <li>• Change the <b>Field</b> and <b>Save</b>.</li> <li>• Route for approval (CGHRS )/Approve (CGHRSUP)</li> </ul>	is in an "Approved" status	• CGHRSUP User – Make changes and save.	Normal Expiration of Enlistment type separations	SPO will start the Separation transaction. After the <b>Save</b> , the <b>Separation Type</b> , <b>Termination Date</b> and <b>Departure Date</b> will not be editable. If a mistake is made with the <b>Separation Type</b> or <b>Termination Date</b> , you will have to Delete the Transaction and insert a new row.
If the separation transaction...	Then...								
has NOT been approved	CGHRS/CGHRSUP user can: <ul style="list-style-type: none"> <li>• Change the <b>Field</b> and <b>Save</b>.</li> <li>• Route for approval (CGHRS )/Approve (CGHRSUP)</li> </ul>								
is in an "Approved" status	• CGHRSUP User – Make changes and save.								
Normal Expiration of Enlistment type separations	SPO will start the Separation transaction. After the <b>Save</b> , the <b>Separation Type</b> , <b>Termination Date</b> and <b>Departure Date</b> will not be editable. If a mistake is made with the <b>Separation Type</b> or <b>Termination Date</b> , you will have to Delete the Transaction and insert a new row.								
6	Open the <b>Separation</b> tab.								

*Continued on next page*

## RELAD Corrections and Deletions, Continued

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**Procedure** (continued)

Step	Action						
7	If the separation <b>Type</b> has not been approved, the CGHRS/CGHRSUP user can simply change the field and save. If the separation has been approved, only the CGHRSUP role user can change the field and save.						
8	<b>SPD (CODE)</b> - Contact PSC (epm-1)/(opm-1) to make the change. When the change is completed the SPO can go into the transaction and finish the Separation.						
9	<p><b><u>Effective Date/Termination Date</u></b> –</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">If the separation date needs to be amended to...</th> <th style="text-align: center;">Then Contact...</th> </tr> </thead> <tbody> <tr> <td>An earlier date</td> <td>PPC SES to make the change.</td> </tr> <tr> <td>A later date</td> <td>CG PSC-epm/opm to make the change.</td> </tr> </tbody> </table> <p>When the change is completed the SPO can go into the transaction and finish the Separation. If any correction impacts the Effective Date and the separation was saved, whether approved or not, the SPO must delete the separation and recreate.</p> <p>If a change in terminal leave impacts the effective date:</p> <ul style="list-style-type: none"> <li>• And the separation has not been approved; the SPO may change the terminal leave.</li> <li>• And the separation has been approved; the SPO must delete the separation and recreate.</li> </ul>	If the separation date needs to be amended to...	Then Contact...	An earlier date	PPC SES to make the change.	A later date	CG PSC-epm/opm to make the change.
If the separation date needs to be amended to...	Then Contact...						
An earlier date	PPC SES to make the change.						
A later date	CG PSC-epm/opm to make the change.						
10	<b><u>Reenlistment Eligibility</u></b> - If the separation has not been approved, the CGHRS/CGHRSUP user can simply change the field and save. If the separation has been approved, a CGHRSUP user can change the field and save. CGHRS users will need to route the transaction to a CGHRSUP user for approval.						
11	<b><u>Departure Date</u></b> - If the separation has not been approved, the SPO may change the terminal leave. If the separation was approved, the SPO must delete the separation and recreate. The <b>Departure Date</b> (a non-editable field) will take into consideration any terminal leave requested on the member’s orders. However, since the orders must exist before entering any terminal leave; the <b>Departure Date</b> will not be properly set until forwarded for Approval. Or the user can Save the Separation Page after the Terminal Leave has been entered.						
12	Open the <span style="background-color: #d3d3d3;">Separation Pay</span> tab.						
13	<b>SEP Pay</b> - PSC (epm-1)/(opm-1) must make the change. When the change is completed, the SPO can go into the transaction and finish the Separation						

*Continued on next page*

## RELAD Corrections and Deletions, Continued

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Procedure (cont.)

Step	Action
14	<b>Earning Type</b> - PSC (epm-1)/(opm-1) must make the change. When the change is completed the SPO can go into the transaction and finish the Separation.
15	In regards to correcting/deleting the Highest Pay Grade Held field: If the separation has not been approved, the CGHRS/CGHRSUP user can simply change the field and save. If the separation has been approved, only the CGHRS role user can change the field and save.
16	Click on the <b>Leave Disposition</b> tab. <i>Note:</i> Leave taken in conjunction with a RELAD or Retirement must be entered in the Separations component and NOT recorded in the Vacation Request page.
17	Enter the <b>Total Days Leave to Sell</b> .
18	Enter the <b>Earned Leave to Sell</b> .
19	Enter the <b>Saved Leave to Sell</b> .
20	Enter the <b>Days of Excess Leave</b> .
21	Access the <b>Reserve Status</b> tab. <i>Note:</i> If submitting this correction to change a member's employee classification, reserve training/pay code or reserve classification due to a change in the member's desired reserve status following RELAD (e. g. Member has elected to affiliate with the SELRES with assignment to a unit instead of transferring to the IRR), be sure to update the separation orders with the department ID and position number for the reserve assignment. <a href="#">See Step 37 in the Procedures section (Page 11)</a> .
22	<b>Employee Classification</b> - Enter Correct Classification and save.
23	<b>Reserve Training/Pay Code</b> - Enter Correct Training/Pay Code and save.
24	Enter Correct <b>Reserve Classification</b> and save.
25	<b>TRA-PAY-CAT Effdt</b> - Do nothing. This date will show as the Day After RELAD Date.
26	<b>Classification Effdt</b> - Do nothing. This date will show as the Day After RELAD Date.

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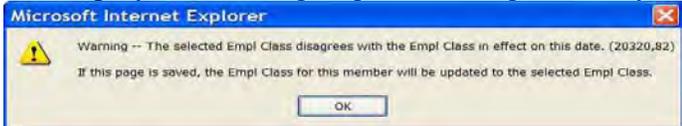
## Processing Release from Active Duty Separations for Officers with Reserve Commissions

**Introduction** When a Reserve Commissioned Officer completes their initial active duty service obligation/Extended Active Duty (EAD) contract and does not desire to continue on active duty or is not selected for an extension or integration, they are released from active duty and transferred to the Selected Reserve (SELRES) to complete their military service obligation.

**Procedure** When processing these separations (after the separation authority has been entered by CGPSC(opm-1)), SPOs often encounter this error message:



This error occurs because DA expects a reserve status row to be present **with a reserve Employee Classification** (SELRES, IRR, etc.), because the Officer you are separating is a Reservist. However, in most of these cases, the Officer has never been a member of the SELRES and no reserve status row exists. If you should receive this error, follow the following steps to correct the error.

Step	Action
1	<b>Exit the separation component</b> , go to the <b>Reserve Member Status</b> page: Enterprise Menu > Administer Workforce > Administer Workforce (GBL) > Use > <b>Reserve Member Status</b>
2	Insert new row. The Reserve Tra/Pay Cat effective date must be one day after the RELAD date.
3	When you enter the <b>Date</b> , you will receive this warning message informing you that the Employee Class is going to be changed when you save.  This is exactly what you are trying to accomplish. Changing the Employee Class to a reserve classification will allow you to process the separation.
4	Click <b>OK</b> to dismiss the warning message.

*Continued on next page*

## Processing Release from Active Duty Separations for Officers with Reserve Commissions, Continued

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**Procedure** (continued)

Step	Action						
5	<p>When transferring the Officer to the IRR use:</p> <ul style="list-style-type: none"> <li>• “<b><u>IRR</u></b>” for the Employee Classification,</li> <li>• “<b><u>H - No Drill Requirement</u></b>” for the Reserve/Training Pay Code, and</li> <li>• “<b><u>Inact Du Officer w/in 8 yr obl</u></b>” (Inactive duty Officer within 8 year initial military obligation) for the Reserve Classification.</li> </ul> <p><i>Note:</i> For IRR transfers, use department ID #002817 and position #00062025 when you complete the separation travel order.</p> <p>If the Officer will be participating in the SELRES following RELAD use:</p> <ul style="list-style-type: none"> <li>• “<b><u>SELRES</u></b>” for the Employee Classification,</li> <li>• “<b><u>A – Drilling Pay Status</u></b>” for the Reserve/Training Pay Code, and</li> <li>• “<b><u>Inact Du Officer w/in 8 yr obl</u></b>” (Inactive duty Officer within 8 year initial military obligation) for the Reserve Classification.</li> </ul>						
6	<p>Use the <b><u>Department ID</u></b> and <b><u>Position Number</u></b> to complete the separation travel order.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-left: 20px;"> <thead> <tr> <th style="width: 50%; text-align: center;">If</th> <th style="text-align: center;">Then</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">Long Term/Demobilized Reservist</td> <td style="padding: 5px;">RELAD to previous drilling unit.</td> </tr> <tr> <td style="padding: 5px;">All other RELAD</td> <td style="padding: 5px;">Use the <b><u>Department ID</u></b> and <b><u>Position Number</u></b> provided by the assignment officer (CGPSC (rpm)).</td> </tr> </tbody> </table> <p><i>Note:</i> All RELAD travel orders MUST be completed with a Position Number</p>	If	Then	Long Term/Demobilized Reservist	RELAD to previous drilling unit.	All other RELAD	Use the <b><u>Department ID</u></b> and <b><u>Position Number</u></b> provided by the assignment officer (CGPSC (rpm)).
If	Then						
Long Term/Demobilized Reservist	RELAD to previous drilling unit.						
All other RELAD	Use the <b><u>Department ID</u></b> and <b><u>Position Number</u></b> provided by the assignment officer (CGPSC (rpm)).						

