



DEPARTMENT OF THE NAVY  
OFFICE OF THE CHIEF OF NAVAL OPERATIONS  
2000 NAVY PENTAGON  
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OPNAVINST 1160.6B  
N13  
29 Dec 06

OPNAV INSTRUCTION 1160.6B

From: Chief of Naval Operations

Subj: SPECIAL DUTY ASSIGNMENT PAY (SDAP) PROGRAM

Ref: (a) 37 U.S.C. 307  
(b) DOD Instruction 1304.27, Award and Administration of Special Duty Assignment Pay, of 14 Jun 96  
(c) DODFMR, Volume 7A  
(d) ASD (FMP) Memorandum of 9 Apr 02 (NOTAL)  
(e) OPNAVINST 4700.8H  
(f) BUPERSINST 1430.16E

1. Purpose. To revise instructions for administering the Special Duty Assignment Pay (SDAP) program.
2. Cancellation. OPNAVINST 1160.6A.
3. Background. The authority and policy for the SDAP program is provided by references (a) through (d) and this directive.
4. SDAP Program. SDAP is a monthly pay used to help obtain high quality enlisted personnel for designated special duty assignments (SDAs) and sustain adequate manning levels. Assignment designations with corresponding levels of SDAP are normally announced by Naval message. The current statutory limit for SDAP is \$600 per month. There are six SDAP pay levels, established by reference (c). These levels along with their corresponding monthly SDAP rates are:

<u>Level</u>	<u>Monthly Rate</u>
• SD-1	\$75
• SD-2	\$150
• SD-3	\$225
• SD-4	\$300
• SD-5	\$375
• SD-6	\$450

5. Responsibility

a. As specified in reference (d), the Principal Deputy Under Secretary of Defense (Personnel and Readiness) (PDUSD(P&R)) maintains oversight for setting SDAP levels for the following common mission area positions:

(1) Production recruiters.

(2) White House Communications Agency (WHCA).

(3) Headquarters, Joint Special Operations Command (JSOC) and Joint Communications Unit (JCU).

(4) Defense Threat Reduction Agency (DTRA).

(5) Defense Courier Service (DCS).

b. The Director, MPT&E Policy Division (Chief of Naval Operations (CNO) (N13)) is responsible for implementation of SDAP policy per this instruction and Department of Defense guidelines contained in reference (b).

c. Commander, Navy Personnel Command (COMNAVPERSCOM) (PERS 40) determines eligible SDAs and corresponding SDAP levels. COMNAVPERSCOM (PERS 48) executes SDAP policy.

d. Commanding Officers (COs) with members in SDAs are responsible for both filling SDA assignments with qualified Sailors and annually recertifying that each eligible member's SDAP is correct.

6. Criteria for Designating an Assignment for SDAP. Special duty assignments involve demanding duties requiring extraordinary effort for satisfactory performance or an unusual degree of responsibility in the accomplishment of assigned duties. These assignments are determined by the Enlisted Community Managers (ECMs) COMNAVPERSCOM (PERS 4011) using a balanced evaluation of the following factors:

a. Special assignments which are difficult to keep manned with high quality volunteers.

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b. Duties involving a greater degree of responsibility or that are more arduous than that expected in a normal assignment at the member's pay grade and experience level in that skill.

c. Duties requiring special qualifications and extra training above and beyond the normal qualifications of the rating/NEC/skill or grade to maintain proficiency.

d. Difficult duties outside a normal career field or within a career field which begins with lateral entry several years into a military career.

e. Assignments at duty locations that are significantly more arduous than assignments at normal unaccompanied duty assignment locations.

7. Specific Eligibility Criteria. Enlisted members must comply with the requirements of reference (c), Table 8-2 "Conditions Affecting Entitlement to SDAP" and must also be:

a. On active duty and entitled to basic pay, other than for training for less than 180 days.

b. Serving in pay grade E-3 or higher.

c. Approved by the CO as fully qualified in the authorized SDA. In cases of questionable eligibility, COs should request determination from COMNAVPERSCOM (PERS 4811).

d. Assigned to and working in a billet on the command's Manpower Authorization (OPNAV 1000/2) identified as SDA in the most current SDAP message. Members in excess of the command's authorized SDA billets are normally not eligible to receive SDAP. The requirement to be assigned to SDA billet is waived and the pay will continue if the member is:

(1) On authorized leave, excluding terminal leave or permissive temporary duty (PTDY) prior to transfer to the Fleet Reserve, retirement, separation or discharge from the Navy.

(2) Assigned to temporary duty (TDY) or temporary additional duty (TAD) requiring use of the SDA skill.

(3) Assigned TAD not requiring use of the SDA skill, in which case the pay continues for not more than 90 days.

