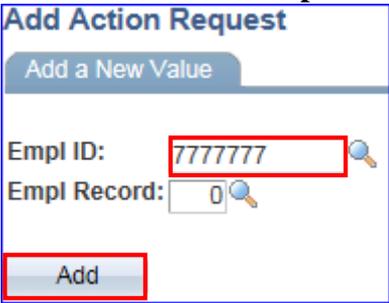


Starting Special Duty Assignment Pay

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

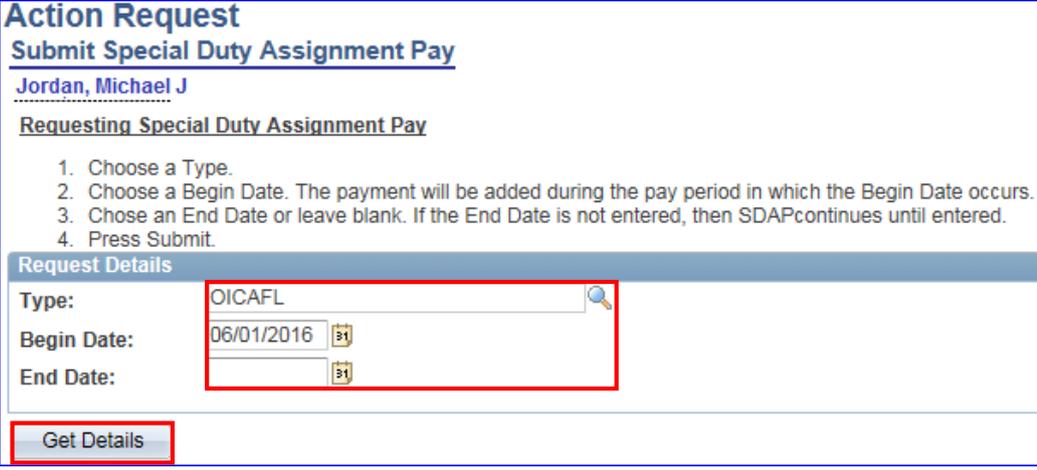
Procedure See below.

Step	Action
1	<p>Select the Request tab at the top of the home page. Select the SDAP link in the Payroll Requests pagelet.</p>  <p>The screenshot shows a web interface with three tabs: 'My Page', 'Self Service', and 'Requests'. The 'Requests' tab is highlighted with a red box. Below the tabs are two main sections: 'Self Service Requests' and 'Payroll Requests'. The 'Payroll Requests' section contains a grid of links, with 'SDAP' highlighted by a red box. Other links include 'Absence Request', 'Suppl Clothing Allowance', 'Diving Duty Pay', 'Hazardous Duty Pay', 'Advance Pay', 'Cadet ICA', 'Combat Tax Exclusion', 'Career Sea Pay Premium', 'Pay Corrections', 'Career Sea Pay on TDY', 'Cadet COMRATS', 'PHS Monthly Special Pay', and 'Remove EBDL Completion'.</p>
2	<p>Enter the members Empl ID and hit Add.</p>  <p>The screenshot shows a form titled 'Add Action Request'. It has a header 'Add a New Value'. Below that are two input fields: 'Empl ID:' with the value '7777777' and a magnifying glass icon, and 'Empl Record:' with the value '0' and a magnifying glass icon. At the bottom of the form is a button labeled 'Add', which is highlighted with a red box.</p>

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Starting Special Duty Assignment Pay, Continued

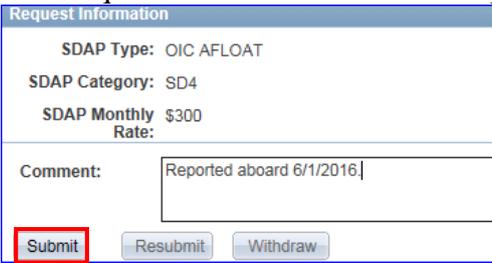
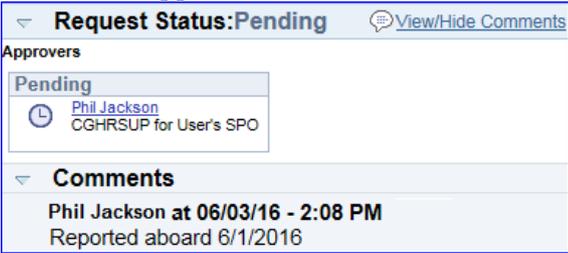
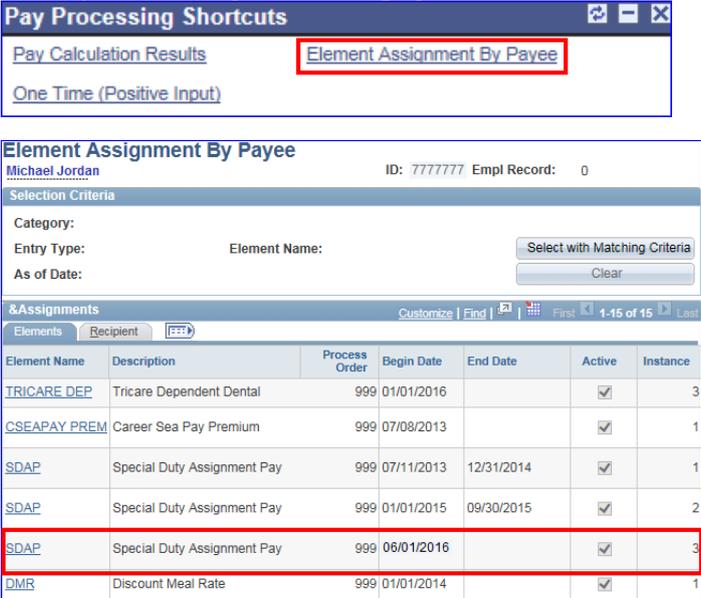
Procedure,
continued