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# Coast Guard Servicing Personnel Office Manual

## Part VI, Separations

### Chapter 4, Discharge

#### Overview

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**Introduction** This section provides the *procedures* for **Discharging** a member from the Coast Guard, and to terminate an officer's appointment. Within the Separation Transaction, the user may initiate payment of Separation Pay, Dispose of Leave, Change a Members Reserve Status, Declare Location of RELAD on Orders, and Complete a DD214.

*\* For instructions on a Discharge to Immediate Enlistment please use the Accessions guidance in Part VIII of this manual. \**

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**Topics** The following topics are covered in this chapter.

Topic	See Page
<a href="#">Guiding Principles</a>	VI-4-3
<a href="#">Discharge Procedure</a>	VI-4-7
<a href="#">Discharge Approval Procedures</a>	VI-4-17
<a href="#">Discharge Corrections and Deletions</a>	VI-4-19
<a href="#">JUMPS Effect</a>	VI-4-23

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## Guiding Principles

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**Introduction** This section provides the *guiding principles* for **Discharging** a member from the Coast Guard.

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**Reference** The following references provide additional information about Discharges.

- [Personnel Manual, COMDTINST M1000.6 \(series\)](#)
- [Joint Federal Travel Regulations, Volume 1](#)
- [Personnel and Pay Procedures Manual, PCINST M1000.2 \(series\)](#)
- [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#)
- CG Separation Program Designator Handbook & [ALCOAST 125/10](#)

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**Authorizing discharges** Commander (epm-1/opm-1), Coast Guard Personnel Service Center (CGPSC), must authorize Discharges for active duty officers, officers on Extended Active Duty (EAD) and enlisted members. Approved discharges and RELADs will be posted to the Airport Terminal for the member's unit. Refer to Chapter 6 of this Part for instructions on completing the DD-214.

---

**Separation Pay** Separation Pay authorizations are entered in the separation request component by CGPSC (epm-1)/(opm-2), the separation pay data is carried over into the separation component with the exception of the Highest Pay Grade Held. This field must be completed the SPO.

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*Continued on next page*

## Guiding Principles, Continued

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### Corrections and Deletions

**Corrections and Deletions** are limited to users with the role of CGHRSUP. If the transaction has been saved but not approved, modifications can be done to all entries EXCEPT the *Termination Date* (PPC-SES), *SPD Code* (CGPSC-epm/opm), and *Separation Type* (CGPSC-epm-1/opm-1). Corrections to these three entries will require contacting PPC-SES or CGPSC-epm-1/opm-1.

A transaction can be **corrected** by going directly to the erroneous entry, entering the correction, and then saving the transaction. This can be done to a transaction that has been saved; saved and forwarded for approval; and approved. Corrected transactions that have been routed for approval or have been previously approved need to be re-routed for approval, unless a CGHRSUP user/auditor is performing the correction.

For CGHRSUP users, if a transaction is in an approved status when it is corrected, saving the transaction will create a corrected transaction. If an approved transaction needs to be deleted, the CGHRSUP user should leave the approval status set to approved and click the delete button. This will create a deleted transaction.

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## Guiding Principles, Continued

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**Process** This table lists the events that take place in connection with a Discharge. This table is not meant to be all-inclusive; it merely provides an overview of the process to aid in understanding the events that must take place in order for the separation transaction to be completed.

Stage	Trigger	Who Does it	What Happens
<b>1</b>	Member's Separation Request is approved	CGPSC (epm-1/opm-1) for <b>Immediate and Priority Separations</b>	Enters authorization in Direct Access for Discharges which creates: 1. Discharge orders. 2. E-Mail to member. 3. Separation transaction. <i>Note:</i> The transaction is 'built' by the system but additional data entry and approval is required before it is complete.
<b>2</b>	Receipt of e-mail orders from Direct Access	Member	Submits Career Intentions Worksheet (CIW) (CG- 2045).
<b>3</b>	Receipt of CIW	Member's Command	Endorses CIW and forwards to Servicing Personnel Office (SPO).
<b>4</b>	Receipt of CIW	SPO-Data Entry Technician (CGHRS User)	Inputs Career Intentions in DA Statement of Intent (SOI) transaction. <i>Note:</i> There are additional requirements listed on section 3-B of the 3PM that the SPO must complete in connection with a Discharge.
<b>5</b>	Receipt of CIW. Updating and saving the separation transaction.	SPO-Data Entry Technician (CGHRS User)	Enters the Reenlistment Eligibility Code* for enlisted personnel in the separation transaction and saves. Completes Separation orders, dependent data, mode of travel, etc. <i>Note:</i> The separation transaction must be accessed and saved before the user can access the orders.

\*Note: [ALCOAST 125/10](#) (CGWEB/Intranet link) announced revisions to the SPD and RE codes in the Coast Guard Separation Program Designator Handbook.

*Continued on next page*

## Guiding Principles, Continued

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Process (continued)

Stage	Trigger	Who Does it	What Happens
6	Completion and saving of orders	System	Updates departure date on separation transaction. <i>Note:</i> This will not be reflected on the screen until the separation transaction is updated and saved.
7	Completion and saving of orders	SPO-Data Entry Technician (CGHRS User)	Finishes the separation transaction and DD-214, routes to supervisor for approval.
8	Worklist entry	SPO-Supervisor (CGHSRUP User)	Reviews and approves separation transaction. Prints and signs orders and DD-214, forwards to member.
9	Approval and save by CGHRSUP	System	Generates JUMPS transaction to close down member's pay account.

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## Discharge Procedure

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**Introduction** This section provides the *procedure* for completing a **Discharge**. A DD Form 214 must also be completed. See chapter 6 of this part for instructions.

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**Before you begin** The status of a Discharge request/authorization can be viewed in Direct Access using the Separation Summary module. See “Viewing Separation Orders” in the online help for additional details.

The status of a Discharge request/authorization can be viewed in Direct Access using the Separation Summary module. See “Viewing Separation Orders” in the online help for additional details. The separation transaction can also be accessed from the Airport Terminal. Click the [Route/Work](#) button on the row with the member’s orders and the separation page will open. See Using the Airport Terminal in the online help for more information.

For all CGPSC (epm/opm) approved separations, a Separation transaction will be started for you and contain pre-filled values for **Separation Type**, **Termination Date**, **Departure Date** and **SPD Code**. If **Separation Pay** was authorized, the **Earnings Type**, **YY/MM of Active Service** and **Discharge Gratuity** will also be pre-filled on the Separation Pay Page. If the Termination Date needs to be changed, contact PPC (SES). If any of the other fields listed above needs to be changed, contact CGPSC (epm-1/opm-1).

The SPO submitting the discharge from the reserve or active duty component is also responsible for completing the enlistment transaction for those being immediately accessed into a new component of the Coast Guard. This shall be accomplished prior to forwarding the SPO record. For officers who are being discharged from the active duty component of the Coast Guard to be immediately accessed into the reserve component of the Coast Guard as an officer or vice versa, the servicing SPO losing the member **MUST** submit this transaction.

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## Discharge Procedure, Continued

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**Procedure** Follow these steps to process a separation transaction.

Step	Action
1	Select menu items in the following order: <u>Enterprise Menu</u> > <u>Administer Workforce</u> > <u>Administer Workforce (GBL)</u> > <u>Use</u> > <b>Separations</b>
2	Enter the member's <b>Employee ID</b> number.
3	Click the <b>Search</b> button <i>Note:</i> Verify the employee ID before making any changes.
4	A separation page will display, use Code " <b>A</b> " for <b>DISCHARGE</b> . Entry will be pre-filled if separation has CGPSC approval. Code "A" will be used in the following situations: <ul style="list-style-type: none"> <li>• Regular active duty enlisted members who have met their military obligation and want to be discharged from the active component to be put into the reserve components. <i>Note:</i> If the member has <b>NOT</b> met his/her military obligation, then the member should be released from the active duty component and put into the Coast Guard Reserve component. Use the Release from Active Duty (RELAD) event for this.</li> <li>• Reserve members who want to be discharged from the reserve component and be enlisted into the active duty component of the Coast Guard.</li> <li>• Regular or reserve members who have met their military obligation and want to be discharged from the Coast Guard.</li> <li>• Discharging enlisted members for fraudulent enlistment.</li> <li>• Canceling an enlistment on an enlisted member.</li> <li>• Regular active duty officers who will be discharged from the active Coast Guard component to accept an appointment as an officer in the Coast Guard reserve component. <i>Note:</i> There may be times when a reserve officer who is on extended active duty will need to be released from active duty to be put back into a reserve status. Do not use this transaction for this purpose. Use the Release from Active Duty (RELAD) event for this.</li> <li>• Reserve officers who will be discharged from the reserve component to accept an appointment as an officer in the active duty component of the Coast Guard.</li> <li>• Regular or reserve officer whose appointment as an officer is being terminated. <i>Note:</i> Do not use this transaction for enlisted members who are appointed to Warrant Officer. Use the Warrant Appointment event for this. This transaction is not required for temporary commissioned officers that are discharged from warrant status to accept permanent LTJG.</li> </ul>

*Continued on next page*

## Discharge Procedure, Continued

Procedure (continued)

