

## E-Mail ALSPO A/08

**Subj: REPORTING OF TEMPORARY DUTY (TDY) IN DIRECT ACCESS**

**Ref: (a) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)**

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**Introduction** This E-Mail ALSPO message announces the elimination of the Direct Access TDY Entitlements (P620 – *Change Subsistence and/or Career Sea Duty Entitlements Due to TDY/Permissive Orders*) transaction and transmits new procedures for recording changes to enlisted Basic Allowance for Subsistence (BAS) and/or Career Sea Duty Pay/Time (CSP) for members performing temporary duty (TDY).

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**Discussion** Some reasons for eliminating the Direct Access TDY Entitlements transaction included:

- Incorrect use of the transaction (For example - Submission on SELRES members and submission with dates overlapping PCS transfer) required manual intervention by PSC (mas) to correct members' pay accounts.
  - Submission of duplicate transactions by SPOs using the TDY Entitlements menu and the Employee Entitlements menu for BAS/CSP changes.
  - Overpayments of BAS to members who were TDY to shore units from essential messing units (transaction to return the member from TDY not submitted in a timely fashion).
  - Having BAS and CSP changes entered in Direct Access under a separate menu item, outside of the Employee Entitlements component, resulted in inconsistent use of the TDY entitlements transaction.
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**Reducing BAS Overpayments** Use of the Employee Entitlements component to record TDY BAS and CSP changes will solve many of the problems listed above. However, the potential for overpayments of BAS to members performing TDY away from sea duty/essential messing units to non-essential messing units remained.

To address this issue, discount meal rate charges (BASDMR) will be credited back to members performing TDY away from sea duty/essential messing units to non-essential messing units. SPOs will submit a Refund DMR for Missed Meals (P603) transaction in Direct Access to credit members upon return from TDY. Transactions may be submitted monthly if the member will be TDY for a period of more than 30 days.

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## E-Mail ALSPO A/08

**Subj: REPORTING OF TEMPORARY DUTY (TDY) IN DIRECT ACCESS**

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**Transactions for Reporting BAS and/or CSP Changes due to TDY**

The following Direct Access transactions shall be used to record changes to BAS and/or CSP. The transactions are accessed using the following Direct Access menu path:

Compensate Employees > Maintain Entitlements > Use > **Employee Entitlements**

- Use the **CSP** – Career Sea Pay Earnings Code entitlement transaction for CSP changes.
- Use the **CSR** – Career Sea Pay – Premium Earnings Code entitlement transaction for CSP-Premium stops and restarts.
- Refer to the table below to determine the Earnings Code entitlement transaction to use for BAS changes.

<b>If the member's permanent unit BAS entitlement is</b>	<b>and the member's TDY BAS entitlement is</b>	<b>Then use the following Direct Access Employee Entitlement Earnings Code/Earnings Type</b>
BASDMR	ENLBAS.	<b>RMM</b> – Refund DMR for Missed Meals with the DMRRMM – DMR Refund for Missed Meals Earnings Type
ENLBAS	BASDMR	<b>BAS</b> – Basic Allowance for Subsistence with the BASDMR – Discount Meal Rate

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**Data Migration, Corrections and Deletions of Previously Submitted TDY Entitlements Transactions**

The Direct Access TDY Entitlements component will be removed from the menu. BAS and CSP transactions created by the TDY Entitlements component will be brought under the Employee Entitlement component through a Direct Access/JUMPS resynchronization process. Previously submitted transactions can be corrected or deleted using the new procedures for submitting BAS and CSP changes via the Employee Entitlements component.

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## E-Mail ALSPO A/08

**Subj: REPORTING OF TEMPORARY DUTY (TDY) IN DIRECT ACCESS**

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**Procedures**      Enclosure (1) provides detailed procedures for completing BAS and CSP transactions in connection with TDY. Enclosure (2) provides a list of pay and allowances impacted by TDY and links to the appropriate Direct Access procedural guidance.

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**Effective date**      The Direct Access procedures and programming changes described in this E-Mail ALSPO message and its enclosures are effective 25 January 2008.

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**Questions**      Questions regarding the content of this E-Mail ALSPO may be directed to PSC Customer Care at:

 (866) 772-8724/(785) 339-2200  
 <http://www.uscg.mil/hr/psc/ccb/> or by e-mail  
to [PSC-CustomerCare@uscg.mil](mailto:PSC-CustomerCare@uscg.mil)

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**Released by**      Internet release authorized.

/s/  
M. P. SULLIVAN  
Executive Director

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Encl: (1) [Direct Access TDY Entitlements Procedural Guide](#)  
(2) [Listing of Pay and Allowances Impacted by TDY](#)

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# Temporary Duty Entitlements

## Overview

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**Introduction** This section provides the procedures for changing a member's subsistence and/or sea pay/time entitlement due to **Temporary Duty (TDY)** /Permissive Orders.

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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>	2
<a href="#">Quick Reference Table</a>	6
<a href="#">TDY Entitlement Navigation</a>	9
<a href="#">Starting/Stopping BASDMR due to TDY</a>	16
<a href="#">Refund of BASDMR due to TDY</a>	19
Changing or Starting Career Sea Pay Due to TDY	
1 -- <a href="#">Member TDY from a non-CSP unit to a CSP unit</a>	23
2 -- <a href="#">Member TDY from a CSP unit to a non CSP unit for more than 30 days</a>	26

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# Temporary Duty Entitlements

## Guiding Principles

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**Introduction** This section provides the guiding principles for **TDY Entitlements**.

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**Reference** The following references provide additional information about TDY Entitlements.

- [Pay, Personnel, & Procedures Manual, Chap. 2-B](#) and [Chap 7-B](#)
  - [U.S. Coast Guard Pay Manual, Chapter 3-B, Chapter 4-B](#)
- 

**DA Menu Item (Transaction) to use for TDY Subsistence and Career Sea Pay** The DA Entitlements menu **must be used** to report changes to subsistence and CSP when a member is ordered TDY. The transaction is required for every TDY assignment which results in a change to subsistence allowance for enlisted personnel or CSP for officers and enlisted personnel.

[Compensate Employees](#) > [Maintain Entitlements](#) > [Use](#) > **Employee Entitlements**

The [Compensate Employees](#) > [Maintain Entitlements](#) > [Use](#) > **Employee Entitlements** menu **is also used** to enter stops of CSP for TDY in excess of 30 days and to administer other pay entitlements (SDAP, FSA, HDP-L, etc.) affected by TDY.

The following sections, *Understanding Subsistence Allowances for Enlisted Personnel* (on page 4) and *Understanding Career Sea Pay* (on page 6), along with the table on page 6, will help you to determine if a DA TDY Entitlements transaction for BAS and/or CSP is needed.

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# Temporary Duty Entitlements

## Guiding Principles, Continued

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**Reservists** This guidance applies to active duty personnel (officers and enlisted) and to Reservists on EAD or long-term active duty. Do not submit BAS Entitlements on Reservists on short-term active duty (Subsistence entitlements are entered on the *Reserve Orders Partial Entitlements tab*. Use the Employee Entitlements menu if member is entitled to CSP). BAS and CSP are not payable to Reservists on IDT.

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**Timing** Do not submit the DA TDY Entitlements BAS or CSP transactions with dates that overlap an existing TDY period.

Do not submit the DA TDY Entitlements BAS or CSP transactions with dates that a member is in a PCS enroute status.

If the member will immediately depart PCS following the TDY period the Departing Endorsement on Orders transaction will auto stop (close) any open BAS or CSP entitlement rows when the transaction is approved and saved. In these cases it is not necessary to stop the TDY BAS and/or CSP entries.

Note: See the “*Working With Effective Dates*” guidance on page 12 for information on entering transactions in the correct sequence.

