

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.

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Guiding Principles

Introduction This section provides the *guiding principles* for **Family Separation Allowance**.

Reference The following references provide additional information about FSA.

- [U.S. Coast Guard Pay Manual](#), COMDTINST M7220.29(series), Chap 3
 - [Personnel and Pay Procedures Manual, PSCINST M1000.2\(series\)](#), Chap 7-B.
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Before you begin If you are not familiar with the employee entitlement basic navigation instructions, they can be found at: [Employee Entitlements, Basic Navigation Guide](#)

- Multiple entry capability is available for this entitlement. See http://www.uscg.mil/hq/psc/guides/pay_entitlements/multifsa.pdf for instructions on preparing multiple entries for entire units and/or sub departments.
 - 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.
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Family Separation Housing (FSH) Allowance

Introduction This section provides the procedure for payment of Family Separation Housing (FSH) Allowance.

Discussion FSH transactions are not supported in Direct Access at this time. Only PSC (MAS) can input these types of transactions. However, SPOs must input the BAH transaction to start the member's BAH entitlement and notify PSC (MAS) to start the FSH entitlement.

Procedures for Family Separation Housing (FSH) For members who are entitled to Family Separation Housing (See [PAYMAN](#), Section 3-G-3, entitlement rules), use the following procedure:

| Step | Action |
|------|--|
| 1 | The member must complete an FSA Worksheet when he/she becomes entitled to FSH. |
| 2 | The unit will endorse the FSA Worksheet and forward to the SPO. |
| 3 | Upon Receipt of the FSA Worksheet the SPO will: 1. Submit a BAH transaction on the member to start BAH W/dependents using the zip code of the member's dependents. 2. Forward the FSA Worksheet to PSC (MAS), via fax to (785) 339-3760. |
| 4 | PSC (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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Starting FSA

Introduction This section provides the procedure for *starting Family Separation Allowance*.

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 FSA entitlement.

| Step | Action |
|------|---|
| 1 | <p>If this is not the member's first FSA entitlement, click the  (Insert Row) button shown below.</p>  |
| 2 | <p>Enter the Start Date. 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.</p> |
| 3 | <p>The Stop Date may be left blank to pay continuous FSA. If this is a temporary entitlement, you may enter the stop date.</p> |
| 4 | <p>Enter the Earnings Type in the code if known or use the  to search and select from a listing of available earning types.</p> |
| 5 | <p>Description is pre-filled. Ensure the proper entitlement is shown; repeat the previous step to select the correct type if necessary.</p> |
| 6 | <p>Approval Status is pre-filled. The status will automatically change from Pending (P) to Approved (A) upon saving (Approval by a CGHRSUP role user is not required).</p> |
| 7 | <p>Manual Row Switch. (CGHRSUP role users only) Select this field <u>only when necessary</u> to override pay edits. Caution! Overriding pay edits may result in errors and possible overpayment of entitlement.</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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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 the [Basic Navigation Guide](#) 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 below:</p>  |
| 2 | <p>Enter the Stop Date 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 MMDDYYYY format. The stop date can be future dated.</p> |
| 3 | <p>Manual Row Switch. (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. Caution! 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> |

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Correcting FSA

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.

Procedure Follow these steps to correct an incorrect Stop date.

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

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Deleting FSA

Introduction This section provides the procedure for *deleting Family Separation Allowance*.

Discussion The total FSA entitlement will be recouped when using this feature.

Procedure 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 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. |