Step	Action
5	<p>Complete the following in the <b>Separations</b> section.  <a href="#">Home</a> &gt; <a href="#">Administer Workforce</a> &gt; <a href="#">Administer Workforce (GBL)</a> &gt; <a href="#">Use</a> &gt; <a href="#">Separations</a></p> <div style="border: 1px solid black; padding: 5px;"> <p style="margin: 0;"> <span style="border: 1px solid gray; padding: 2px;">Separation</span> <span style="border: 1px solid gray; padding: 2px; margin-left: 5px;">Separation Pay</span> <span style="border: 1px solid gray; padding: 2px; margin-left: 5px;">Leave Disposition</span> <span style="border: 1px solid gray; padding: 2px; margin-left: 5px;">Reserve Status</span> <span style="border: 1px solid gray; padding: 2px; margin-left: 5px;">Separation Approval</span> </p> <p style="margin: 5px 0 0 0;"> <b>Name:</b> Ocean, Atlanta      <b>ID:</b> 1234567      <b>Empl Rcd#:</b> 0         </p> <p style="margin: 0 0 0 0;"> <b>Separations</b> <span style="float: right;">View All   First ◀ 1 of 1 ▶ Last</span> </p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 30%;"> <p>Type: <input type="text" value="A"/>      Discharge</p> <p>SPD: <input type="text" value="KBK"/> <input type="button" value="Q"/>      Completion of required active service</p> </div> <div style="width: 30%;"> <p>Termination Date: <input type="text" value="12/07/2009"/></p> <p>Reenlistment Eligibility: <input type="text" value="RE1"/> <input type="button" value="Q"/></p> </div> <div style="width: 30%;"> <p>Departure Date: <input type="text" value="12/07/2009"/> <input type="button" value="+"/> <input type="button" value="-"/></p> <p>Eligible for Reenlistment</p> </div> </div> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;"> <p style="margin: 0;"><b>Discharge Enlisted</b></p> <p>Reason: <input type="text" value="Expiration of Enlistment"/> ▼</p> <p>Type: <input type="text" value="Honorable"/> ▼</p> <p>Status: <input type="text" value="Rcmd Reenl but does not desire"/> ▼</p> </div> <p style="margin-top: 10px; font-size: small;"> <a href="#">Entitlements</a>   <a href="#">Orders</a>   <a href="#">DD214</a> </p> </div> <p>For all CGPSC (epm/opm) approved separations, a Separation transaction will be started for you and contain pre-filled values for <b>Separation Type</b>, <b>Termination Date</b>, <b>Departure Date</b> and <b>SPD Code</b>. If <b>Separation Pay</b> was authorized, the <b>Earnings Type</b> will also be pre-filled on the Separation Pay Page. The above fields will not be editable.</p>
6	Separation <b>Type</b> . This field is set by CGPSC. "A" is for Discharge.
7	<p><b>SPD</b> is the Separation Program Designator. The SPD code is set by CGPSC based on the member's separation reason.</p> <p><b>Note:</b> <a href="#">ALCOAST 125/10</a> (CGWEB/Intranet link) announced revisions to the SPD and RE codes in the Coast Guard Separation Program Designator Handbook.</p>
8	<b>Termination Date</b> - Enter the last day of active duty for the member.
9	The <b>Departure Date</b> is a non-editable field and will not reflect any terminal leave requested on the member's orders. Any requested terminal leave is accounted for on a separate Vacation Request (Leave) transaction.
10	<b>For enlisted only</b> , enter the <b>Reenlistment Eligibility</b> code by clicking on the lookup icon <input type="button" value="Q"/> and selecting the applicable code. The list of available codes is tied to the SPD code. <b>This field will not appear for officers.</b>
11	<p>Complete the <b>Discharge Enlisted</b> Section:</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0 0 0;"> <p style="margin: 0;"><b>Discharge Enlisted</b></p> <p>Reason: <input type="text" value="Convenience of Government"/> ▼</p> <p>Type: <input type="text" value="Honorable"/> ▼</p> <p>Status: <input type="text" value="Rcmd Reenl but does not desire"/> ▼</p> </div>
12	Click the dropdown button to view and select a <b>Reason</b> from the list.

*Continued on next page*

## Discharge Procedure, Continued

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Procedure (continued)

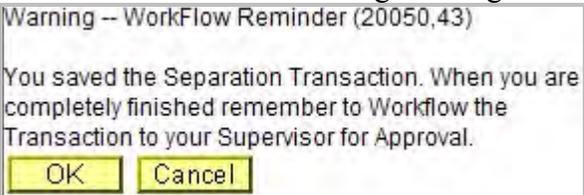
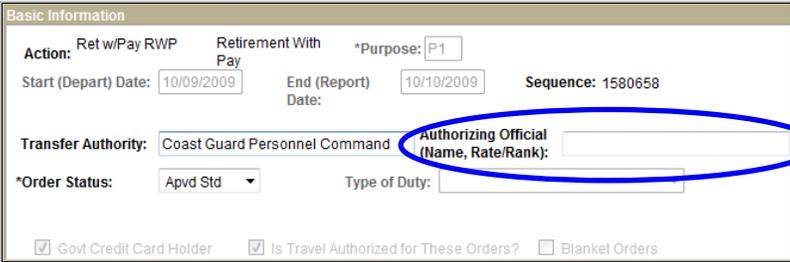
Step	Action
13	Click the dropdown button to view and select the <b>Type</b> from the list.
14	Click the dropdown button to view and select a <b>Status</b> from the list.
15	Once data entry is completed for the Separation page, click on the <b>Separation Pay</b> tab if the member is entitled to separation pay.
16	<p><b>Earnings Type</b> – This field will be pre-filled if separation pay is authorized.  <b>For a Type “A” discharge separation of an enlisted active duty member, the following codes are valid:</b></p> <ul style="list-style-type: none"> <li>• S01A Severance Pay Disability</li> <li>• S03A Discharge Gratuity – Enlisted (Dishonorable/Bad Conduct ONLY)</li> <li>• S04A Separation Pay Enlisted Full Pay /Satisfactory</li> <li>• S04B Separation Pay Enlisted Half Pay /Substandard</li> </ul> <p><b>For a Type “A” discharge of an enlisted reservist, these codes are valid:</b></p> <ul style="list-style-type: none"> <li>• S01A Severance Pay Disability</li> <li>• S04C Separation Pay Reserve Enlisted Half Pay/Substandard</li> <li>• S04D Separation Pay Reserve Enlisted Full Pay/Satisfactory</li> <li>• S06A Reserve Lump Sum Readjustment Full Pay/Satisfactory</li> <li>• S06B Reserve Lump Sum Readjustment Half Pay/Substandard</li> </ul> <p><b>For a Type “A” discharge of a reserve officer, the following codes are valid:</b></p> <ul style="list-style-type: none"> <li>• S01A Severance Pay Disability</li> <li>• S02A Severance Pay Officer</li> <li>• S04E Separation Pay Reserve Officer Full Pay/Satisfactory</li> <li>• S04F Separation Pay Reserve Officer Half Pay/Substandard</li> <li>• S06A Reserve Lump Sum Readjustment Full Pay/Satisfactory</li> <li>• S06B Reserve Lump Sum Readjustment Half Pay/Substandard</li> </ul> <p><b>For a Type “A” discharge of a regular officer, the following codes are valid:</b></p> <ul style="list-style-type: none"> <li>• S01A Severance Pay Disability</li> <li>• S02A Severance Pay Officer</li> </ul>
17	<b>Highest Pay Grade Held</b> - If an officer or enlisted member is entitled to Severance Pay Disability (S01A), enter the highest grade the member satisfactorily held, otherwise leave blank.

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## Discharge Procedure, Continued

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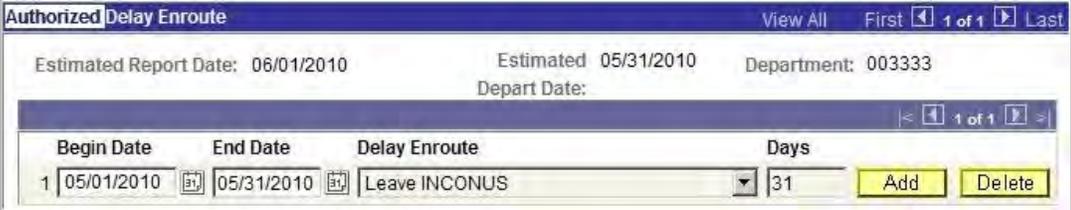
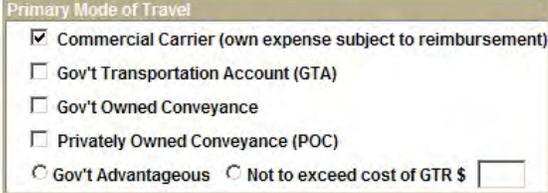
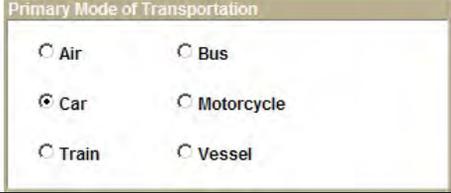
**Procedure** (continued)

Step	Action
<b>18</b>	<b>YY/MM of Active Service</b> - This field will be automatically filled, however SPO's still need to verify the active service time. The data will be used in the computation of Severance Pay Disability, Reserve and Enlisted Separation Pay. Contact CGPSC (epm-1/opm-1) and PPC (SES) if any discrepancy is noted.
<b>19</b>	If entitled, the amount of <b>Discharge Gratuity</b> will be pre-filled.
<b>20</b>	<p>Before the transaction can be forwarded to a supervisor for approval, the member's Orders must exist. If the <b>Orders</b> link found on the Separation page is highlighted, an Orders document does exist and the transaction can be forwarded and saved.</p> <p>If the Orders Link is NOT highlighted, the Orders do not exist. The separation transaction must now be saved and <b>Orders must be created before approval is requested</b>. Once saved, access to the Orders Link is allowed. After completion of the Orders, the separation transaction is ready to be forwarded to the supervisor for approval. To forward the Discharge for approval, complete the Separation Approval page.</p>
<b>21</b>	Click the  button.
<b>22</b>	<p>You will receive the following warning/information page.</p> 
<b>23</b>	Click the  button to continue.
<b>24</b>	Click the <b>Orders</b> link. <a href="#">Entitlements</a> <a href="#">Orders</a> <a href="#">DD214</a>
<b>25</b>	The member's orders will open in a new window.
<b>26</b>	<p>Locate the <b>Basic Information</b> section.</p> 
<b>27</b>	Enter the Authorizing Official's Name and Rate/Rank.