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# Temporary Duty Entitlements

## Guiding Principles, Continued

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### Understanding Subsistence Allowances for Enlisted Personnel

When a member performs TDY, payroll transactions may be needed to adjust subsistence allowances. [Read section 3-B of the Coast Guard Pay Manual](#) and [E-Mail ALSPO message AB/04](#) for regulations pertaining to substance allowances. After reading the regulations you should understand that:

- All enlisted personnel, other than those in accession training, have a continuous entitlement to Enlisted Basic Allowance for Subsistence (ENLBAS).
  - BAS Discount Meal Rate (BASDMR) is not an allowance, but a mandatory pay account collection of a debt owed to the government for meals made available to the member.
  - When members are assigned to circumstances where mandatory pay account collections are required for government furnished meals made available, these collections will be made whether the meals are eaten or not.
  - Collection of BASDMR is *refunded* during TDY if the member is not provided with meals.
  - For members TDY to U.S. Navy, or other U.S. Government vessels as other than passengers, or to foreign navy vessels, ESM charges (BASDMR) will be suspended and members will settle messing charges on a *PAYGO* basis.
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### Understanding Career Sea Pay

When a member performs TDY to or from a CSP eligible vessel or mobile unit, payroll transactions are needed to start and stop sea pay/time. [Read section 4-B of the Coast Guard Pay Manual](#) for regulations pertaining to Career Sea Pay. Also read [E-Mail ALPERSRU messages D/03 and F/03](#) for policy changes concerning CSP for vessels operating “*In-Theater*” (in direct support of Operation Enduring Freedom or Operation Iraqi Freedom). After reading the regulations you should understand that:

- There are three levels of CSP for members **permanently** assigned to a CSP eligible unit.
  - With the **exception** of assignments to vessels operating In-Theater:
    - Members **temporarily** assigned to a CSP eligible unit are eligible for Level-1 CSP.
    - The CSP level for a member going TDY from one CSP eligible unit to another CSP eligible unit does not change.
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# Temporary Duty Entitlements

## Guiding Principles, Continued

### Understanding Career Sea Pay

- CSP entitlement stops after 30 days TDY (not including leave taken before or after TDY) away from a CSP eligible unit.
- CSP is not payable during periods of leave taken after 30 days TDY (PAYMAN Fig 4-7, Note 2).

**Note:** For a member who is TDY from a CSP eligible unit, the system does not generate any transaction which would stop CSP after 30 days TDY. When a member is TDY from a CSP eligible unit for more than 30 days, **you must use the [DA Employee Entitlements](#) menu to stop and restart CSP.**

### Known Issue with Entitlement Rows

The old DA TDY Entitlements (P620) transaction, which is no longer used, inserted a row in the member's Employee Entitlements to reflect the stop and start of BAS entitlements. The row inserted by the TDY Entitlements transaction is dated incorrectly making it appear, in the Employee Entitlements view, as if there were a one-day gap in the member's overall BAS entitlement.

An example is shown below. It appears the member did not have a BAS entitlement on 04/08/2006 because the new row (row #2), which was inserted by the system to show the resumption of BASDMR following a TDY period, is dated 04/09/2006. It should be 04/08/2006, the day after the TDY BAS stopped (Row #3. Note the "Temporary Additional Duty" entry in the Earnings Process Type. This indicates the row was closed by the system as a result of the TDY Entitlements Transaction).

	*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Earning Process Type
1	05/30/2006	2565		0000	BASDMR	Discount Meal Rate (DMR)	A	<input type="checkbox"/>	<a href="#">Detail</a>	
2	04/09/2006	9996	05/29/2006	2566	BASDMR	Discount Meal Rate (DMR)	A	<input type="checkbox"/>	<a href="#">Detail</a>	
3	02/21/2006	9999	04/07/2006	9996	ENLBAS	Enlisted BAS	A	<input type="checkbox"/>	<a href="#">Detail</a>	Temporary Additional Duty

SPOs must not attempt to manipulate the stop and start dates of the two rows. The JUMPS segments (24 & 27), affected by the P620 transaction, have the correct stop and start dates. This is a known issue with the TDY Entitlements (P620) component and is one of the reasons the transaction is no longer in use.

# Temporary Duty Entitlements

## Quick Reference Table

**Table** Use this table to determine if a TDY BAS and/or CSP entitlement transaction needs to be submitted when an officer or enlisted member is TDY.

Abbreviations used in this table:

BAS-Basic Allowance for Subsistence	PDS-Permanent Duty Station
BASDMR-Enlisted BAS, Discount Meal Rate	CSP-Career Sea Pay
ENLBAS-Enlisted BAS	CSPP-Careers Sea Pay Premium
OFFBAS-Officer BAS	

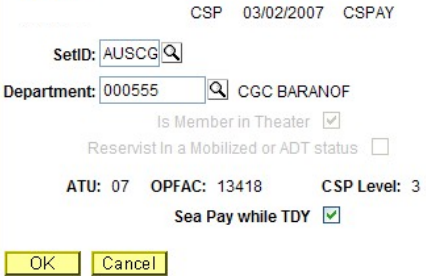
BAS at PDS	Messing at TDY	CSP at PDS	CSP at TDY	TDY Entitlements transactions for BAS and/or Career Sea Pay (CSP) Needed?
ENLBAS	ENLBAS	NO	NO	No. TDY does not impact the member's substance or CSP entitlement.
OFFBAS	OFFBAS	NO	NO	No. TDY does not impact the officer's substance or CSP entitlement.
OFFBAS	OFFBAS	YES	NO	No. If TDY is more than 30 days: 1. Use Employee Entitlements to stop CSP/CSPP on 30 <sup>th</sup> day of TDY 2. Enter new CSP/CSPP rows to resume upon return from TDY.
BASDMR	ENLBAS.	NO	NO	Yes. <b>Refund</b> DMR deductions during TDY Period. <b>TDY Period 30 days or less:</b> Submit a single DA Employee Entitlements Refund DMR for Missed Meals transaction, on the last day of TDY.  <b>TDY Period more than 30 days:</b> Submit a DA Employee Entitlements Refund DMR for Missed Meals transaction, on the last day of the first month of TDY. Submit additional Refund DMR for Missed Meals transactions on the last day of each subsequent month and a final transaction on the last day of TDY (if last day of TDY is other than the last day of the month).  Note: 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.
BASDMR	BASDMR	NO	YES	<b>Yes. CSP Only.</b> This TDY does not impact the member's substance entitlement. <b>Starting TDY:</b> Start Sea Pay day arrived to CSP unit. ( <b>check off "Sea Pay while TDY" box</b> )  <b>Ending TDY:</b> Stop Sea Pay day departed the CSP unit
BASDMR	BASDMR	YES	NO	<b>Yes. CSP Only.</b> This TDY does not impact the member's substance entitlement. <b>If TDY is more than 30 days:</b> 1. Use Employee Entitlements to stop CSP/CSPP on 30 <sup>th</sup> day of TDY 2. Enter new CSP/CSPP rows to resume upon day of return from TDY.
BASDMR	BASDMR	NO	NO	<b>No.</b> TDY does not impact the member's substance or CSP entitlement.
OFFBAS	OFFBAS	NO	YES	Yes. Needed to start/stop CSP for officers. <b>Starting TDY:</b> Start Sea Pay day arrived to CSP unit. ( <b>check off "Sea Pay while TDY" box</b> )  <b>Ending TDY:</b> Stop Sea Pay day departed the CSP unit

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# Temporary Duty Entitlements

## Quick Reference Table, Continued

Table (continued)

BAS at PDS	Messing at TDY	CSP at PDS	CSP at TDY	TDY Entitlements transactions for BAS and/or Career Sea Pay (CSP) Needed?
BASDMR	BASDMR	YES	YES	<p><b>No.</b> TDY does not impact the member's substance or CSP entitlement. Do not stop CSP. The member will continue to receive CSP at current level while TDY.</p> <p><b>Exception:</b> If TDY unit is <b>In Theater</b> AND member's CSP level for PDS is "1" or "2", then stop current CSP entitlement and start a new one. Fill in the fields (making sure the In Theater checkbox is marked, notify PSC Customer Care if the checkbox is not marked and the vessel is operating In Theater) on the "Detail" page. This will pay CSP at level "3" while the member is TDY.</p> 
ENLBAS	BASDMR	NO	NO	<p>Yes. Needed to start/stop BASDMR during TDY.</p> <p><b>Starting TDY:</b> Stop ENLBAS the day prior to arriving at TDY unit. Start BASDMR day arrived TDY unit. (<b>check off "BAS while TDY block"</b>)</p> <p><b>Ending TDY:</b> Stop BASDMR day prior to arriving PDS unit. Restart ENLBAS day returned to PDS unit * <u>except when member will depart PCS Next Day.</u></p> <p><b>*Ending TDY when the member departs PCS next day:</b> Stop ENLBAS day prior to arriving PDS unit (to end the TDY period). Start ENLBAS day of PCS departure to start ENLBAS.</p>
ENLBAS	BASDMR	NO	YES	<p>Yes. Needed to start/stop BASDMR and CSP during TDY.</p> <p><b>Starting TDY:</b> Stop ENLBAS the day prior to arriving at TDY unit. Start BASDMR day arrived TDY unit. (<b>check off "BAS while TDY block"</b>) Start CSP day arrived TDY unit (check off "<b>Sea Pay while TDY block"</b>)</p> <p><b>Ending TDY:</b> Stop CSP day departed CSP unit. Stop BASDMR day prior to arriving PDS unit. Restart ENLBAS day returned to PDS unit * <u>except when member will depart PCS Next Day.</u></p> <p><b>*Ending TDY when the member departs PCS next day:</b> Stop BASDMR day prior to arriving PDS unit (to end the TDY period). Start ENLBAS day of PCS departure to start ENLBAS.</p>

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# Temporary Duty Entitlements

## Quick Reference Table, Continued

Table (continued)