(4) Attending a formal school directly relating to the SDA while on duty under instruction (DUINS), temporary duty

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under instruction (TEMDUINS) or temporary additional duty under instruction (TEMADDINS).

(5) Attending a formal school not directly relating to the SDA while on TEMADDINS or while on DUINS or TEMDUINS enroute to another SDA billet. SDAP must be stopped after the 90th day of the course.

(6) In a duty or TDY status requiring the use of the SDA skill while assigned to a pre-commissioning or re-commissioning crew, after the Navy formally accepts the ship as defined in reference (e). Members are eligible for SDAP when assigned to the ship's UIC and serving in an SDA billet that may not yet be reflected on the command's Manpower Authorization (OPNAV 1000/2) or are not in receipt of a complete OPNAV 1000/2. SDAP must be authorized by the ECM responsible for the rating/NEC/skill via the current SDAP message or separate correspondence. SDAP is not authorized for members assigned to a pre-commissioning or re-commissioning detachment.

(7) Assigned as the Command Master Chief (CMC) (NEC 9579 and NEC 9580) of a pre-commissioning or re-commissioning crew regardless of the status of the ship's acceptance. CMCs are also eligible for SDAP if assigned to a pre-commissioning or re-commissioning detachment. A copy of the CMC's orders along with the CO's endorsement must be submitted to COMNAVPERSCOM (PERS 4811) to verify eligibility.

(8) In a patient status, including convalescent leave, TDY or TDY limited duty (LIMDU) from an eligible SDA for a period not to exceed 12 months. This waiver does not apply to LIMDU personnel who are assigned to OPNAV 1000/2 billets, nor to a member who is a patient due to disease or incapacitation resulting from drug or alcohol abuse as established by a line of duty investigation. LIMDU personnel assigned to OPNAV 1000/2 billets eligible for SDAP, will continue to receive the pay, if qualified and if they can do the work requiring the SDA skill. No new starts are authorized.

(9) Assigned Nuclear NECs 335X, 336X, 338X, or 339X (other than 3359 or 3389) and serving in a related billet (including members who are assigned in excess of billets authorized but directly involved in the operation and maintenance of a nuclear propulsion plant, the training of nuclear operators, or the repair department of a nuclear capable Intermediate Maintenance Activity/Tender).

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(10) Advanced to Senior or Master Chief Petty Officer in a compressed rating as defined in reference (f), and is using the skills of the advanced rating.

(11) Selected as the Atlantic Fleet Sea Sailor of the Year, the Pacific Fleet Sea Sailor of the Year, the CNO Shore Sailor of the Year or the Navy Reserve Force Sailor of the Year and elects to serve a tour as Special Assistant to the Master Chief Petty Officer of the Navy (MCPON) or Fleet or Force Master Chief as desired by the cognizant Fleet or Force Commander.

8. SDAP Payments and Levels. SDAP is a monthly pay used to help obtain high quality enlisted personnel for designated SDAs. Members eligible for SDAP can only receive one SDAP entitlement (payment) per month. Specific SDA pay levels and amplifying notes are normally announced by Naval message.

a. Variable Pay Level Determination

(1) Variable pay levels are based on job tenure. The time is computed from the date a fully qualified member actually begins assigned duties. Time requirements and associated pay levels for SDAs may be found in the current SDAP message.

(2) Prior successful experience of nine months or more is creditable toward variable SDAP levels. Members returning to billets with variable levels will reenter at the 7-12 month pay level and increase to the maximum pay level after six continuous months in the new assignment. Members transferred PCS directly to another SDA-qualified billet are considered to have been on continuous duty for pay level purposes. Time in transit, however, may not be used to meet the time requirements for an increase to the next higher pay level.

b. NEC Interpretations

(1) SDAP eligibility requires NEC certification for those SDAs requiring an NEC. NEC certification for SDAP can be accomplished by one of the following methods:

(a) COMNAVPERSCOM endorsement of commanding officer's Request for Change in NEC (NAVPERS 1221/1) recommendation.

(b) Page 4 or Page 13 entry by a training activity certifying successful course completion and a NAVPERS 1221/1 recommendation submitted to COMNAVPERSCOM (PERS 4013).

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(c) NEC assignment appearing on the Enlisted Distribution and Verification Report (EDVR).

(2) Principal, Component and Related NEC Relationships for Non-Nuclear Ratings.

(a) Members having the principal NEC are eligible for component or related NEC SDAP when assigned to and using the appropriate skill level in the component or related NEC billet.

(b) Members having a component or related NEC are eligible for principal NEC SDAP when assigned to and using the appropriate skill level in the principal NEC billet.