*Continued on next page*

## Discharge Procedure Procedure, Continued

Procedure (continued)

Step	Action
28	Locate the <b>Authorized Delay Enroute</b> section. 
29	Enter <b>Begin Date</b> in MMDDYYYY format or click the calendar icon to select a Begin Date. <i>Note:</i> Do NOT enter terminal leave. This should be done as a separate transaction.
30	Enter <b>End Date</b> MMDDYYYY format, or click the calendar icon (📅) to select an End Date.
31	<b>Delay Enroute</b> - Click the drop-down button to view and select from the list. Select the type of delay authorized for the date entered. Enter the Travel Time for Demobilized Reservists as <b>NON-CHARGEABLE ABSENCE</b> .
32	In the section labeled <b>Primary Mode of Travel</b> select or de-select an option. 
33	In the section labeled <b>Primary Mode of Transportation</b> select or de-select an option. 
34	Scroll down and click on the <b>Order Notes</b> button.
35	Enter the <b>Order Note ID</b> if known, or click the 🔍 button and the <b>Lookup</b> button for a listing. Order Notes are entries for the remarks block of the CG-5131.
36	Select the <b>Sequence Number</b> . This number determines the print order.
37	<b>Delete</b> the text and enter your own text.
38	Click the <b>OK</b> button.

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## Discharge Procedure Procedure, Continued

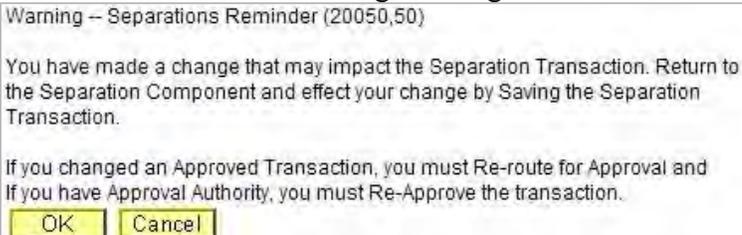
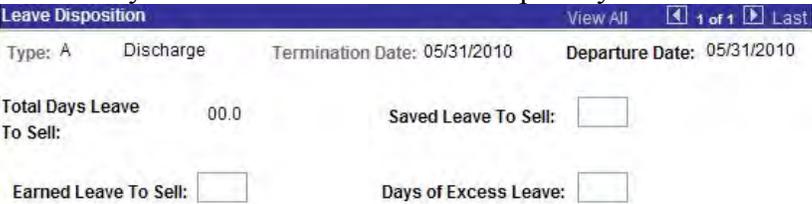
Procedure (continued)

Step	Action
39	Click on the <b>Dependents Auth to Travel</b> tab.
40	<p>The field <b>Dependents Accompanying Member</b> will appear.</p> 
41	<p>Click the <b>Member's Dependents</b> button. You will see a listing of Dependents for the member.</p>  <p><b>Note:</b> See Chapter 4 of Part III in this manual for information on adding dependents.</p>
42	To Select members authorized to travel on the Travel Orders, click the <b>Selected</b> option. Once selected, a check mark <input checked="" type="checkbox"/> will appear next to the Dependents Name.
43	Click the <b>OK</b> button.
44	<p>The Dependent selected now appears on the <b>Dependents auth to travel</b> screen.</p> 
45	Click the <b>Ok</b> button.
46	Click the <b>Save</b> button.

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## Discharge Procedure Procedure, Continued

### Procedure (continued)

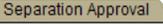
Step	Action
47	<p>You will receive the following warning/information message:</p> 
48	Click the <b>Ok</b> button.
49	To obtain a printable version of the orders, click the <b>Email Printable Order</b> button. The system will send a copy of the orders to your 'Business E-Mail' address.
50	<p>Click on the <b>X</b> to close the orders window.</p> <p>The separation transaction window should still be present on the screen. Use the menus to return to the member's separation page. The departure date and termination date will be filled.</p>  <p>The screen does not yet reflect any terminal leave entered in the orders. This will update after the remaining separation information is entered and the transaction is saved.</p>
51	At this point, you should complete the <b>DD-214</b> . Click the DD-214 link at the bottom of the Separations page. See the Chapter 6 of this Part for instructions; they are not included with this guide.
52	After completing the DD-214, return to the <b>Separations</b> page.
53	Click the <b>Leave Disposition</b> tab.
54	<p>The page provides balances for regular leave, saved leave, and cumulative leave sold as of the system's last end of month compute cycle.</p>  <p>The Leave Disposition page allows the member to sell any unused leave that may remain as of the day of separation. These fields may be left blank if the member is not selling any leave. It also allows the system to debit the member's pay of any excess leave previously taken.</p> <p><b>Note:</b> It is extremely important to dispose of the member's entire leave balance.</p>
55	Enter the amount of <b>Earned Leave to Sell</b> or leave blank.

Continued on next page

## Discharge Procedure, Continued

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Procedure (continued)

Step	Action
<b>56</b>	Enter the amount of <b>Saved Leave to Sell</b> or leave blank.
<b>57</b>	<b>Days of Excess Leave</b> - If member has an excess leave balance on the date of separation, enter the number of excess leave days.
<b>58</b>	Click the  tab.
<b>59</b>	Enter the <b>Employee ID</b> number for the CGHRSUP User who will be reviewing and approving this transaction. <b>Note:</b> If you are the CGHRS User approving this transaction, see the approval procedures on the last page of this guide for instructions.
<b>60</b>	Click the  button. <b>Note:</b> The Departure Date will automatically update to reflect any terminal leave or other authorized delay entered in the orders. (31 days in this example). 
<b>61</b>	Click the <b>OK</b> button.
<b>62</b>	Follow up with approver to ensure the transaction is approved by the separation date.

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## Discharge Approval Procedures

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**Introduction** This section provides the **Approval Procedure** for discharging a member.

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**Procedure** Access your Worklist and follow these steps to approve the transaction.  
*Note:* See the [Worklist](#) topic in the online help for additional information on accessing your Worklist. The Worklist can also be accessed by using the following menu path:  
Enterprise Menu > Administer Workforce > Administer Workforce (GBL) > Use > **Separations**

Step	Action
<b>1</b>	Locate the <b><u>Worklist</u></b> item in the link column.
<b>2</b>	Click on the <b><u>Employee</u></b> .
<b>3</b>	Check member’s information for accuracy.
<b>4</b>	Once in the Separations screen, Supervisors must decide which action from the Approval Status button to take. The Selections are: <ul style="list-style-type: none"> <li>• <b>Approve</b> – Select to approve.</li> <li>• <b>Denied</b> – Select to deny (disapprove) the transaction. If desired, a text box is available to advise why the transaction is denied.</li> <li>• <b>Pending</b> - This is used when the transaction needs further information. The user may return and complete the transaction at a later date.</li> </ul> <i>Note:</i> If the Approver selects Denied or Pending, further information is needed. The transaction can be re-routed to a specific user by entering the Employee ID in the “Route to” block. When an Employee ID is entered in the route to block the transaction will appear on their Worklist.
<b>5</b>	Click on <input type="button" value="OK"/> .
<b>6</b>	If you selected “Approve” in Step 2 you will receive the following warning: <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p>Warning -- Saving an Approved Separation (20050,71)</p> <p>You are attempting to save a separation with an approved status.  Since you have CGHRSUP role you are creating a new or correction transaction.  If this is desired, press OK.</p> <p>If you do not wish to create a new or correction transaction at this time,  press Cancel and set the approval status to Pending prior to saving.</p> <p style="text-align: center;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>
<b>7</b>	If you want to transmit the separation click <b><u>OK</u></b> . If you did not intend to approve and transmit the separation click <b><u>Cancel</u></b> .
<b>8</b>	Remember to go back to the <b><u>Worklist</u></b> and check the <b><u>Marked Worked</u></b> button.

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## Discharge Corrections and Deletions

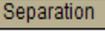
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**Introduction** This section provides the procedures for Corrections and Deletions of the Discharge transaction.

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**Procedure** Only a CGHRSUP role user (SPO Supervisor/Auditor) can make changes to an approved separation.

The Separation Type and Effective Date cannot be corrected once the transaction is saved. When the Separation transaction is in an "Approved" status, the CGHRSUP role user must be in "Correct History" to make a change such as selling leave (etc.). Upon saving, the system will create a correction-type transaction.