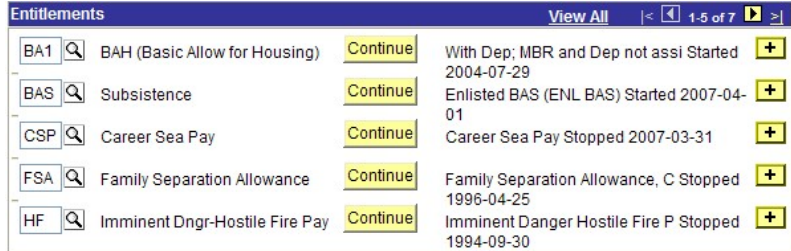
BAS at PDS	Messing at TDY	CSP at PDS	CSP at TDY	TDY Entitlements transactions for BAS and/or Career Sea Pay (CSP) Needed?
BASDMR	ENLBAS	YES	NO	<p>Yes. <b>Refund</b> DMR deductions during TDY Period and, if TDY is more than 30 days, to stop CSP.</p> <p><b>TDY Period 30 days or less:</b> Submit a single DA Employee Entitlements Refund DMR for Missed Meals transaction, on the last day of TDY.</p> <p><b>TDY Period more than 30 days:</b></p> <ol style="list-style-type: none"> <li>1. Submit a DA Employee Entitlements Refund DMR for Missed Meals transaction, on the last day of the first month of TDY. Submit additional Refund DMR for Missed Meals transactions on the last day of each subsequent month and a final transaction on the last day of TDY (if last day of TDY is other than the last day of the month).</li> </ol> <p>Note: 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.</p> <ol style="list-style-type: none"> <li>2. Use Employee Entitlements to stop CSP/CSPP on 30<sup>th</sup> day of TDY</li> <li>3. Enter new CSP/CSPP rows to resume upon day of return from TDY.</li> </ol>

# Temporary Duty Entitlements

## TDY Entitlement Navigation

**Introduction** This section provides the procedure for *navigating* the **Employee Entitlements** component.

**Procedure** Start Direct Access, sign-in and follow these steps to access Employee Entitlements.

Step	Action																								
1	Select Menu items in the following order.  <a href="#">Home</a> > <a href="#">Compensate Employees</a> > <a href="#">Maintain Entitlements</a> > <a href="#">Use</a> > <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.  The current selection will have no underline.  <a href="#">Employee Entitlement Summary</a>   <a href="#">Employee Entitlement Detail</a>																								
4	A page, similar to the one below, will display:   <p>The screenshot shows a table of entitlements with columns for code, name, action, and details. The 'View All' button is highlighted in the title bar.</p> <table border="1"> <thead> <tr> <th>Code</th> <th>Name</th> <th>Action</th> <th>Details</th> </tr> </thead> <tbody> <tr> <td>BA1</td> <td>BAH (Basic Allow for Housing)</td> <td>Continue</td> <td>With Dep; MBR and Dep not assi Started 2004-07-29</td> </tr> <tr> <td>BAS</td> <td>Subsistence</td> <td>Continue</td> <td>Enlisted BAS (ENL BAS) Started 2007-04-01</td> </tr> <tr> <td>CSP</td> <td>Career Sea Pay</td> <td>Continue</td> <td>Career Sea Pay Stopped 2007-03-31</td> </tr> <tr> <td>FSA</td> <td>Family Separation Allowance</td> <td>Continue</td> <td>Family Separation Allowance, C Stopped 1996-04-25</td> </tr> <tr> <td>HF</td> <td>Imminent Dngr-Hostile Fire Pay</td> <td>Continue</td> <td>Imminent Danger Hostile Fire P Stopped 1994-09-30</td> </tr> </tbody> </table>	Code	Name	Action	Details	BA1	BAH (Basic Allow for Housing)	Continue	With Dep; MBR and Dep not assi Started 2004-07-29	BAS	Subsistence	Continue	Enlisted BAS (ENL BAS) Started 2007-04-01	CSP	Career Sea Pay	Continue	Career Sea Pay Stopped 2007-03-31	FSA	Family Separation Allowance	Continue	Family Separation Allowance, C Stopped 1996-04-25	HF	Imminent Dngr-Hostile Fire Pay	Continue	Imminent Danger Hostile Fire P Stopped 1994-09-30
Code	Name	Action	Details																						
BA1	BAH (Basic Allow for Housing)	Continue	With Dep; MBR and Dep not assi Started 2004-07-29																						
BAS	Subsistence	Continue	Enlisted BAS (ENL BAS) Started 2007-04-01																						
CSP	Career Sea Pay	Continue	Career Sea Pay Stopped 2007-03-31																						
FSA	Family Separation Allowance	Continue	Family Separation Allowance, C Stopped 1996-04-25																						
HF	Imminent Dngr-Hostile Fire Pay	Continue	Imminent Danger Hostile Fire P Stopped 1994-09-30																						
5	Select <b>View All</b> in the title bar.																								

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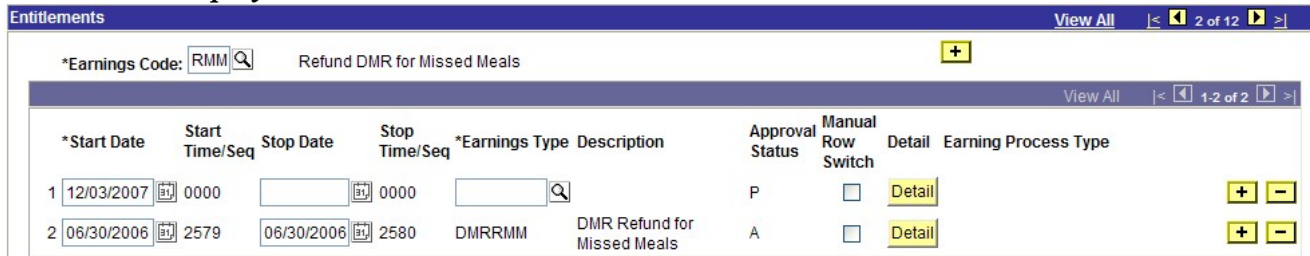
# Temporary Duty Entitlements

## TDY Entitlement Navigation, Continued

**Procedure (cont'd)**

Step	Action	
6	<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>
	exists	<ul style="list-style-type: none"> <li>click the <b>Continue</b> button adjacent to that entitlement. The <b>Employee Entitlement Detail</b> page will appear (see exhibit below).</li> </ul>
	does <i>NOT</i> exist	<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"/> <input type="button" value="Q"/> or use the magnifying glass to search for and select the entitlement earning code.</li> <li>click the <b>Continue</b> button adjacent to the new row to bring it up in the <b>Employee Entitlement Detail</b> screen (see exhibit below).</li> </ul>

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






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# Temporary Duty Entitlements

## TDY Entitlement Navigation, 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 is inserted below the previous entitlement...</p> 
3	Enter the <b>Earnings Code</b> field or use the magnifying glass  to search and select Earnings Code.

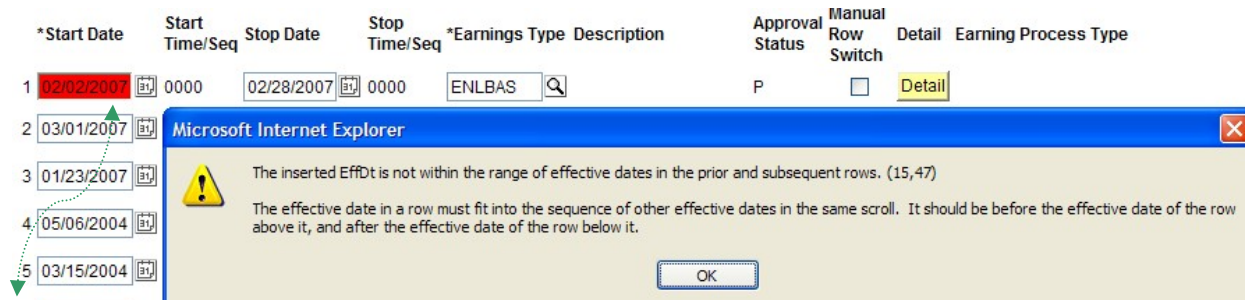
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# Temporary Duty Entitlements


## TDY Entitlement Navigation, Continued

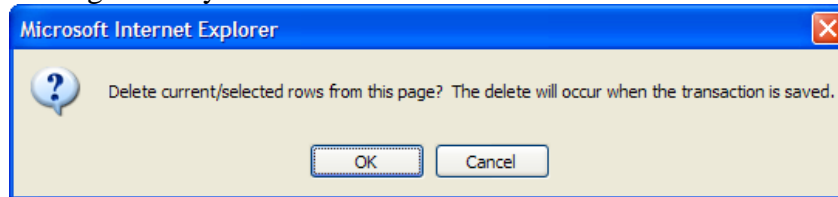
### Working with effective dates

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.

