Family Separation Allowance

Introduction	This guide provides the procedures for starting Family Separation Allowance (FSA) for a member in Direct Access (DA).

Continuation of FSA	Continuation FSA is payable to a member who performs the same type of FSA duty within 30 days. See the Coast Guard Pay Manual, Chapter 3.H.11.b. for specific examples for when a member is entitled. **NOTE:** If a member's FSA was stopped, but the member then became eligible for Continuation FSA, use the Pay Corrections Action Request guide to remove the End Date.

Pro-ration	- FSA is paid at a monthly rate of $250.00. This monthly rate is pro-rated at $1/30^{th}$ of the monthly rate for each day. - **FSA-T** is not paid for the 31st day of a month, nor is it paid for the day of return from TDY, even though those days are used for determining FSA-T eligibility.

Information	ACN 004/21 – Clarification of Continuous Duty On Board a Ship Required for Family Separation Allowance (FSA-S)

Procedures	See below.

Step	Action
1	Click on the **AD/RSV Payroll Workcenter** tile. AD/RSV Payroll Workcenter

Family Separation Allowance, Continued

Procedures,
continued

Step	Action
2	Select the **Family Separation Allowance** option. **Links** **Payroll Requests** Advance Liquidation Schedule Advance Pay Approved Absence Corrections Assignment Incentive Pay Assignment Pay Request Balance Adjustment Cadet COMRATS Cadet ICA Career Sea Pay on TDY Career Sea Pay Premium Career Sea Time Career Sea Time Override Civilian Clothing Allowance Combat Tax Exclusion Diving Duty Pay EBDL Completion Family Separation Allowance Foreign Language Pay

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Procedures,
continued

Step	Action
3	Enter the member's **Empl ID** and click the **Empl Record** Lookup (this is especially important for members who may have more than one Employee Record in DA, i.e., a Reserve member who is also a Civilian employee). **Add Action Request** Add a New Value *Empl ID 1234567 Empl Record 0 Add
4	If the member has more than one Employee Record, select the **Empl Record** for the military record (indicated by the **Grade** and **Rank**). View All 	Row	Empl ID	Empl Record	Eff Date	DOD Id	Empl Status	Grade	Rank	Name	Dept ID
1	1234567	0	01/01/2024	1212121212	Active	E7	YNC	WILSON, WADE	042292
2	1234567	1	07/14/2023	1212121212	Active	09	GS-11	WILSON, WADE	009335 | First 1-2 of 2 Last | Dept Name	Company	Empl Class	Reg Region	Business Unit	Serno
BASE STL PERS SUPPORT DEPT (P)	ACG	Selected Reserve	RSV	ENLCG	
PPC PLNG & PROCESS IMPRVMT BR	ACG	Coast Guard Civilian	NOMIL	CIVCG		

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Procedures, continued

Step	Action
5	Once the correct Empl Record has been selected, click **Add**. **Add Action Request** Add a New Value *Empl ID [1234567] Empl Record [0] Add
6	The Family Separation Allowance Action Request page will display. **Review the FSA types at the top of the page and follow the directions.** **Action Request** Submit Family Separation Allowance WILSON, WADE **Requesting Family Separation Allowance** FSA-R -- For personnel serving in a dependent restricted assignment. FSA-S -- For personnel permanently assigned to a ship which deployed in excess of 30 days. FSA-T -- For TDY assignments, including TDY to a ship which deployed in excess of 30 days. 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. Chose an End Date or leave blank. If the End Date is not entered, then FSA continues until entered. 4. Press Submit. **Request Details** Type: [▼] Begin Date: [📅] End Date: [📅] ▸ Request Documents Add Attachment Comment: [ ] Submit Resubmit Withdraw

Family Separation Allowance, Continued

Procedures,
continued

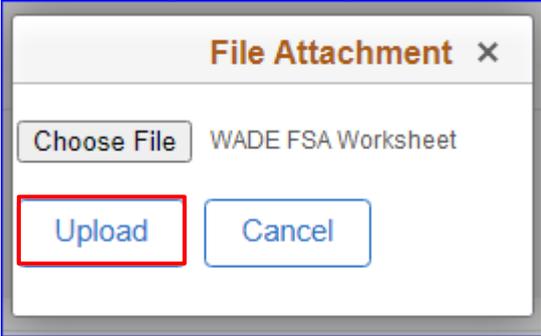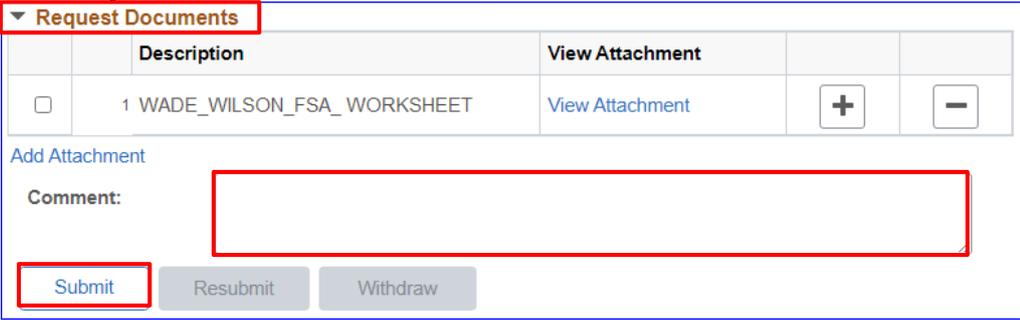| Step	Action
7	After entering all the required Request Details, proceed to step 8. **NOTE:** If the End Date is left blank, follow the steps provided in the Pay Corrections Action Request guide to stop FSA at a later date. **Request Details** Type: FSA-T Begin Date: 01/15/2024 End Date: 02/29/2024
8	The FSA worksheet may be attached to the action request. Click **Add Attachment**, then select **Choose File** to search for the document. Request Documents Add Attachment Comment: Submit Resubmit Withdraw File Attachment ✕ Choose File No file chosen Upload Cancel

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Procedures,
continued

Step	Action
9	After locating and selecting the document, click **Upload**.
10	To verify the attachment uploaded, click the **Request Documents** down arrow. Enter any **Comments** for the Auditor, then click **Submit**.
11	Once submitted, the action request status will update to **Pending** and will be routed to the SPO tree.