#### 9. Payment Procedures

a. Payment Start/Restart Dates. Entitlement to SDAP will start on the date the commanding officer certifies the member as fully qualified for and serving in an SDA, except for the following:

(1) When NEC certification is the controlling factor in determining the start date, one of the following applies:

(a) The date the NEC is awarded, as documented on the NAVPERS 1221/1 except for changes from a special category nuclear NEC 3359 or 3389 to an operational nuclear NEC 335X, 336X, 338X, or 339X. CNO (N133) (Nuclear Propulsion Program Management Branch) approval is required prior to starting these payments and payment will start on the approval date.

(b) The date of the training activity's Page 4 or Page 13 entry.

(c) When certification is based on the NEC appearing on the EDVR, payment starts on the first day of the month in which the NEC first appeared on the EDVR, or a later date, if specified by the commanding officer. EDVR data should be locally verified to preclude erroneous payments.

(2) In individual cases where a determination of eligibility has been requested, COMNAVPERSCOM (PERS 4811) may specify the date.

(3) If a member's SDAP was previously stopped for failure to maintain the minimum level of qualification

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(paragraph 9.c.(3)) payment will not restart for a minimum of six months from the stop date.

b. Scheduled Termination of SDAP and Deletion of an SDA. Any pay level reduction, termination, or assignment deletion will normally be announced at least 60 days in advance. It is the responsibility of each command to ensure that each pay level reduction or termination is submitted for posting to the member's master military pay account.

(1) Payments scheduled for termination will be announced by the most current SDAP message and amplifying notes. SDAP for members in the affected assignments will be reduced to the one-half rate on the effective date of termination and continued for one year unless stopped sooner for reasons specified in paragraph 9.c. New payments may not be started on or after the effective termination date.

(2) SDAP will be stopped on the effective date of deletion for billets or SDAs that are affected.

c. Individual Eligibility Termination. Payment depends on continued qualification and eligibility. Payment will be stopped on the date that a member:

(1) Loses eligibility through permanent change of station (PCS) or reassignment to duty not requiring use of the SDA skill. Pay continues through the day prior to the date of departure from the SDA.

(2) Begins leave between SDAs. Payment will continue through the day prior to the date of departure from the SDA. SDAP may be restarted the day the member commences leave between SDAs provided the SDAs are directly related to each other. SDAP is authorized at the rate of the new SDA.

(3) Fails to maintain the minimum level of qualification required in the SDA. Payment will stop on the date the member is disqualified by the member's commanding officer, regardless of the date of processing of the request to disqualify a member from SDAP. COMNAVPERSCOM (PERS 4811) is the determining authority if the stop date is in question. SDAP must not, in itself, be stopped as a punitive measure.

(4) Is transferred directly to the U.S. Naval Academy Preparatory School for future assignment to the U.S. Naval Academy, or to other programs leading to a commissioned status.

(5) Is discharged, released from active duty, or transferred for separation from active service, whichever is earliest.

d. Personnel Office Procedures. Service record entries are accomplished using the Navy Standard Integrated Personnel System (NSIPS). Administrative personnel must first log into NSIPS. Then they must click on the "PERSONNEL MAINTENANCE" link on the left side, click on the "SDAP" link from the drop down menu, and then click on "SDAP-CREATE" link. The program will prompt you for the member's social security number (SSN). Once in the panel, follow the prompts. The document will then be forwarded by the military personnel clerk to the military personnel supervisor for final approval and release. Corresponding Page 13 service record entries will include the date of the NSIPS transaction.

#### 10. Annual Recertification

a. Authority and eligibility for members receiving SDAP (even those being terminated) must be reviewed and recertified annually in June by the commanding officer.

(1) The beginning of the recertification process will normally be announced via message in June. Commands will use Section Four or Section SP of the EDVR to recertify SDAP eligibility.

(2) Commands will submit a copy of the command's EDVR, signed by the commanding officer certifying the correctness of the EDVR, to COMNAVPERSCOM (PERS 4811). "By direction" signatures are not authorized. Timely submission of appropriately endorsed EDVRs will prevent SDAP termination for command personnel.

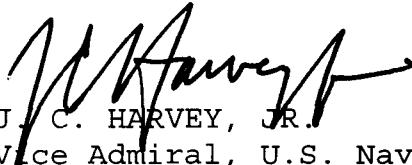
b. COMNAVPERSCOM (PERS 4811) will initiate a stop action for SDAP with an effective date of 1 June for commands that do not complete SDAP recertification by 31 August.

c. If it is determined that a member's SDAP should have been withdrawn as a result of the annual recertification, commands and personnel support detachments are required to correct discrepancies prior to submitting their annual SDAP recertification. Additionally, an appropriate Page 13 service record entry will be made documenting any corrections.



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11. Recoupment. Recoupment is required if a member is erroneously paid SDAP.



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