- This error can be avoided by entering new rows in the proper sequence. Click “OK” to dismiss the error, delete the new row you’ve just entered by clicking the Delete Row button . You will receive this information message when you click the Delete Row button:



- Click “OK” to proceed. The Entitlement Detail screen will return to its previous state, as shown below.

*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	
01/23/2007	2519	02/01/2007	2531	BASDMR	Discount Meal Rate (DMR)	A	<input type="checkbox"/>	Detail	
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

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# Temporary Duty Entitlements

## TDY Entitlement Navigation, Continued

### Working with effective dates (cont'd)

Click the Insert New Row **+** button to the right of the existing row that has an effective date **earlier than the start date of the new entitlement** you are trying to enter.

- In this scenario, the user didn't enter the member's BASDMR entitlement for 12/02/2007 thru 01/15/2008 before he/she entered the 01/16/2008 row to restart ENLBAS 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
01/16/2008	2525		0000	ENLBAS	Enlisted BAS	A	<input type="checkbox"/>		
07/22/2005	2512	12/01/2007	2524	ENLBAS	Enlisted BAS	A	<input type="checkbox"/>		
03/31/2005	9995	07/12/2005	9997	BASDMR	Discount Meal Rate (DMR)	A	<input type="checkbox"/>	Detail	

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

"New" row at position number 2.

*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Earni
01/16/2008	2525		0000	ENLBAS	Enlisted BAS	A	<input type="checkbox"/>		
07/22/2005	0000		0000			P	<input type="checkbox"/>	Detail	
07/22/2005	2512	12/01/2007	2524	ENLBAS	Enlisted BAS	A	<input type="checkbox"/>		

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

See the next page if there's no row available with an earlier effective date

*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Earning Process Type
01/16/2008	2525		0000	ENLBAS	Enlisted BAS	A	<input type="checkbox"/>		
12/02/2007	2526	01/15/2008	2527	BASDMR	Discount Meal Rate (DMR)	A	<input type="checkbox"/>	Detail	Temporary Additional Duty
07/22/2005	2512	12/01/2007	2524	ENLBAS	Enlisted BAS	A	<input type="checkbox"/>		

Continued on next page

# Temporary Duty Entitlements

## TDY Entitlement Navigation, Continued

### Working with effective dates (cont'd)

If you are trying to submit a row that is prior to ALL existing rows, Peoplesoft logic automatically inserts your blank row ABOVE the row on which you clicked the plus sign. That being the case, it creates a situation where you are trying to submit an "out of sequence row". Here is a work-around:

1. Click the plus sign on the bottom row to insert a row

*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Earning Process Type
08/08/2007	2509		0000	ENLBAS	Enlisted BAS	A	<input type="checkbox"/>		
07/07/2007	2510	08/07/2007	2511	BASDMR	Discount Meal Rate (DMR)	A	<input type="checkbox"/>	Detail	

*New row at position #2*

*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	E
08/08/2007	2509		0000	ENLBAS	Enlisted BAS	A	<input type="checkbox"/>		
07/07/2007	0000		0000			P	<input type="checkbox"/>	Detail	
07/07/2007	2510	08/07/2007	2511	BASDMR	Discount Meal Rate (DMR)	A	<input type="checkbox"/>	Detail	

2. Click the plus sign again to insert a second row

*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Earning
08/08/2007	2509		0000	ENLBAS	Enlisted BAS	A	<input type="checkbox"/>		
07/07/2007	0000		0000			P	<input type="checkbox"/>	Detail	
07/07/2007	0000		0000			P	<input type="checkbox"/>	Detail	
07/07/2007	2510	08/07/2007	2511	BASDMR	Discount Meal Rate (DMR)	A	<input type="checkbox"/>	Detail	

3. Copy the data from the very bottom row into the row two rows up (this row is the second of the two blank rows you inserted) Don't forget to enter any pertinent data on the detail page.

*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	E
08/08/2007	2509		0000	ENLBAS	Enlisted BAS	A	<input type="checkbox"/>		
07/07/2007	0000	08/07/2007	0000	BASDMR		P	<input type="checkbox"/>	Detail	
07/07/2007	0000		0000			P	<input type="checkbox"/>	Detail	
07/07/2007	2510	08/07/2007	2511	BASDMR	Discount Meal Rate (DMR)	A	<input type="checkbox"/>	Detail	

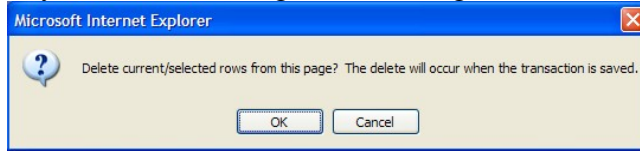
*Continued on next page*

# Temporary Duty Entitlements

## TDY Entitlement Navigation, Continued

Working with effective dates (cont'd)

4. Delete the very bottom row using the minus sign.



5. Now, you'll be able to use the NEW bottom row to enter the entitlement data you needed to enter.

	*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Earning Prc
1	08/08/2007	2509		0000	ENLBAS	Enlisted BAS	A	<input type="checkbox"/>		
2	07/07/2007	0000	08/07/2007	0000	BASDMR	Discount Meal Rate (DMR)	P	<input type="checkbox"/>	Detail	
3	07/07/2007	0000		0000			P	<input type="checkbox"/>	Detail	

*Completed transaction with new entry for Enlisted BAS for 22 June to 6 July 2007.*

	*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Earn
1	08/08/2007	2509		0000	ENLBAS	Enlisted BAS	A	<input type="checkbox"/>		
2	07/07/2007	2512	08/07/2007	2513	BASDMR	Discount Meal Rate (DMR)	A	<input type="checkbox"/>	Detail	
3	06/22/2007	2514	07/06/2007	2515	ENLBAS	Enlisted BAS	A	<input type="checkbox"/>		

# Temporary Duty Entitlements

## Starting/Stopping BASDMR due to TDY

**Introduction** This section provides the procedure for changing **Basic Allowance for Subsistence**. Use this procedure when a member reports for TDY or returns to his/her PDS upon completion of TDY.

**Procedure** Follow the steps in the [TDY Entitlements Navigation section \(beginning on page 9 of this guide\)](#) to access the member's entitlements detail page. Then, follow these steps stop the current BAS entitlement and to enter a new BAS entitlement for the TDY period.

Note: This procedure only used when stopping ENLBAS and starting BASDMR. See "Refund of BASDMR on page 19 for members TDY from BASDMR units to units where ENLBAS is payable)

Step	Action																														
1	<p>Enter the <b>Stop Date</b> in the currently open BAS entitlement row.</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> </tr> </thead> <tbody> <tr> <td>1 01/01/2005</td> <td>0001</td> <td></td> <td>9999</td> <td>ENLBAS</td> <td>Enlisted BAS</td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>If submitting this transaction in connection with a member departing for TDY, the Stop Date will be the day prior to the member's arriving at a TDY unit.</li> <li>If submitting this transaction in connection with a member returning from TDY, the Stop Date will be the day prior to arriving PDS unit.</li> </ul> <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> </tr> </thead> <tbody> <tr> <td>1 05/30/2006</td> <td>2565</td> <td>04/09/2007</td> <td>0000</td> <td>BASDMR</td> <td>Discount Meal Rate (DMR)</td> <td>A</td> <td><input type="checkbox"/></td> <td><a href="#">Detail</a></td> </tr> </tbody> </table>	*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	1 01/01/2005	0001		9999	ENLBAS	Enlisted BAS	*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	1 05/30/2006	2565	04/09/2007	0000	BASDMR	Discount Meal Rate (DMR)	A	<input type="checkbox"/>	<a href="#">Detail</a>
*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description																										
1 01/01/2005	0001		9999	ENLBAS	Enlisted BAS																										
*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail																							
1 05/30/2006	2565	04/09/2007	0000	BASDMR	Discount Meal Rate (DMR)	A	<input type="checkbox"/>	<a href="#">Detail</a>																							
2	<p>Click the <b>+</b> button to right of the row you entered in the Stop Date in to insert a new BAS entitlement row.</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 01/01/2005</td> <td>0001</td> <td>04/09/2007</td> <td>9999</td> <td>ENLBAS</td> <td>Enlisted BAS</td> <td>A</td> <td><input type="checkbox"/></td> <td></td> <td>Conversion</td> </tr> </tbody> </table>	*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Earning Process Type	1 01/01/2005	0001	04/09/2007	9999	ENLBAS	Enlisted BAS	A	<input type="checkbox"/>		Conversion										
*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Earning Process Type																						
1 01/01/2005	0001	04/09/2007	9999	ENLBAS	Enlisted BAS	A	<input type="checkbox"/>		Conversion																						
3	<p>Enter the <b>Start Date</b>.</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> </tr> </thead> <tbody> <tr> <td>1 04/10/2007</td> <td>0000</td> <td></td> <td>0000</td> <td></td> <td></td> <td>P</td> <td><input type="checkbox"/></td> <td><a href="#">Detail</a></td> </tr> </tbody> </table> <ul style="list-style-type: none"> <li>If submitting this transaction in connection with a member departing for TDY, the Start Date will be the date the member reported to the TDY unit.</li> <li>If submitting this transaction in connection with a member returning from TDY, the Start Date will be the member returned to the PDS unit.</li> </ul>	*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	1 04/10/2007	0000		0000			P	<input type="checkbox"/>	<a href="#">Detail</a>												
*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail																							
1 04/10/2007	0000		0000			P	<input type="checkbox"/>	<a href="#">Detail</a>																							