Step	Action								
1	Select menu items in the following order: <u>Enterprise Menu</u> > <u>Administer Workforce</u> > <u>Administer Workforce (GBL)</u> > <u>Use</u> > <b><u>Separations</u></b>								
2	Enter the <b>EmplID</b> with the members Employee ID.								
3	Make sure you are in the  <b>Correct History</b> mode.								
4	Click the <b>Search</b> button.								
5	Select the transaction from the search results. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">If the separation transaction...</th> <th style="text-align: center;">Then ...</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">has NOT been approved</td> <td>CGHRS/CGHRSUP user can: <ul style="list-style-type: none"> <li>• Change the <b>Field</b> and <b>Save</b>.</li> <li>• Route for approval (CGHRS )/Approve (CGHRSUP)</li> </ul> </td> </tr> <tr> <td style="text-align: center;">is in an "Approved" status</td> <td> <ul style="list-style-type: none"> <li>• CGHRSUP User – Make changes and save.</li> </ul> </td> </tr> <tr> <td style="text-align: center;">Normal Expiration of Enlistment type separations</td> <td>SPO will start the Separation transaction. After the <b>Save</b>, the <b>Separation Type</b>, <b>Termination Date</b> and <b>Departure Date</b> will not be editable. If a mistake is made with the <b>Separation Type</b> or <b>Termination Date</b>, you will have to Delete the Transaction and insert a new row.</td> </tr> </tbody> </table>	If the separation transaction...	Then ...	has NOT been approved	CGHRS/CGHRSUP user can: <ul style="list-style-type: none"> <li>• Change the <b>Field</b> and <b>Save</b>.</li> <li>• Route for approval (CGHRS )/Approve (CGHRSUP)</li> </ul>	is in an "Approved" status	<ul style="list-style-type: none"> <li>• CGHRSUP User – Make changes and save.</li> </ul>	Normal Expiration of Enlistment type separations	SPO will start the Separation transaction. After the <b>Save</b> , the <b>Separation Type</b> , <b>Termination Date</b> and <b>Departure Date</b> will not be editable. If a mistake is made with the <b>Separation Type</b> or <b>Termination Date</b> , you will have to Delete the Transaction and insert a new row.
If the separation transaction...	Then ...								
has NOT been approved	CGHRS/CGHRSUP user can: <ul style="list-style-type: none"> <li>• Change the <b>Field</b> and <b>Save</b>.</li> <li>• Route for approval (CGHRS )/Approve (CGHRSUP)</li> </ul>								
is in an "Approved" status	<ul style="list-style-type: none"> <li>• CGHRSUP User – Make changes and save.</li> </ul>								
Normal Expiration of Enlistment type separations	SPO will start the Separation transaction. After the <b>Save</b> , the <b>Separation Type</b> , <b>Termination Date</b> and <b>Departure Date</b> will not be editable. If a mistake is made with the <b>Separation Type</b> or <b>Termination Date</b> , you will have to Delete the Transaction and insert a new row.								
6	Open the  <b>Separation</b> tab.								

*Continued on next page*

## Discharge Corrections and Deletions, Continued

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Procedure (continued)

Step	Action						
7	If the separation <b>Type</b> has not been approved, the CGHRS/CGHRSUP user can simply change the field and save. If the separation has been approved, only the CGHRSUP role user can make changes.						
8	<b>SPD (CODE)</b> - Contact EPM1/OPM1 to make the change. When the change is completed the SPO can go into the transaction and finish the Separation.						
9	<p><b><u>Effective Date/Termination Date</u></b> –</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">If the separation needs to be amended to ...</th> <th style="text-align: left;">Then contact...</th> </tr> </thead> <tbody> <tr> <td>An earlier date</td> <td>PPC-SES to make the change.</td> </tr> <tr> <td>A later date</td> <td>CG PSC-epm/opm to make the change.</td> </tr> </tbody> </table> <p>When the change is completed, the SPO can go into the transaction and finish the Separation. If any correction impacts the Effective Date and the separation was saved, whether approved or not, the SPO must delete the separation and recreate.</p> <p>If a change in terminal leave impacts the effective date:</p> <ul style="list-style-type: none"> <li>• And the separation has not been approved; the SPO may change the terminal leave.</li> <li>• And the separation has been approved; the SPO must delete the separation and recreate.</li> </ul>	If the separation needs to be amended to ...	Then contact...	An earlier date	PPC-SES to make the change.	A later date	CG PSC-epm/opm to make the change.
If the separation needs to be amended to ...	Then contact...						
An earlier date	PPC-SES to make the change.						
A later date	CG PSC-epm/opm to make the change.						
10	<b><u>Reenlistment Eligibility</u></b> - If the separation has not been approved, the CGHRS/CGHRSUP user can simply change the field and save. If the separation has been approved, a CGHRSUP user can change the field and save. CGHRS users will need to route the transaction to a CGHRSUP user for approval.						
11	<b><u>Departure Date</u></b> - If the separation has not been approved, the SPO may change the terminal leave. If the separation was approved, the SPO must delete the separation and recreate. The <b>Departure Date</b> (a non-editable field) will take into consideration any terminal leave requested on the member's orders. However, since the orders must exist before entering any terminal leave; the <b>Departure Date</b> will not be properly set until forwarded for Approval. Or the user can save the Separation Page after the Terminal Leave has been entered.						
12	Open the <span style="background-color: #d3d3d3; padding: 2px;">Separation Pay</span> tab.						
13	<b><u>SEP Pay</u></b> - EPM1/OPM1 must make the change. When the change is completed, the SPO can go into the transaction and finish the Separation.						

*Continued on next page*

## Discharge Corrections and Deletions, Continued

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Procedure (continued)

Step	Action
14	<b><u>Earning Type</u></b> - EPM1/OPM1 must make the change. When the change is completed, the SPO can go into the transaction and finish the Separation.
15	In regards to correcting/deleting the Highest Pay Grade Held field: If the separation has not been approved, the CGHRS/CGHRSUP user can simply change the field and save. If the separation has been approved, only the CGHRSUP role user can change the field.
16	Click on the <b>Leave Disposition</b> tab.
17	Enter the <b><u>Total Days Leave to Sell.</u></b>
18	Enter the <b><u>Earned Leave to Sell.</u></b>
19	Enter the <b><u>Saved Leave to Sell.</u></b>
20	Enter the <b><u>Days of Excess Leave.</u></b>

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## JUMPS Effect

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### Introduction

This section explains the effect of a separation transaction on a member's pay entitlements in Direct Access and JUMPS.

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### JUMPS Auto-Stops are Not Reflected on Entitlements Page

Pay entitlements for a member who is being discharged, released from active duty (RELAD), or retired, will automatically be stopped by JUMPS on the effective date of separation. Unlike auto-stops of entitlements in connection with PCS orders, the member's DA entitlements page **will not show the entitlement stop dates** upon saving and approving the separation transaction. The stop dates will be inserted after the separation transaction processes through JUMPS and after the DA/JUMPS Data Resynchronization Process runs (a few days after each JUMPS update cycle). SPOs do not need to manually stop pay entitlements for a member who is separating, unless the entitlement is to stop on a day other than the date of separation or the member will immediately be performing long-term active duty following RELAD or discharge (e. g. A Reserve member who is RELAD from an EAD order and begins duty on another type of long-term orders the next day). In May 2005, more than 2000 Stop Pay Entitlement (P625) transactions were rejected by JUMPS. The transactions were not necessary because the entitlement auto-stop program had already closed the pay segments.

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# Coast Guard Servicing Personnel Office Manual

## Part VI, Separations

### Chapter 5, Retirement

#### Overview

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**Introduction** This section provides the *procedures* for a **Retirement** separation.

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**Topics** The following topics are covered in this chapter.

Topic	See Page
<a href="#">Guiding Principles</a>	VI-5-3
<a href="#">The Retirement process</a>	VI-5-5
<a href="#">Retirement Procedure</a>	VI-5-7
<a href="#">Retirement Approval Procedure</a>	VI-5-15
<a href="#">Retirement Corrections and Deletions</a>	VI-5-17

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## Separations

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## Guiding Principles

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**Introduction** This section provides the *guiding principles* for a **Retirement** separation transactions.

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**Reference** The following references provide additional information about retirements.

- [Personnel Manual, COMDTINST M1000.6 \(series\)](#)
- [Joint Federal Travel Regulations, Volume 1](#)
- [Personnel and Pay Procedures Manual, PSCINST M1000.2\(series\)](#)

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**Before you begin** Commander (epm/opm), Coast Guard Personnel Service Center (CGPSC), must authorize retirements, including retirements for physical disability, for active duty officers and enlisted members. Approved retirement requests and authorizations for physical disability retirements will be posted to the Airport Terminal for the member's unit.

The status of a retirement request/authorization can be viewed in Direct Access using the Separation Summary module. See "Viewing Separation Orders" in Chapter 1 of this volume for additional details.

Contact CGPSC (epm/opm) if the member's retirement request/authorization cannot be located in Direct Access. The retirement separation cannot be input in Direct Access until CGPSC has entered the authorization.

Requests to change retirement date must be sent to CGPSC for approval and data entry.

Ensure member has sufficient **obligated service** to meet the retirement date. The member will need to extend or reenlist if the expiration of current enlistment is before the effective date of separation (day before retirement date).