Step	Action																
3	<p>The Requesting Special Duty Assignment Pay Request page will display.</p>  <p>Action Request Submit Special Duty Assignment Pay Jordan, Michael J Requesting Special Duty Assignment Pay</p> <ol style="list-style-type: none"> 1. Choose a Type. 2. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs. 3. Choose an End Date or leave blank. If the End Date is not entered, then SDAP continues until entered. 4. Press Submit. <p>Request Details</p> <p>Type: OICAFLE </p> <p>Begin Date: 06/01/2016 </p> <p>End Date: </p> <p>Get Details</p> <p>Enter Type from the Look Up icon.</p>  <p>Look Up</p> <table border="1"> <tbody> <tr><td>NSF-RM</td><td>NSF RESPONSE MEMBER</td></tr> <tr><td>NSF-RS</td><td>NSF RESPONSE SUPERVISOR</td></tr> <tr><td>NSF-RT</td><td>NSF RESPONSE TECHNICIAN</td></tr> <tr><td>OCSCC</td><td>OCS COMPANY CHIEF</td></tr> <tr><td>OCSCHE</td><td>USCG ACADEMY COMPANY CHIEF</td></tr> <tr><td>OICAFLE</td><td>OIC AFLOAT</td></tr> <tr><td>OICASH</td><td>OIC ASHORE</td></tr> <tr><td>OPMFSE</td><td>OFFICE OF PROGRAM MANAGERS FACILITY SECURITY FORCES</td></tr> </tbody> </table> <p>Enter the Begin Date. The End Date can be left blank to pay continuous SDAP. If this is a temporary entitlement, enter an End Date. Leave the date blank for AD members and RC members on AD for 140 or more days ADT or more than 181 days ADOT. SDAP will stop automatically upon RELAD or PCS.</p> <p>Click the Details button.</p>	NSF-RM	NSF RESPONSE MEMBER	NSF-RS	NSF RESPONSE SUPERVISOR	NSF-RT	NSF RESPONSE TECHNICIAN	OCSCC	OCS COMPANY CHIEF	OCSCHE	USCG ACADEMY COMPANY CHIEF	OICAFLE	OIC AFLOAT	OICASH	OIC ASHORE	OPMFSE	OFFICE OF PROGRAM MANAGERS FACILITY SECURITY FORCES
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Continued on next page

Starting Special Duty Assignment Pay, Continued

Procedure,
continued

Step	Action																																																	
4	<p>The Request Information section will populate.</p>  <p>Enter any comments if necessary and click the Submit button.</p>																																																	
5	<p>Once submitted, the transaction status is Pending and has been routed to the SPO auditor for approval.</p> 																																																	
6	<p>Once approved SDAP is located in Element Assignment By Payee (EABP) in the Pay Processing Shortcuts pagelet.</p>  <table border="1" data-bbox="341 1653 1042 1906"> <thead> <tr> <th>Element Name</th> <th>Description</th> <th>Process Order</th> <th>Begin Date</th> <th>End Date</th> <th>Active</th> <th>Instance</th> </tr> </thead> <tbody> <tr> <td>TRICARE DEP</td> <td>Tricare Dependent Dental</td> <td>999</td> <td>01/01/2016</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>3</td> </tr> <tr> <td>CSEAPAY PREM</td> <td>Career Sea Pay Premium</td> <td>999</td> <td>07/08/2013</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>SDAP</td> <td>Special Duty Assignment Pay</td> <td>999</td> <td>07/11/2013</td> <td>12/31/2014</td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> <tr> <td>SDAP</td> <td>Special Duty Assignment Pay</td> <td>999</td> <td>01/01/2015</td> <td>09/30/2015</td> <td><input checked="" type="checkbox"/></td> <td>2</td> </tr> <tr style="border: 2px solid red;"> <td>SDAP</td> <td>Special Duty Assignment Pay</td> <td>999</td> <td>06/01/2016</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>3</td> </tr> <tr> <td>DMR</td> <td>Discount Meal Rate</td> <td>999</td> <td>01/01/2014</td> <td></td> <td><input checked="" type="checkbox"/></td> <td>1</td> </tr> </tbody> </table>	Element Name	Description	Process Order	Begin Date	End Date	Active	Instance	TRICARE DEP	Tricare Dependent Dental	999	01/01/2016		<input checked="" type="checkbox"/>	3	CSEAPAY PREM	Career Sea Pay Premium	999	07/08/2013		<input checked="" type="checkbox"/>	1	SDAP	Special Duty Assignment Pay	999	07/11/2013	12/31/2014	<input checked="" type="checkbox"/>	1	SDAP	Special Duty Assignment Pay	999	01/01/2015	09/30/2015	<input checked="" type="checkbox"/>	2	SDAP	Special Duty Assignment Pay	999	06/01/2016		<input checked="" type="checkbox"/>	3	DMR	Discount Meal Rate	999	01/01/2014		<input checked="" type="checkbox"/>	1
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