Continued on next page

# Temporary Duty Entitlements

## Starting/Stopping BASDMR due to TDY, Continued

Procedure (continued)




Step	Action
<b>4</b>	<p>The <b>Stop Date</b> may be left blank to pay continuous BAS. If this is a temporary entitlement, you may enter the stop date. The stop date will be the day prior to member arriving back at the PDS unit. You must also repeat steps 2 and 3 to insert a new BAS entitlement row to resume the member's BAS entitlement for the PDS.</p> <p style="font-size: small;">*Start Date    Start Time/Seq    Stop Date    Stop Time/Seq    *Earnings Type    Description    Approval Status    Manual Row Switch    Detail</p> <p style="font-size: small;">1    04/10/2007    0000    04/15/2007    0000          P    <input type="checkbox"/>    <a href="#">Detail</a></p>
<b>5</b>	<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> <p style="font-size: small;">*Start Date    Start Time/Seq    Stop Date    Stop Time/Seq    *Earnings Type    Description    Approval Status    Manual Row Switch    Detail    Ea</p> <p style="font-size: small;">1    04/10/2007    0000    04/15/2007    0000    BASDMR       P    <input type="checkbox"/>    <a href="#">Detail</a></p>
<b>6</b>	<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>
<b>7</b>	<p><b>Approval Status</b> is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving. BAS transactions do not require CGHRSUP approval.</p>

*Continued on next page*

# Temporary Duty Entitlements

## Starting/Stopping BASDMR due to TDY, Continued

Procedure (continued)

Step	Action
8	<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. See the <a href="#">TDY Entitlements Navigation section (beginning on page 9 of this guide)</a> for more information.
9 	Click the Detail button and mark the “ <b>BAS while TDY</b> ” checkbox when starting BAS at the TDY unit. <b>DO NOT</b> mark this checkbox when resuming BAS upon completion of TDY. 
10	Click the  button (located at the bottom left of the screen) to approve and transmit the entry.





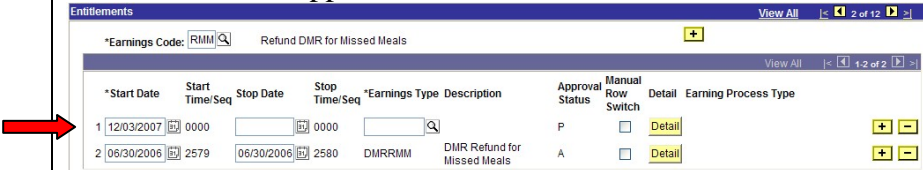


# Temporary Duty Entitlements

## Refund of BASDMR due to TDY

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

**Procedure** Follow the steps in the [Basic Navigation Guide](#) to access the member’s entitlements detail page. Then, follow these steps to enter a new Refund of DMR entitlement.

Note: There is no need to stop BASDMR when doing RMM entitlement for missed meals.






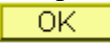

Step	Action												
1	<p>Click the  button shown below.</p>  <p>A new blank row appears...</p> 												
2	<p>Enter the <b>Start Date</b>. The current date is automatically displayed. Use the calendar button  to select the desired date.</p> <p>Note: Upon moving to the Earnings Type code (see step 4), the Start Date and Stop Date will automatically change to reflect the last day of the month.</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> </tr> </thead> <tbody> <tr> <td>1 12/31/2007</td> <td>0000</td> <td>12/31/2007</td> <td>0000</td> <td>DMRRMM</td> <td>DMR Refund for Missed Meals</td> </tr> </tbody> </table>	*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	1 12/31/2007	0000	12/31/2007	0000	DMRRMM	DMR Refund for Missed Meals
*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description								
1 12/31/2007	0000	12/31/2007	0000	DMRRMM	DMR Refund for Missed Meals								
3	The <b>Stop Date</b> may be left blank. This field will automatically update to equal the Start Date (see note above for start date).												
4	Enter the <b>Earnings Type</b> code “DMRRM” 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,												
6	<b>Approval Status</b> is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.												
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

# Temporary Duty Entitlements

## Refund of BASDMR due to TDY, Continued

Procedure (cont'd)

Step	Action
8	<p>Click the  button to bring up the Supporting Data screen below:</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p style="font-size: small; margin: 0;">Home &gt; Compensate Employees &gt; Maintain Entitlements &gt; Use &gt; Employee Entitlements</p> <p><b>Supporting Data</b></p> <p style="text-align: center; margin: 5px 0;">RMM    06/30/2007    DMRRMM</p> <p>Number of Breakfast: <input style="width: 50px;" type="text"/></p> <p>Number of Dinners: <input style="width: 50px;" type="text"/></p> <p>Number of Suppers: <input style="width: 50px;" type="text"/></p> <p>Begin Date: <input style="width: 100px;" type="text"/>  End Date: <input style="width: 100px;" type="text"/> </p> <p> </p> </div> <div style="border: 1px solid black; background-color: #ffff00; padding: 5px; margin-bottom: 10px;"> <p style="text-align: center; margin: 0;"><b>Leave in Connection With TDY</b></p> <p style="font-size: small; margin: 0;">Do not include the number of meals missed or the dates when a member was on leave. The leave transaction (<b><i>Vacation Request</i></b>), will automatically credit missed meals for members who take leave while on TDY. Submitting this transaction with dates overlapping a leave period will result in overpayment</p> </div> <p>Note: When submitting this transaction for missed meals due to TDY orders, the numbers of meals per day will always be three (03). Do not adjust meal count based on time of departure or return to unit. Do not include meals missed while on leave.</p> <p>Enter 3 digits (i.e. 003) for the <b><u>Number of Breakfast</u></b> meals missed during the month. Leave blank if none were missed.</p> <p>Enter 3 digits (i.e. 003) for the <b><u>Number of Dinners</u></b> missed during the month. Leave blank if none were missed.</p> <p>Enter 3 digits (i.e. 003) for the <b><u>Number of Suppers</u></b> missed during the month. Leave blank if none were missed.</p> <p><b><u>Begin Date:</u></b> Enter the date of the first day for which Refund of DMR is being credited.</p> <p><b><u>End Date:</u></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. Do not include dates the member was on leave.</p> <p>Click the  button when finished.</p>
9	<p>Click the  button (located at the bottom left of the screen) to approve and transmit the entry.</p>



# Temporary Duty Entitlements

*Exhibit: Completed Refund of DMR entry-- Member TDY from a BASDMR unit to an ENLBAS unit from 9 to 16 April.*

Entitlements

\*Earnings Code:  Refund DMR for Missed Meals +

*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Ear
1	<input type="text" value="04/30/2007"/>	2583	<input type="text" value="04/30/2007"/>	2584	DMRRMM	DMR Refund for Missed Meals	A	<input type="checkbox"/>	<a href="#">Detail</a>
2	<input type="text" value="06/30/2006"/>	2579	<input type="text" value="06/30/2006"/>	2580	DMRRMM	DMR Refund for Missed Meals	A	<input type="checkbox"/>	<a href="#">Detail</a>

**Supporting Data**

RMM 04/30/2007 DMRRMM

Number of Breakfast:

Number of Dinners:

Number of Suppers:

Begin Date:  End Date:

## Corrections to Refund of BASDMR transactions

Follow the steps in the [Basic Navigation Guide](#) to access the member's entitlements detail page. Then, follow these steps to enter a correction of a Refund of DMR transaction. Only the **Detail** (number of missed meals by type, Begin date and End date) may be corrected.