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**Separation Pay** Separation Pay authorizations are entered in the separation request component by CGPSC (epm-1)/(opm-2), the separation pay data is carried over into the separation component with the exception of the Highest Pay Grade Held. This field must be completed the SPO.

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## The Retirement process

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**Introduction** This section provides an *overview* of how the **Retirement** process works.

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**Process** This table lists the events that take place in connection with a member's voluntary or involuntary retirement. This table is not meant to be all-inclusive; it merely provides an overview of the process to aid in understanding the events that must take place in order for the retirement separation transaction to be input.

Stage	Trigger	Who Does it	What Happens
1	Member's voluntary retirement request is approved, involuntary retirement is directed, or physical disability retirement is directed.	CGPSC (epm/opm)	Enters authorization in Direct Access, which will create: 1. Retirement orders. 2. Separation transaction. <i>(Note: The transaction is 'built' by the system but additional data entry and approval is required before it is complete.)</i>
2	Receipt of retirement order (unit provides via the Airport Terminal)	Member	Submits Career Intentions Worksheet (CIW) (CG-2045) Submits Retirement Package to PPC-RAS. <b>Note:</b> Download the Retirement Package from <a href="http://www.uscg.mil/ppc/ras/retpack.pdf">http://www.uscg.mil/ppc/ras/retpack.pdf</a>
3	Receipt of CIW	Member's Command	Endorses CIW and forwards to Servicing Personnel Office (SPO).
4	Receipt of CIW	SPO-Data Entry Technician (CGHRS)	Inputs Career Intentions in DA Statement of Intent (SOI) transaction <i>(Note: There are additional requirements listed on section 3-B of the Personnel Pay and Procedures Manual that the SPO must complete in connection with a disability retirement.)</i>
5	Receipt of CIW	SPO-Data Entry Technician (CGHRS)	Enters the Reenlistment Eligibility Code for enlisted personnel; and Retirement Authorization Code for officers and enlisted personnel in the retirement transaction and saves. <i>(Note: The retirement transaction must be accessed and saved before the user can access the retirement orders.)</i>
6	Updating and saving the separation transaction.	SPO-Data Entry Technician (CGHRS)	Completes retirement orders, entering delay enroute (terminal leave), dependent data, mode of travel, etc.

*Continued on next page*

## The Retirement process, Continued

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Procedure (cont'd)

<b>Stage</b>	<b>Trigger</b>	<b>Who Does it</b>	<b>What Happens</b>
<b>7</b>	Completion and saving of orders data entry	System	Updates departure date on separation transaction to reflect terminal leave. <b>Note:</b> This will not be reflected in DA until the separation transaction is updated and saved.
<b>8</b>	Completion and saving of orders data entry	SPO-Data Entry Technician (CGHRS)	Finishes the separation transaction and DD-214, routes to supervisor for approval.
<b>9</b>	Worklist entry	SPO-Supervisor (CGHSRUP)	Reviews and approves separation transaction.  Prints and signs orders and DD-214, forwards to member.
<b>10</b>	Approval and save of separation transaction by CGHRSUP	System	Generates JUMPS transaction (L68B) to close down member's pay account and transmit record to the Retired Global Pay system for establishment of the retired pay account.

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# Retirement Procedure

**Introduction** This section provides the *procedure* for completing a **Retirement** separation and retirement orders in Direct Access. A DD Form 214 must also be completed. See Chapter 6 of this part for instructions.

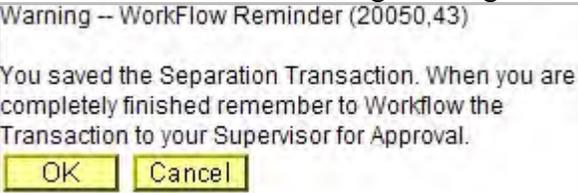
**Procedure** Follow these steps to process a retirement separation transaction.

Step	Action
1	Select menu items in the following order: <a href="#">Enterprise Menu</a> > <a href="#">Administer Workforce</a> > <a href="#">Administer Workforce (GBL)</a> > <a href="#">Use</a> > <b>Separations</b>
2	Enter <b>EmplID</b> with the member's Employee ID number.
3	Click the <b>Search</b> Button. <i>Note:</i> When choosing a member from the search results, please be sure it is the person that actually needs a data change. Verify the employee ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure to select the correct Employee Classification.
4	The separation transaction can also be accessed from the Airport Terminal. Click the <a href="#">Route/Work</a> button on the row with the member's orders and the separation page will open. See Using the Airport Terminal in Part IV, Chapter 1 of this manual for more information.
5	The Separations page will display. 
6	<b>For enlisted retirements only</b> , enter the <b>Reenlistment Eligibility</b> code by clicking on the lookup icon  and selecting the applicable code. The list of available codes is tied to the SPD code.
7	Enter the Retirement <b>Authorization</b> code by clicking on the lookup icon and selecting the applicable code.

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Retirement Procedure, Continued

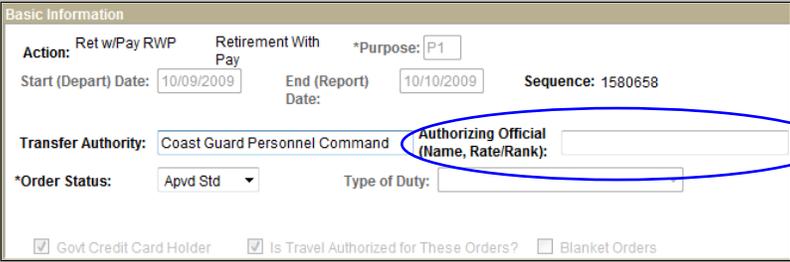
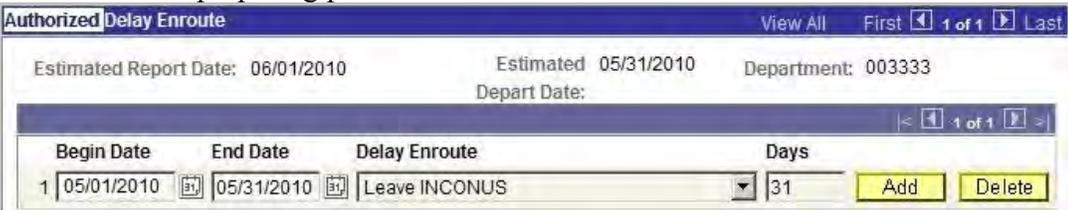
Procedure (cont'd)

Step	Action
8	<p>The Reenlistment Eligibility code is not used on <b>Officer Retirements</b>:</p> <p>Example officer disability retirement:</p> 
9	<p>Separation <b>Type</b> This field is set by CGPSC. “E” is for Retirement.</p>
10	<p><b>SPD</b> is the Separation Program Designator. The SPD code is set by CGPSC based on the member’s retirement reason. Contact CGPSC if incorrect.  <b>Note:</b> <a href="#">ALCOAST 125/10</a> (CGWEB/Intranet link) announced revisions to the SPD and RE codes in the Coast Guard Separation Program Designator Handbook.</p>
11	<p>The <b>Retirement Date</b> is set by CGPSC based on the member’s request and needs of the service. Requests to change the retirement date must be sent to CGPSC.</p>
12	<p><b>Departure Date</b> is pre-filled by the system. Initially this is the day before the retirement date. The system will change the departure date to reflect any authorized delay (e. g. Terminal leave) entered in the orders portion of the transaction after the orders are saved and the user returns to this page.</p>
13	<p>Click the  button.            You will receive the following warning/information page:</p> 
14	<p>Click the <b>OK</b> button to continue.            You will enter the information (CGHRSUP employee ID) necessary to workflow the transaction later in this process.</p>

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Retirement Procedure, Continued

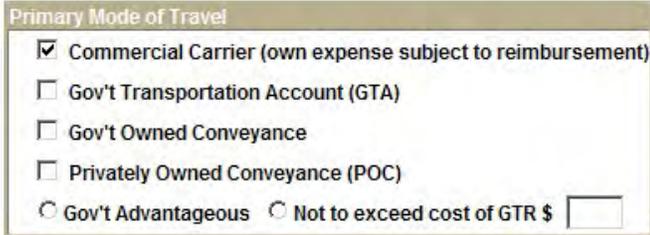
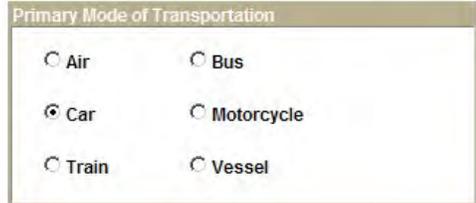
Procedure (cont'd)

Step	Action
15	Click the <b>Orders</b> link. The member's retirement orders will open in a new window.
16	<p>Locate the <b>Basic Information</b> section. Enter the Authorizing Official's Name and Rate/Rank.</p> 
17	<p>Locate the <b>Authorized Delay Enroute</b> section.</p> <p><i>Note:</i> Permissive orders are not part of the retirement transaction. See section 5-B of the Personnel and Pay Procedures Manual (PPCINST M1000.2(series)) for information on preparing permissive orders.</p> 
18	Enter <b>Begin Date</b> in MMDDYYYY format or click the calendar icon to select a Begin Date. This is the leave date the member is planning on departing his current unit, normally taken from the CIW.
19	Enter <b>End Date</b> MMDDYYYY format, or click the calendar icon (📅) to select an End Date.
20	Click the <b>Delay Enroute</b> dropdown button to view and select from the list. Select the type of delay authorized for the date entered.