Step	Action
1	<p>Click the <a href="#">Detail</a> button to bring up the Supporting Data screen.</p> <p><a href="#">Home</a> &gt; <a href="#">Compensate Employees</a> &gt; <a href="#">Maintain Entitlements</a> &gt; <a href="#">Use</a> &gt; <a href="#">Employee Entitlements</a></p> <p><b>Supporting Data</b></p> <p>RMM 06/30/2007 DMRRMM</p> <p>Number of Breakfast: <input type="text" value="3"/></p> <p>Number of Dinners: <input type="text" value="3"/></p> <p>Number of Suppers: <input type="text" value="3"/></p> <p>Begin Date: <input type="text" value="06/10/2007"/> End Date: <input type="text" value="06/10/2007"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>

*Continued on next page*

# Temporary Duty Entitlements



## Refund of BASDMR due to TDY, Continued

Corrections to Refund of BASDMR transactions (continued)

Step	Action
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> <p><a href="#">Home</a> &gt; <a href="#">Compensate Employees</a> &gt; <a href="#">Maintain Entitlements</a> &gt; <a href="#">Use</a> &gt; <a href="#">Employee Entitlements</a></p> <p><b>Supporting Data</b></p> <p>RMM 06/30/2007 DMRMM</p> <p>Number of Breakfast: <input type="text" value="3"/></p> <p>Number of Dinners: <input type="text" value="3"/></p> <p>Number of Suppers: <input type="text" value="4"/></p> <p>Begin Date: <input type="text" value="06/10/2007"/> End Date: <input type="text" value="06/10/2007"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p> <p>Click the  button when finished.</p>
3	<p>Click the  button (located at the bottom left of the screen) to approve and transmit the correction.</p>

### Deletions of Refund of BASDMR transactions

Follow the steps in the [Basic Navigation Guide](#) to access the member's entitlements detail page. Then, follow these steps to enter a deletion of a Refund of DMR transaction.


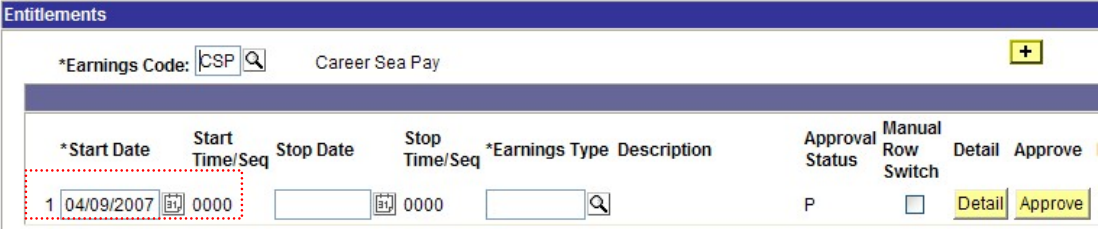
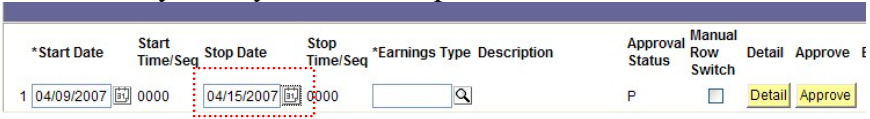

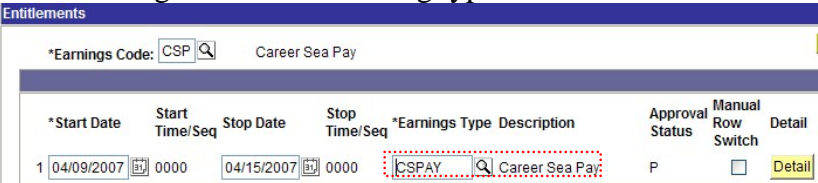
Step	Action
1	<p>Find the Refund of DMR row to delete.</p> <p>Click on the  button located in the row to be deleted.</p>
2	<p>Click the  button located at the bottom left of the screen.</p>

# Temporary Duty Entitlements

## Starting/Changing Career Sea Pay Due to TDY

**Introduction** This section provides the procedures for starting or changing **Career Sea Pay** to due TDY. Procedure 1 provides the procedure for a member TDY from a non-CSP unit to a CSP unit, procedure 2 provides the procedure for member TDY from a CSP unit to a non-CSP unit.

**Procedure 1 – Member TDY from a non-CSP unit to a CSP unit** This is the procedure for entering a TDY entitlement to Career Sea Pay when a member is TDY to a CSP eligible unit.




Step	Action
1	Follow the steps in the <a href="#">TDY Entitlements Navigation section (beginning on page 9 of this guide)</a> to access the member’s entitlements detail page. Then, follow these steps to enter a new CSP entitlement for the TDY period.
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 MMDDYYYY format.  <ul style="list-style-type: none"> <li>The Start Date will be the day the member arrived at the CSP unit.</li> </ul>
4	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.  <ul style="list-style-type: none"> <li>The Stop Date will be the date the member departed the CSP unit.</li> </ul>
5	Enter “CSPAY” for the <b>Earnings Type</b> in the code or use the  to search and select from a listing of available earning types. 

*Continued on next page*

# Temporary Duty Entitlements

## Starting/Changing Career Sea Pay Due to TDY, Continued

Procedure 1 – Member TDY from a non-CSP unit to a CSP unit (**continued**)

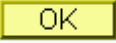

Step	Action
<b>6</b>	<b>Approval Status</b> is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving.
<b>7</b>	<b>Manual Row Switch.</b> (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits. <b>Caution!</b> Overriding pay edits may result in errors and possible overpayment of entitlement.
<b>8</b>	<p>Click the <span style="background-color: yellow;">Detail</span> button to bring up the Supporting Data screen</p> <p>Click the  next to the Department field and select the unit assigned for Career Sea Pay entitlement. The level of sea pay will be based on the Department ID.</p> <div style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p><b>Supporting Data</b></p> <p style="text-align: center;">CSP 03/02/2007 CSPAY</p> <p>SetID: <input type="text" value="AUSCG"/> </p> <p>Department: <input type="text" value="000555"/>  CGC BARANOF</p> <p style="text-align: center;">Is Member in Theater <input checked="" type="checkbox"/></p> <p style="text-align: center;">Reservist In a Mobilized or ADT status <input type="checkbox"/></p> <p>ATU: 07 OPFAC: 13418 CSP Level: 3</p> <p style="text-align: center;">Sea Pay while TDY <input checked="" type="checkbox"/></p> <p style="text-align: center;"><span style="background-color: yellow;">OK</span> <span style="background-color: yellow;">Cancel</span></p> </div> <div style="border: 1px solid black; padding: 5px; margin: 10px 0; width: fit-content;"> <p>This checkbox is marked when the vessel is designated as operating 'In Theatre'. The field is set by PSC. Notify PSC (Customer Care) if the checkbox is marked and you know the vessel is no longer operating In Theater on the effective date of this transaction. Do not input the transaction until the checkbox is cleared by PSC.</p> </div> <p>The <b><u>Sea Pay while TDY</u></b> box will already be marked if starting CSP on a member whose permanent unit is not CSP eligible.</p> <p><b>Note:</b> Notice the Checkbox for 'In Theatre'. Members sent TDY to sea are normally entitled to Level 1 sea pay while TDY however, if the vessel to which the member is sent TDY is serving in Theatre, the member is entitled to Level 3 Sea Pay. If a member is sent TDY from one Career Sea Pay eligible vessel to another Career Sea Pay eligible vessel, do <b><u>NOT</u></b> check the box for Sea Pay unless the vessel the member is TDY to is a vessel operating in Theatre. This is because members who go TDY from one vessel to another vessel continue to receive Career Sea Pay at the level established for their permanent unit; Their Career Sea Pay does not revert to Level 1 while TDY.</p>

*Continued on next page*

# Temporary Duty Entitlements

## Starting/Changing Career Sea Pay Due to TDY, Continued

Procedure 1 – Member TDY from a non-CSP unit to a CSP unit (**continued**)

Step	Action
9	Click the  button to close the Supporting Data screen.
10	Click the  button (located at the bottom left of the screen) to approve and transmit the entry.

**Exhibit: Completed CSP Entitlement Entry – Member TDY to a CSP unit. Reported on 9 April and departed on 15 April.**

*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Earning Process Type
04/09/2007	2540	04/15/2007	2541	CSPAY	Career Sea Pay	A	<input type="checkbox"/>	Detail	Temporary Additional Duty

**...And the corresponding BAS entitlement entries for the same TDY period.**

*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	Approval Status	Manual Row Switch	Detail	Earning Process Type
04/16/2007	0000		0000	ENLBAS	Enlisted BAS	P	<input type="checkbox"/>		
04/09/2007	0000	04/15/2007	0000	BASDMR	Discount Meal Rate (DMR)	P	<input type="checkbox"/>	Detail	Temporary Additional Duty
01/01/2005	0001	04/08/2007	9999	ENLBAS	Enlisted BAS	A	<input type="checkbox"/>		Conversion

Supporting Data

BAS 04/09/2007 BASDMR

BAS while TDY



OK Cancel

*Continued on next page*

# Temporary Duty Entitlements

## Starting/Changing Career Sea Pay Due to TDY, Continued

**Procedure 2 –** Follow this procedure to stop and resume CSP when a member performs TDY away from a CSP eligible unit for more than 30 days.  
**Member TDY** from a CSP unit to a non CSP unit for more than 30 days












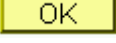
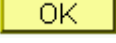
