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## Retirement Procedure, Continued

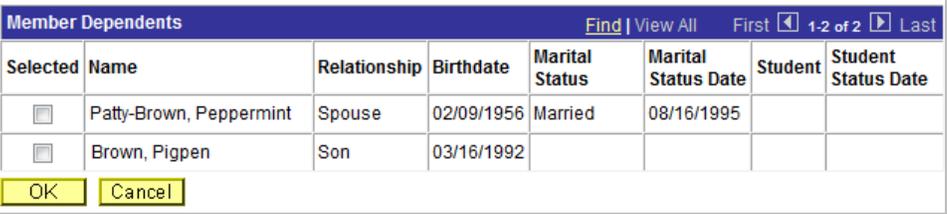
Procedure (cont'd)

Step	Action
21	<p>Add an additional Delay Period by clicking on the <b>Add</b> button if necessary (e. g. When member is taking terminal leave, and one portion is OUTCONUS, and one portion is INCONUS).</p> <p><b>Note:</b> The <b>End Date</b> for the last leave period must be one day before the retirement date (shown above as the “Estimated Report Date”). If you make an error you will receive this message:</p>  <p>Review the leave period(s) you entered and correct the end date before continuing.</p>
22	<p>In the sections labeled <b>Primary Mode of Travel</b> select or de-select an option.</p> 
23	<p>In the sections labeled <b>Primary Mode of Transportation</b> select or de-select an option.</p> 
24	<p>Scroll down and click on the <b>Order Notes</b> button.</p>
25	<p>Enter the <b>Order Note ID</b> if known, or click the  button and the <b>Lookup</b> tab for a listing. Order Notes are entries for the remarks block of the CG-5131.</p>
26	<p>Select the <b>Sequence Number</b>. This number determines the print order.</p>
27	<p><b>Delete</b> the text and enter your own text. Click the <b>OK</b> button.</p>
28	<p>Click on the <b>Dependents Auth to Travel</b> tab.</p>

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## Retirement Procedure, Continued

Procedure (cont'd)

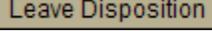
Step	Action
29	<p>The field <b>Dependents Accompanying Member</b> will appear.</p> 
30	<p>Click the <b>Member's Dependents</b> button. You will see a listing of Dependents for the member.</p>  <p><b>Note:</b> See Chapter 4 (Dependency) of Part III (General Transactions) in this manual for information on adding dependents.</p>
31	<p>To Select members authorized to travel on the Travel Orders, click the <b>Selected</b> option. Once selected, a check mark <input checked="" type="checkbox"/> will appear next to the Dependent's Name.</p>
32	<p>Click the <b>OK</b> button.</p>
33	<p>The Dependent selected now appears on the <b>Dependents auth to travel</b> screen</p> 
34	<p>Click the <b>Ok</b> button.</p>

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## Retirement Procedure, Continued

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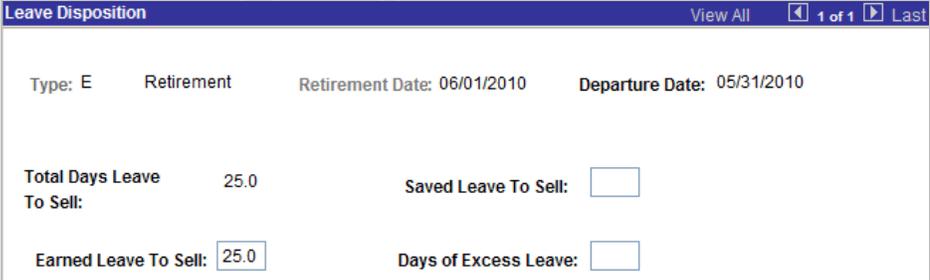
Procedure (cont'd)

Step	Action
35	<p>Click the  button.</p> <p>You will receive the following warning/information message:</p> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> <p><a href="#">Home</a> &gt; <a href="#">Administer Workforce</a> &gt; <a href="#">Administer Workforce (GBL)</a> &gt; <a href="#">Use</a> &gt; <a href="#">Separation</a></p> <p>Warning -- Separations Reminder (20050,50)</p> <p>You have made a change that may impact the Separation Transaction. Return to the Separation Component and effect your change by Saving the Separation Transaction.</p> <p>If you changed an Approved Transaction, you must Re-route for Approval and If you have Approval Authority, you must Re-Approve the transaction.</p> <p style="text-align: center;"><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> </div>
36	Click the <b>Ok</b> button.
37	To obtain a printable version of the orders, click the  button. The system will send a copy of the orders to your 'Business E-Mail' address.
38	Click on the  to close the orders window. The separation transaction window should still be present on the screen. Use the menus to return to the member's separation page. The departure date will still be listed as one day before the retirement date.
39	<p>The <b>Retirement Date</b> and <b>Departure Date</b> will be filled.</p> <p><b>Note:</b> The screen does not yet reflect any terminal leave entered in the orders. This will update after the remaining separation information is entered and saved.</p> <p><b>Retirement Date:</b> 06/01/2010      <b>Departure Date:</b> 05/31/2010</p>
40	At this point, you should complete the DD-214. Click the <b>DD-214</b> link at the bottom of the Separations page. See Chapter 6 of this part for instructions.
41	After completing the DD-214, return to the <b>Separation</b> tab.
42	Click the  tab.

*Continued on next page*

## Retirement Procedure, Continued

Procedure (cont'd)

Step	Action
43	<p>The <b>Leave Disposition</b> page will appear.</p>  <p>The Leave Disposition page allows the member to sell any unused leave that may remain as of the day of separation. These fields may be left blank if the member is not selling any leave. It also allows the system to debit the member's pay of any excess leave previously taken.</p> <p><b>Note:</b> It is extremely important to dispose of the member's entire leave balance.</p>
44	Enter the amount of <b>Earned Leave to Sell</b> or leave blank.
45	Enter the amount of <b>Saved Leave to Sell</b> or leave blank.
46	Enter the <b>Days of Excess Leave</b> or leave blank.
47	Click the <b>Separation Approval</b> tab.
48	<p>Enter the <b>Employee ID</b> number for the CGHRSUP user who will be reviewing and approving this transaction.</p> <p><b>Note:</b> If you are the CGHRS user approving this transaction, see the approval procedures on the last page of this guide for instructions.</p>
49	<p>Click the <b>Save</b> button. The Departure Date will automatically update to reflect any terminal leave or other authorized delay you entered in the orders.</p> <p><b>Example:</b></p> <p><b>Before saving</b> – Departure date is one day before retirement date:</p> <p>Retirement Date: 06/01/2010      Departure Date: 05/31/2010</p> <p><b>After saving</b> – Departure date has changed to reflect the terminal leave (25 days in this example).</p> <p>Retirement Date: 06/01/2010      Departure Date: 05/06/2010</p>

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## Retirement Approval Procedure

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**Introduction** This section provides the *Approval Procedure* for a **Retirement**.

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**Procedure** Access your Worklist and follow these steps to approve the transaction.  
**Note:** See the Worklist topic in the online help for additional information on accessing your Worklist. You can also access the transaction using the following menu path:  
Enterprise Menu > Administer Workforce > Administer Workforce (GBL) > Use > **Separations**

Step	Action
1	Locate the <b>Worklist</b> item in the link column.
2	Click on the <b>Employee</b> .
3	Check member's information for accuracy.
4	Supervisors must decide which action from the Approval Status button to take. The Selections are: <ul style="list-style-type: none"> <li>• <b>Approve</b> – Select to approve.</li> <li>• <b>Denied</b> – Select to deny (disapprove) the transaction. If desired, a text box is available to advise why the transaction is denied.</li> <li>• <b>Pending</b> - This is used when the transaction needs further information. The user may return and complete the transaction at a later date.</li> </ul> <b>Note:</b> If the Approver selects Denied or Pending, further information is needed. The transaction can be re-routed to a specific user by entering the Employee ID in the "Route to" block. When an Employee ID is entered in the route to block the transaction will appear on their Worklist.
5	Click the <b>Ok</b> button.
6	<p>If you selected "Approve" in Step 4 you will receive the following warning:</p> <div style="border: 1px solid black; padding: 5px;"> <p>Warning – Saving an Approved Separation (20050,71)</p> <p>You are attempting to save a separation with an approved status.  Since you have CGHRSUP role you are creating a new or correction transaction.  If this is desired, press OK.</p> <p>If you do not wish to create a new or correction transaction at this time,  press Cancel and set the approval status to Pending prior to saving.</p> <p style="text-align: center;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div>
7	<p>If you want to transmit the separation, click <b>OK</b>.</p> <p>If you did not intend to approve and transmit the separation, click <b>Cancel</b>.</p>
8	Remember to go back to the <b>Worklist</b> and check the <b>Marked Worked</b> button.

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## Retirement Corrections and Deletions

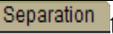
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**Introduction** This section provides the procedures for Corrections and Deletions of the Retirement transaction.

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**Procedure** Only a CGHRSUP role user (SPO Supervisor/Auditor) can make changes to an approved separation.

The Separation Type and Effective Date cannot be corrected once the transaction is saved. When the Separation transaction is in an "Approved" status, the CGHRSUP role user must be in "Correct History" to make a change such as selling leave (etc.). Upon saving, the system will create a correction-type transaction.