Step	Action												
1	Follow the steps in the <a href="#">TDY Entitlements Navigation section (beginning on page 9 of this guide)</a> to access the member’s entitlements detail page. Then, follow these steps to stop the current CSP entitlement on the 30 <sup>th</sup> day of TDY and to resume CSP upon return from TDY.												
2	<p>Enter the <b>Stop Date</b>. The Stop Date will be the 30<sup>th</sup> day of TDY.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>2 07/24/2006 [BT] 2516 01/01/2007 [BT] 2521 CSPAY Career Sea Pay</p> </div> <p>Note: The system will automatically stop <b>Career Sea Pay Premium</b> on the same date, if applicable. The stop date will be entered after the CSP entry is approved and saved.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>2 07/24/2006 [BT] 2518 01/01/2007 [BT] 2522 CSPREM Career Sea Pay Premium</p> </div>												
3	Click the  button (located at the bottom left of the screen) to approve and transmit the entry.												
4	<p>Click the  button to right of the row you entered in the Stop Date in to insert a new CSP entitlement row.</p> <p>Enter the <b>Start Date</b>.</p> <ul style="list-style-type: none"> <li>The Start Date will be the date the member returned to the CSP unit.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>*Earnings Code: CSP [Q] Career Sea Pay</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <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> </tr> </thead> <tbody> <tr> <td>02/01/2007 [BT]</td> <td>2523</td> <td>[BT]</td> <td>0000</td> <td>CSPAY</td> <td>Career Sea Pay</td> </tr> </tbody> </table> </div>	*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description	02/01/2007 [BT]	2523	[BT]	0000	CSPAY	Career Sea Pay
*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type	Description								
02/01/2007 [BT]	2523	[BT]	0000	CSPAY	Career Sea Pay								

*Continued on next page*

# Temporary Duty Entitlements

## Starting/Changing Career Sea Pay Due to TDY, Continued

Procedure 2 – (continued)

Step	Action												
<b>5</b>	<p>Enter “CSPAY” for the <b>Earnings Type</b> in the code or use the  to search and select from a listing of available earning types.</p> <p>*Earnings Code: <input type="text" value="CSP"/>  Career Sea Pay</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #4a5568; color: white;"> <th>*Start Date</th> <th>Start Time/Seq</th> <th>Stop Date</th> <th>Stop Time/Seq</th> <th>*Earnings Type Description</th> <th>Approval Status</th> </tr> </thead> <tbody> <tr> <td>1 02/01/2007 </td> <td>0000</td> <td><input type="text"/></td> <td><input type="text"/> 0000</td> <td><input type="text" value="CSPAY"/>  Career Sea Pay</td> <td>P</td> </tr> </tbody> </table>	*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type Description	Approval Status	1 02/01/2007 	0000	<input type="text"/>	<input type="text"/> 0000	<input type="text" value="CSPAY"/>  Career Sea Pay	P
*Start Date	Start Time/Seq	Stop Date	Stop Time/Seq	*Earnings Type Description	Approval Status								
1 02/01/2007 	0000	<input type="text"/>	<input type="text"/> 0000	<input type="text" value="CSPAY"/>  Career Sea Pay	P								
<b>6</b>	<p>Click the  button to bring up the Supporting Data screen Enter the Department ID number for the member’s permanent duty unit.</p> <p><b>Supporting Data</b></p> <p style="text-align: center;">CSP 02/01/2007 CSPAY</p> <p>SetID: <input type="text" value="AUSCG"/> </p> <p>Department: <input type="text" value="00001"/>  CGC GALLATIN</p> <p>Is Member in Theater <input type="checkbox"/></p> <p>Reservist in a Mobilized or ADT status <input type="checkbox"/></p> <p>ATU: 20 OPFAC: 11407 CSP Level: 3</p> <p style="text-align: center;">Sea Pay while TDY <input type="checkbox"/></p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>												
<b>9</b>	Click the  button to close the Supporting Data screen.												
<b>10</b>	<p>Click the  button (located at the bottom left of the screen) to approve and transmit the entry.</p> <p>Complete steps 11 through 14 if the member was also entitled to Career Sea Pay Premium.</p>												
<b>11</b>	<p>If the member was receiving Career Sea Pay Premium: Click the  button to right of the row the system entered in the Stop Date in to insert a new Career Sea Pay Premium entitlement row.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 15%;">2   07/24/2006 </td> <td style="width: 15%;">2516</td> <td style="width: 15%;">01/01/2007 </td> <td style="width: 15%;">2521</td> <td style="width: 15%;">CSPAY</td> <td style="width: 15%;">Career Sea Pay</td> <td style="width: 10%;">A</td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> <td style="width: 10%; text-align: center;"></td> <td style="width: 10%; text-align: center;"> </td> </tr> </tbody> </table>	2   07/24/2006 	2516	01/01/2007 	2521	CSPAY	Career Sea Pay	A	<input type="checkbox"/>		 		
2   07/24/2006 	2516	01/01/2007 	2521	CSPAY	Career Sea Pay	A	<input type="checkbox"/>		 				



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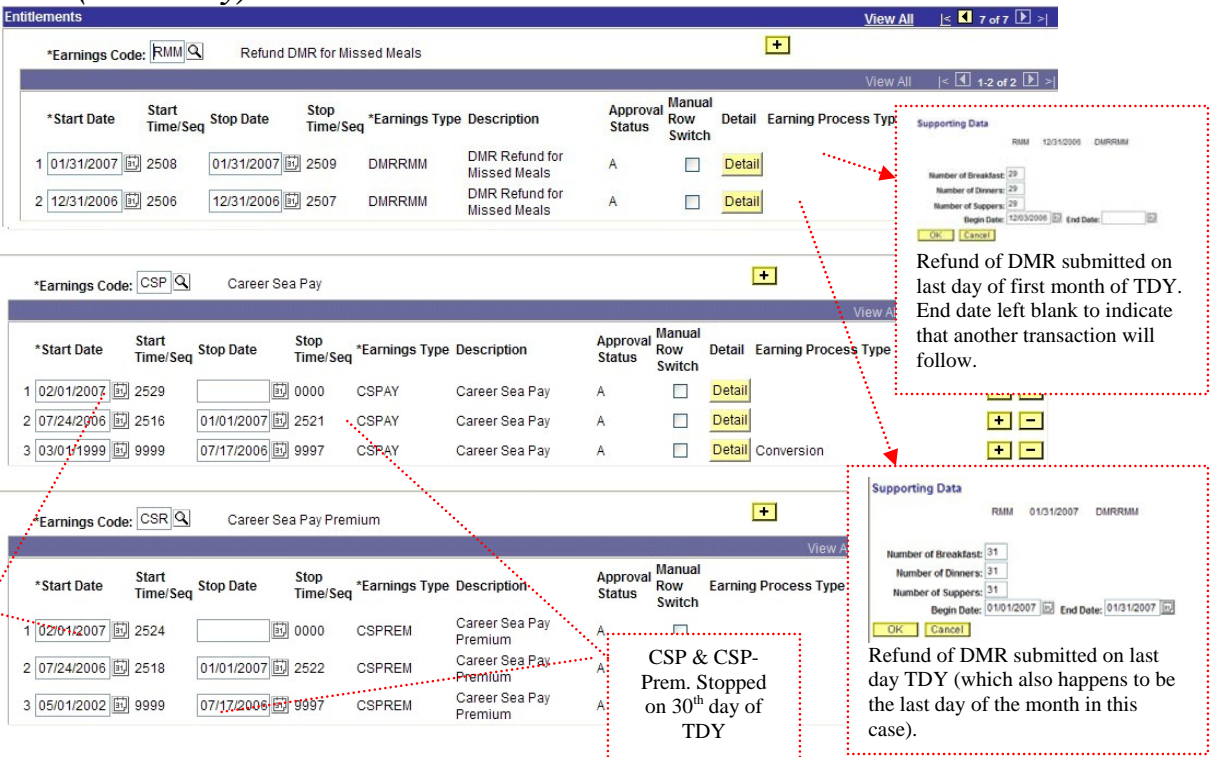
# Temporary Duty Entitlements

## Starting/Changing Career Sea Pay Due to TDY, Continued

Procedure 2 – (continued)

Step	Action
12	Enter the Career Sea Pay Premium Start Date. The date will be the same as the date used to restart CSP.
13	Enter “CSPREM” for the <b>Earnings Type</b> in the code or use the  to search and select from a listing of available earning types.
14	Click the  button (located at the bottom left of the screen) to approve and transmit the entry.

**Exhibit: Refund of BASDMR, Start/Stop of CSP & CSP-Premium entitlement entries for a member TDY from a CSP unit to a non CSP unit from 3 December to 31 January. CSP & CSP-Premium stopped on 30<sup>th</sup> day of TDY (1 January). CSP and CSP-Premium restarted upon return to PDS (1 February):**



The screenshot displays the 'Entitlements' interface with three entries:

- Entry 1:** \*Earnings Code: RMM, Refund DMR for Missed Meals. Rows 1 and 2 show start and stop dates from 01/31/2007 to 12/31/2006.
- Entry 2:** \*Earnings Code: CSP, Career Sea Pay. Rows 1, 2, and 3 show start and stop dates from 02/01/2007 to 07/17/2006.
- Entry 3:** \*Earnings Code: CSR, Career Sea Pay Premium. Rows 1, 2, and 3 show start and stop dates from 02/01/2007 to 07/17/2006.

Supporting data pop-ups are shown for the DMR and CSP entries, detailing meal counts and dates.

**Annotations:**

- Red dashed box 1:** Points to the start date 02/01/2007 in the CSP entry, with the note: "CSP & CSP-Premium restarted upon return to PDS."
- Red dashed box 2:** Points to the stop date 01/01/2007 in the CSP entry, with the note: "CSP & CSP-Prem. Stopped on 30<sup>th</sup> day of TDY"
- Red dashed box 3:** Points to the supporting data for the DMR entry, with the note: "Refund of DMR submitted on last day of first month of TDY. End date left blank to indicate that another transaction will follow."
- Red dashed box 4:** Points to the supporting data for the CSP entry, with the note: "Refund of DMR submitted on last day TDY (which also happens to be the last day of the month in this case)."



## Pay Entitlements Associated With TDY

**Table** When a member is on TDY away from his/her duty station, the following pay entitlements are impacted. All Direct Access (DA) guidance is available through the online help at: <http://www.uscg.mil/hr/psc/ps/>.

Entitlement	Impact	Reference	DA Procedure Guide
Enlisted Subsistence	<p>(1) Enlisted members are entitled to ENL BAS during periods of <b>travel time</b>.</p> <p>(2) While <b>at the TDY site</b>:            If the TDY site is a Coast Guard ship with a galley, a Class "A" School, or OCS, the member is entitled to ENL BAS minus Discount Meal Rate (BASDMR).</p> <p>(a) If the TDY site is an Essential Station Messing Unit (a shore unit with government quarters and dining facilities), and the member is in pay grade E-6 or below, the member is entitled to ENL BAS minus Discount Meal Rate/</p> <p>(b) If the TDY site is <u>not</u> a Coast Guard ship with a galley, Class "A" School, OCS, or an Essential Station Messing Unit, the member is entitled to ENL BAS. However, if the member's permanent unit is ESM or EUM (e. g. member is entitled to BASDMR at the permanent) discount meal rate charges will be credited back to the member for the TDY period.</p>	Chapter 3-B, reference (a)	Enclosure (1) or <a href="#">TDY Entitlements</a>

*Continued on next page*

## Pay Entitlements Associated With TDY, Continued

Table (continued)

Entitlement	Impact	Reference	DA Procedure Guide
Career Sea Pay (CSP)	<p>(1) If a member goes TDY <b>TO</b> a CSP eligible unit:</p> <p>(a) From a non-CSP eligible unit, the member is entitled to CSP at the Level One rate while TDY.</p> <p>(b) From one CSP eligible unit to another CSP eligible unit, the member is entitled to continue to receive the CSP Level established for the member's PDS.</p> <p>(c) From a non-CSP eligible unit or from a CSP eligible unit to another CSP eligible unit that is operating In-Theater (meets qualifications for Imminent Danger Pay as prescribed in section 4-H of reference (a)), the member is entitled to Level-Three rate while TDY.</p> <p>(2) If a member goes TDY <b>FROM</b> a CSP eligible unit to a non-CSP eligible unit, the member's CSP entitlement stops at 2400 on the 30<sup>th</sup> calendar day in a TDY status.</p>	<p>Chapter 4-B reference (a) and <a href="#">E-Mail ALPERSRU messages D/03 and F/03</a> for vessels operating "<b><i>In-Theater</i></b>"</p>	<p>Enclosure (1) or <a href="#">TDY Entitlements</a></p>

Continued on next page

## Pay Entitlements Associated With TDY, Continued

Table (continued)

Entitlement	Impact	Reference	DA Procedure Guide
Hardship Duty Pay for Location (HDP-L)	<p>(1) If a member goes TDY <b>TO</b> an HDP-L eligible location for a continuous period of more than 30 days:</p> <p>(a) From a non-HDP-L location, the member is entitled to HDP-L for the TDY location retroactive to the first day of TDY.</p> <p>(b) From a different HDP-L location, and the member is serving an <u>accompanied</u> tour at the PDS, the member is entitled to HDP-L for the PDS or TDY location, whichever is higher, while TDY.</p> <p>(c) From a different HDP-L location, and the member is serving an <u>unaccompanied</u> tour at the PDS, the member is entitled to HDP-L for the PDS or TDY location, whichever is higher, for the first 30 days of TDY, then HDP-L for the TDY location for the remainder of the TDY period.</p> <p>(2) If a member goes TDY <b>FROM</b> an HDP-L location to a non-HDP-L location for a continuous period of more than 30 days, and the member is serving an <u>accompanied</u> tour at the PDS, the member is entitled to continue to receive HDP-L during the entire TDY period. If the member is serving an <u>unaccompanied</u> tour at PDS, the member's HDP-L entitlement stops at 2400 on the 30<sup>th</sup> calendar day of TDY.</p>	Chapter 4-A, reference (a)	<a href="#">Hardship Duty-Location</a>

*Continued on next page*

## Pay Entitlements Associated With TDY, Continued

Table (continued)

Entitlement	Impact	Reference	DA Procedure Guide
Family Separation Allowance (FSA-T)	If a member with dependents (or spouse in service) is TDY away from his/her PDS continuously for more than 30 days, and the dependents do not reside at or near the TDY station, the member is entitled to FSA-T retroactive to the first day of TDY.	Para 3.G.4, reference (a)	FSA - <a href="#">Individual Data Entry</a>
Hostile Fire, Imminent Danger Pay (HFIDP)	If a member goes TDY to an IDP eligible location, the member is entitled to IDP for the entire month.	Figure 4-9, reference (a)	<a href="#">Special Pay Duty Subject to Hostile Fire or Imminent Danger</a>
Combat Tax Exclusion	If a member goes TDY to a Combat Tax Exclusion qualifying area, the member is entitled to Combat Tax Exclusion for the entire month.	Para 8.G.4, reference (a)	<a href="#">Combat Tax Exclusion</a>
Combat SGLI Allowance	If a member goes TDY to a Combat Tax Exclusion qualifying area, in support of Operations Enduring Freedom or Iraqi Freedom, the member is entitled to Combat SGLI Allowance for the entire month.	E-Mail ALSPO B/06	<a href="#">Combat SGLI Data Entry</a>
Special Duty Assignment Pay (SDAP)	If a member receiving SDAP goes TDY: (a) And duties while TDY require use of skills on which SDAP is based, the member's SDAP continues during the TDY period. (b) And duties while TDY do <u>not</u> qualify for SDAP, the member's SDAP entitlement stops at 2400 on the 90 <sup>th</sup> calendar day in a TDY status.	Para 4.I.4, reference (a)  COMDTINST 1430.10	<a href="#">Special Duty Assignment Pay (SDAP)</a>

*Continued on next page*

## Pay Entitlements Associated With TDY, Continued

Table (continued)

Entitlement	Impact	Reference	DA Procedure Guide
Foreign Language Proficiency Pay (FLP)	<p>If a member receiving FLP goes TDY:</p> <ul style="list-style-type: none"> <li>(a) And duties while TDY require use of skills on which FLP is based, the member's FLP continues during the TDY period.</li> <li>(b) And duties while TDY do <u>not</u> qualify for FLP, the member's FLP entitlement stops at 2400 on the 90<sup>th</sup> calendar day in a FLP status.</li> </ul>	<p>TDY Ref. not available. FLP, in general, is administered like SDAP.</p>	<p><a href="#">Foreign Language Proficiency Pay</a></p>
Diving Duty Pay	<p>If a member receiving Diving Duty Pay goes TDY:</p> <ul style="list-style-type: none"> <li>(a) And TDY is for diving duty purposes, Diving Duty Pay continues to accrue while the member is TDY.</li> <li>(b) And TDY is for other than diving duty, the member's Diving Duty Pay stops at 2400 on the 30<sup>th</sup> calendar day in a TDY status.</li> </ul>	<p>Figure 4-10, reference (a)</p>	<p><a href="#">Diving Duty Pay</a></p>
Responsibility Pay	<p>If an officer receiving Responsibility Pay goes TDY for a period of 30 days or more, Responsibility Pay stops at 2400 on the day prior to the date the officer departs TDY.</p>	<p>Para 4.D.4.c, reference (a)</p>	<p><a href="#">Responsibility Pay</a></p>