Step	Action								
1	Select menu items in the following order: <u>Enterprise Menu</u> > <u>Administer Workforce</u> > <u>Administer Workforce (GBL)</u> > <u>Use</u> > <b>Separations</b>								
2	Enter the <b>EmplID</b> with the members Employee ID.								
3	Make sure you are in the  <b>Correct History</b> mode.								
4	Click the <b>Search</b> button.								
5	Select the transaction from the search results. <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">If the separation transaction...</th> <th style="text-align: center;">Then...</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">has NOT been approved</td> <td>CGHRS/CGHRSUP user can: <ul style="list-style-type: none"> <li>• Change the <b>Field</b> and <b>Save</b>.</li> <li>• Route for approval (CGHRS )/Approve (CGHRSUP)</li> </ul> </td> </tr> <tr> <td style="text-align: center;">is in an "Approved" status</td> <td> <ul style="list-style-type: none"> <li>• CGHRSUP User – Make changes and save.</li> </ul> </td> </tr> <tr> <td style="text-align: center;">Normal Expiration of Enlistment type separations</td> <td>SPO will start the Separation transaction. After the <b>Save</b>, the <b>Separation Type</b>, <b>Termination Date</b> and <b>Departure Date</b> will not be editable. If a mistake is made with the <b>Separation Type</b> or <b>Termination Date</b>, you will have to Delete the Transaction and insert a new row.</td> </tr> </tbody> </table>	If the separation transaction...	Then...	has NOT been approved	CGHRS/CGHRSUP user can: <ul style="list-style-type: none"> <li>• Change the <b>Field</b> and <b>Save</b>.</li> <li>• Route for approval (CGHRS )/Approve (CGHRSUP)</li> </ul>	is in an "Approved" status	<ul style="list-style-type: none"> <li>• CGHRSUP User – Make changes and save.</li> </ul>	Normal Expiration of Enlistment type separations	SPO will start the Separation transaction. After the <b>Save</b> , the <b>Separation Type</b> , <b>Termination Date</b> and <b>Departure Date</b> will not be editable. If a mistake is made with the <b>Separation Type</b> or <b>Termination Date</b> , you will have to Delete the Transaction and insert a new row.
If the separation transaction...	Then...								
has NOT been approved	CGHRS/CGHRSUP user can: <ul style="list-style-type: none"> <li>• Change the <b>Field</b> and <b>Save</b>.</li> <li>• Route for approval (CGHRS )/Approve (CGHRSUP)</li> </ul>								
is in an "Approved" status	<ul style="list-style-type: none"> <li>• CGHRSUP User – Make changes and save.</li> </ul>								
Normal Expiration of Enlistment type separations	SPO will start the Separation transaction. After the <b>Save</b> , the <b>Separation Type</b> , <b>Termination Date</b> and <b>Departure Date</b> will not be editable. If a mistake is made with the <b>Separation Type</b> or <b>Termination Date</b> , you will have to Delete the Transaction and insert a new row.								
6	Open the  <b>Separation</b> tab.								

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## Retirement Corrections and Deletions, Continued

**Procedure** (continued)

Step	Action						
7	If the separation <b>Type</b> has not been approved, the CGHRS/CGHRSUP user can simply change the field and save. If the separation has been approved, only the CGHRSUP user can make any changes.						
8	<b>SPD (CODE)</b> Contact EPM1/OPM1 to make the change. When the Change is completed the SPO can go into the transaction and finish the Separation.						
9	<p><b><u>Effective Date/Termination Date</u></b> –</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">If the separation date needs to be amended to...</th> <th style="text-align: left;">Then Contact...</th> </tr> </thead> <tbody> <tr> <td>An earlier date</td> <td>PPC SES to make the change.</td> </tr> <tr> <td>A later date</td> <td>CG PSC-epm/opm to make the change.</td> </tr> </tbody> </table> <p>When the change is completed the SPO can go into the transaction and finish the Separation. If any correction impacts the Effective Date and the separation was saved, whether approved or not, the SPO must delete the separation and recreate.</p> <p>If a change in terminal leave impacts the effective date:</p> <ul style="list-style-type: none"> <li>• And the separation has not been approved; the SPO may change the terminal leave.</li> <li>• And the separation has been approved; the SPO must delete the separation and recreate.</li> </ul>	If the separation date needs to be amended to...	Then Contact...	An earlier date	PPC SES to make the change.	A later date	CG PSC-epm/opm to make the change.
If the separation date needs to be amended to...	Then Contact...						
An earlier date	PPC SES to make the change.						
A later date	CG PSC-epm/opm to make the change.						
10	<b><u>Reenlistment Eligibility</u></b> - If the separation has not been approved, the CGHRS/CGHRSUP user can simply change the field and save. If the separation has been approved, a CGHRSUP user can change the field and save. CGHRS users will need to route the transaction to a CGHRSUP user for approval.						
11	<b><u>Departure Date</u></b> - If the separation has not been approved, the SPO may change the terminal leave. If the separation was approved, the SPO must delete the separation and recreate. The <b>Departure Date</b> (a non-editable field) will take into consideration any terminal leave requested on the member’s orders. However, since the orders must exist before entering any terminal leave; the <b>Departure Date</b> will not be properly set until forwarded for Approval. Or the user can Save the Separation Page after the Terminal Leave has been entered.						
12	Open the <span style="background-color: #d3d3d3;">Separation Pay</span> tab.						
13	<b><u>SEP Pay</u></b> - EPM1/OPM1 must make the change. When the change is completed, the SPO can go into the transaction and finish the Separation						

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## Retirement Corrections and Deletions, Continued

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Procedure (cont'd)

Step	Action
14	<b><u>Earning Type</u></b> - EPM1/OPM1 must make the change. When the change is completed the SPO can go into the transaction and finish the Separation.
15	<b><u>Highest Pay Grade Held</u></b> : If the separation has not been approved, the CGHRS/CGHRSUP user can simply change the field and save. If the separation has been approved, only the CGHRSUP role user can change the field
16	Click on the <b>Leave Disposition</b> tab. <i>Note:</i> Leave taken in conjunction with a RELAD or Retirement must be entered in the Separations component and NOT recorded in the Vacation Request page.
17	Enter the <b><u>Total Days Leave to Sell</u></b> .
18	Enter the <b><u>Earned Leave to Sell</u></b> .
19	Enter the <b><u>Saved Leave to Sell</u></b> .
20	Enter the <b><u>Days of Excess Leave</u></b> .

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## Back-To-Back AD Orders, Continued

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**Limitations  
(con't)**

1. Start a new separation.
2. Put Type, Date and SPD/Reason codes in.
3. Go to Reserve Status tab. Click plus sign for new row. Date it the day after the RELAD date.
4. Go back to separation tab and click save.
5. Click OK a few times to dismiss all the messages.
6. Click the orders link.
7. Enter the department ID number for the department ID where the member will be going to on the orders destination section.
8. Save the orders (click OK again a few times to dismiss all the warning messages)
9. Go back to the separation; click the route/approval tab.
10. Route to approver or select "Approved" if you are the approver.
11. Save.
12. Complete the new reserve orders.
13. Restart pay entitlements (Enterprise Menu > Compensate Employees > Use > Pay Entitlements), as applicable for the member's new orders (BAH, COLA, BAS, etc.).

***Reservists who are immediately recalled for further active duty of less than 140 ADT days or less than 181 ADOT days.***

If a Reservist is released from Title 10 orders or other Long-Term AD orders, then immediately recalled to active duty under a different set of orders (e.g., Title 14, ADOS-RC, ADT, or ADOS-AC), and the new period of recall is less than 140 days for ADT order or less than 181 days for ADOT orders:

1. Complete a Release from Active Duty (RELAD) transaction.
2. Prepare and endorse the new Reserve orders, to record the new period of active duty.

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*Continued on next page*

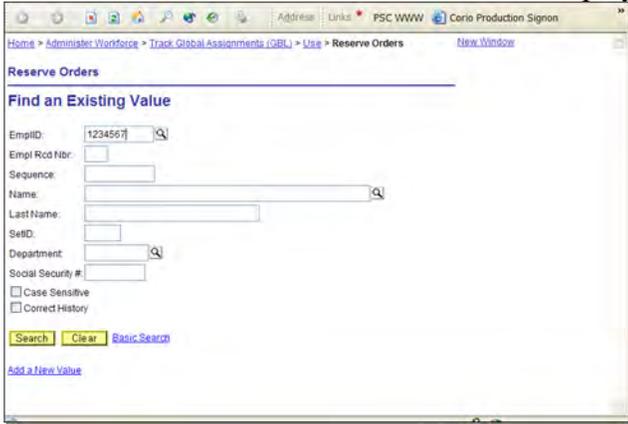
## Back-To-Back AD Orders, Continued

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**Create a new order**

Follow these steps to create a new order for a reserve member, who is on active duty and is issued new orders for additional active duty with no break in service and no RELAD is required (read the “Limitations” block on page 73).

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Step	Action
<b>1</b>	<p>Log into the system and select the following menu items: Administer Workforce &gt; Track Global Assignments (GBL) &gt; Use &gt; <b>Reserve Orders</b></p> <p>Note: Reserve Orders can also be accessed using the Manage Reserve Member activity guide:</p> <p>Administer Workforce &gt; Track Global Assignments (GBL) &gt; Use &gt; <b>Manage Reserve Member</b></p> <p>Click the “<i>View/Complete Order Info</i>” link at the bottom of the activity guide page to go to the Reserve Orders Search record.</p>
<b>2</b>	<p>The Reserve Orders Search record will be displayed.</p>  <p>Enter the member’s employee ID number in the EmplID field and click the Search button.</p>

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